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

Clinic Site:

Instructions: When an unissued eWIC card is unusable, the below information should be documented on this log. If or when the number of cards on this log exceeds 2% of your assigned caseload, contact your RNC for guidance to ensure your I-WIC inventory reflects the unusable cards.

Date	Card Number	Reason for card disposal	Date Card Shredded	Comments	Staff Initials
Example: 1/1/2021	1234 5678 9012 3456	☑ Damaged in shipping ☐ Damaged in storage ☐ Other:	1/1/2021	Bottom card in box arrived bent - cannot use.	CH
		☐ Damaged in shipping ☐ Damaged in storage ☐ Other:			
		☐ Damaged in shipping ☐ Damaged in storage ☐ Other:			
		☐ Damaged in shipping ☐ Damaged in storage ☐ Other:			
		☐ Damaged in shipping ☐ Damaged in storage ☐ Other:			
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		☐ Damaged in shipping ☐ Damaged in storage ☐ Other:			
		☐ Damaged in shipping ☐ Damaged in storage ☐ Other:			

Keep a copy of this log for review upon request