

**3.14 eWIC Benefit Inventory**

---

**POLICY:**

The Local Agency is responsible for verifying receipt of the eWIC Benefit Cards that are shipped to each permanent Local Agency WIC clinic by the State Agency.

**PROCEDURE:**

**A. Request for eWIC Benefit Cards**

1. The WIC clinic must order eWIC Benefit Cards through the DHHR (Department of Health and Human Resources) Warehouse, using the WIC order forms.
2. If the eWIC Benefit Cards are not received in 7-10 days, the clinic will contact the DHHR warehouse.

**B. Receipt of eWIC Benefit Cards**

eWIC Benefit Cards are to be stored in a secure area upon receipt.

**C. Inventory of eWIC Benefit Cards**

WIC clinic staff will conduct a monthly inspection of eWIC Benefit Cards available to ensure the presence of sufficient supply at each Local Agency WIC clinic.

**REFERENCES:**

1. STORC Users Guide VI, page 55-63