

HOW TO USE THE NEVADA WIC BULK EBT CARD STOCK INVENTORY LOG FORM

1. Place your order with the State WIC Office for new WIC EBT cards
2. Your cards will be shipped via FedEx to your clinic
3. When you receive your cards confirm that you have received a copy of the “Nevada WIC **Bulk** EBT Card Stock Inventory Log”
4. Confirm that you have received a copy of “Nevada WIC EBT Card Issuance/Inventory Log”
5. Confirm that the “Nevada WIC EBT Card Issuance/Inventory Logs” have the correct numbers on the logs (do the card numbers listed in the first column match the numbers that are listed on the outside of the box?)
6. The clinic staff member that is responsible for receiving the shipment of Bulk WIC EBT cards must complete the “Nevada WIC **Bulk** EBT Card Stock Inventory Log”. This person will complete the columns labeled Cards Received from State. This includes the Date, Beg. Card # (beginning card number), End Card# (Ending card number), and Staff Initials.
7. See the sample form labeled Step 1:
 - 1) Janice is the assigned staff member for the WIC Training Clinic #101.
 - 2) Janice received the shipment of cards on 11/5/2012 so that is the date she enters into the log for any boxes that have been received in this shipment
 - 3) The label on the first box of cards shows that the unopened box contains cards 5077158501335762 thru 507715850133594.
 - Janice enters the beginning card number which in this case would be 5077158501335762 in the column labeled Beg. Card #
 - Janice enters the last card number or ending card number which in this case is 507715850133594 in the column labeled End Card #
 - Janice then must initial the column that says staff initials using her own initials.
8. Janice will now make sure that the cards are in the locked secure cabinet with limited staff access along with the “Nevada WIC **Bulk** EBT Card Stock Inventory Log” that she has just completed. Janice will tell the supervisor that is assigned to issue the bulk stock that the cards have been logged and are secure.

ASSIGNING AN INDIVIDUAL BOX OF EBT CARDS TO A CARD ISSUANCE STAFF MEMBER

1. Cindy Crawford is a CPA (card issuer) at the WIC Training Clinic #101. On November 7, 2012 she runs out of WIC EBT cards. Cindy goes to the clinic supervisor Michelle and requests a new box of cards.
2. Michelle (Supervisor) goes to the locked secure cabinet with limited staff access where the bulk stock of WIC EBT cards are stored and gets a new box of cards for Cindy(card issuer) .
3. Michelle (Supervisor) will confirm that the box of cards has been logged on the “Nevada WIC **Bulk** EBT Card Stock Inventory Log”.
4. Michelle (Supervisor) will also confirm that the box of cards she is going to issue to Cindy (card issuer) has a “Nevada WIC EBT Card Issuance/Inventory Log” with it.
5. On the “Nevada WIC **Bulk** EBT Card Stock Inventory Log” the second column is labeled Card Assignment. Michelle (Supervisor) will need to complete the columns labeled Date Assigned, Assigned to and then Michelle (Supervisor) and Cindy (card issuer) both need to initial in the divided column labeled Staff Initials.
6. See the sample form labeled Step 2:
 - 1) Michelle (Supervisor) will enter the date in this example it will be 11-7-12.
 - 2) Michelle (Supervisor) will then enter who she has assigned this box to, for this example it is Cindy Crawford (card issuer)
 - 3) Michelle (Supervisor) will then initial in the box that says Staff Initials.
 - 4) Cindy (card issuer) will initial in the other half of the box that says Staff initials.
7. Cindy (card issuer) can now take the box of cards she was just issued and the “Nevada WIC EBT Card Issuance/Inventory Log” that goes with the box she was issued.
8. Cindy (card issuer) is now fully responsible for this box of cards until which time she changes clinics, is no longer working for WIC, changes positions etc. Special arrangements can be made with the State Agency for offices who may have part-time employees that share a desk or in the case where someone may need to be called over from another clinic to fill in for an employee that is out. Contact the state office if you need to make special arrangements.

