

Program Practice Standard: eWIC Card Management - Issued Card Tracking Log

Clinic Site:

Instructions: When an issued eWIC card is returned to the clinic, or will not be used by the household it has been issued to, the below information should be documented on this log. If a card is to be returned to the household, it must be stored in a secure location until picked up. It is expected that cards be returned rather than destroyed whenever feasible. If card is to be destroyed, a note can be added on the eWIC Card Account Maintenance screen when access to the card is stopped.

Date	Household ID	Card Number	Reason card is being logged	Action taken	Comments	Staff Initials
Example: 1/21/21	123 4567	5555 6666 7777 8888	<input checked="" type="checkbox"/> Returned to clinic - change of household <input checked="" type="checkbox"/> Returned to clinic - found card <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Card deactivated in I-WIC & shredded <input checked="" type="checkbox"/> Card returned to HH <input checked="" type="checkbox"/> Other: Added General Note in I-WIC	Card found in parking lot; left voicemail with HoH and placed card in locked WIC storage until picked up.	CH
			<input type="checkbox"/> Returned to clinic - change of household <input type="checkbox"/> Returned to clinic - found card <input type="checkbox"/> Other:	<input type="checkbox"/> Card deactivated in I-WIC & shredded <input type="checkbox"/> Card returned to HH <input type="checkbox"/> Other:		
			<input type="checkbox"/> Returned to clinic - change of household <input type="checkbox"/> Returned to clinic - found card <input type="checkbox"/> Other:	<input type="checkbox"/> Card deactivated in I-WIC & shredded <input type="checkbox"/> Card returned to HH <input type="checkbox"/> Other:		
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Keep a copy of this log for review upon request