**Voiding eWIC Benefits** 

# **POLICY:**

The Local Agency is responsible for voiding eWIC benefits for food package changes, parent/guardian changes, or replacement of food benefits (see Policy 1.10, Disaster Policy and Coordination, Section F).

## **PROCEDURE:**

### A. Documentation of Void Reason in Crossroads

The void reason must be selected on the **Food Instrument List Screen** when the **"Confirm Action Food Instruments to be voided**" confirmation box is enabled.

#### B. Tracking of Returned Formula

 All formula returned to the Local Agency will be tracked on Attachment #1, Returned Formula Tracking Form. At the time a participant, parent/guardian or caretaker brings formula into the Local Agency, the staff receiving the formula will complete sections 1-6.

### **ATTACHMENTS:**

1. Returned Formula Tracking Form

#### 3.06