

3.11 eWIC Card Holder

POLICY:

An **eWIC Card Holder (FD-11)** will be issued by the Local Agency to each WIC payee or participant as identification of the WIC payee or their proxy(ies) during WIC clinic visits and for eWIC benefit issuance and redemption.

PROCEDURE:

A. Issuance of the eWIC Card Holder (FD-11)

1. The eWIC Card Holder will be issued to the WIC participant at initial certification and continue to be valid for the duration of their participation in the WIC Program.
2. The number of eWIC Card Holders issued per payee will be according to the following:
 - One (1) eWIC Card Holder will be issued to each payee. Therefore, if there is more than one member of a family on the WIC Program, only one eWIC Card Holder will be issued; **or**
 - Since each foster child is considered to be a family of one (1), the payee will receive one eWIC Card Holder for each child in foster care status (**see Policy 2.07, Certification of Foster Children**).
 - When children are returned to original payee after being in foster care, one (1) eWIC Benefit Card will be issued for all active participants. Children will be placed back under the original family identification number issued in the computer system (**see Policy 2.07, Certification of Foster Children**).
3. If the payee or proxy name should change during the certification period, a new eWIC Card Holder will be issued. The old eWIC Card Holder will be collected and destroyed.
4. If the eWIC Card Holder is no longer in usable condition, it will be collected and destroyed and a new eWIC Card Holder will be issued.
5. When a payee/proxy does not bring the eWIC Card Holder to an appointment, proper identification must be presented in order for services to be provided. Failure to present proper identification will result in the rescheduling of the appointment.

B. Information on the eWIC Card Holder (FD-11)

1. The signature line and the WIC identification number in the eWIC Card Holder provide the official WIC identification.
2. Inside the eWIC Card Holder are instructions for use of the eWIC Benefit Card.

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3. WIC participant appointments may be written by WIC personnel on the eWIC Card Holder
4. The eWIC Benefit Card should be stored inside the eWIC Card Holder .

C. **Instruction for the WIC Payee/Proxy**

1. WIC personnel will **verbally** instruct the WIC payee/proxy during each certification appointment of the correct use of eWIC Benefit Cards, the **WIC-Approved Food List (FD-09)** and eWIC Card Holders **(FD-11)**.
2. If the proxy is not present for instruction, it is the responsibility of the payee to inform the proxy of proper use.