

# I-WIC: EBT Card Inventory

As card issuance occurs on site at local agency clinics, it is important that card stock inventory is monitored and managed to ensure adequate stocks are available for card issuance and replacement. Card thresholds have been determined for each agency based on a six-month estimated use and the number of families to be served. Once the card number reaches the threshold, a notification is sent to the State office and a reorder is initiated. Cards are shipped in bundles not to exceed 500 cards per carton. Cartons are sealed with security tape and labeled using a numbering system. This guidance is intended to assist the local agency in entering inventory into the WIC MIS.

## Enter EBT Card Range into a Local Agency/Clinic

1. Access the eWIC Card Inventory screen from the Benefits menu. The Local Agency dropdown list will default to the Local Agency to which the user is logged in.

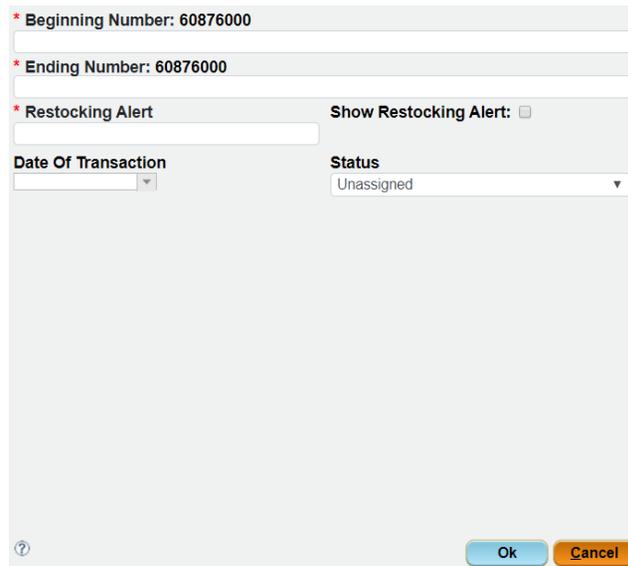
Local Agency/Clinic: 101031001 CEDA - ALBANY PARK

* Beginning Number	* Ending Number	* Restocking Alert	Unused Card Count	Show Restocking Alert	Date Of Transaction	Status	User ID
608760000000025	608760000000029	5	0	<input checked="" type="checkbox"/>		Active	sbo
608760000000030	608760000000031	1	1	<input type="checkbox"/>		Active	kmc
6087600000000255	6087600000000259	5	0	<input checked="" type="checkbox"/>		Active	sbo
608760000000009	608760000000010	0	0	<input type="checkbox"/>		Close	kmc
608760000000023	608760000000024	0	2	<input type="checkbox"/>		Close	kmc
6087600000000312	6087600000000313	1	2	<input checked="" type="checkbox"/>	02/06/2020	Transfer	ETH
6087600000000340	6087600000000341	1	2	<input checked="" type="checkbox"/>	01/16/2020	Transfer	gs

*Card inventory can be entered at either the Local Agency level or the Clinic level. For multi clinic agencies, it is recommended to log the inventory at the Agency level where the cards are received, then transfer inventory to individual clinics within the agency as needed. For single clinic agencies, you may enter the inventory directly into the Clinic's inventory.*

*If you are entering at the Agency level and transferring between clinics, it is recommended to enter the cards into smaller ranges, if the all the cards in a box are entered in 1 range, you will only be able to transfer the whole range. For example, if you receive 1 box of cards but share this box with another clinic enter the range as multiple rows, Row 1: 1-250, add another row for 251-500. If you have smaller clinics you will want these ranges to be even smaller to easily transfer an amount appropriate for the caseload at that clinic.*

2. If entering inventory directly into a Clinic's inventory, select the Clinic from the Local Agency/Clinic dropdown field, then click on the GO button.
3. The eWIC Card Inventory screen will be displayed. If inventory already exists, it will be displayed in the grid.
4. Click the Add button.
5. The eWIC Card Inventory pop-up will be displayed.



The screenshot shows a pop-up form for entering card inventory. It contains the following fields and controls:

- \* Beginning Number:** 60876000 (text input)
- \* Ending Number:** 60876000 (text input)
- \* Restocking Alert:** (text input)
- Show Restocking Alert:**
- Date Of Transaction:** (dropdown menu)
- Status:** Unassigned (dropdown menu)
- Buttons:** Ok (blue), Cancel (orange)
- Help:** A question mark icon (?) is located in the bottom left corner.

6. Enter the Beginning Number of the inventory of cards (i.e., first card's number without the check digit).
7. Enter the Ending Number of the inventory of cards (i.e., last card's number without the check digit).

**\*\*NOTE: the check digit number is a unique number that is assigned at the end of a card's pre-defined numerical sequence; this is the last digit of a card's numerical sequence.**



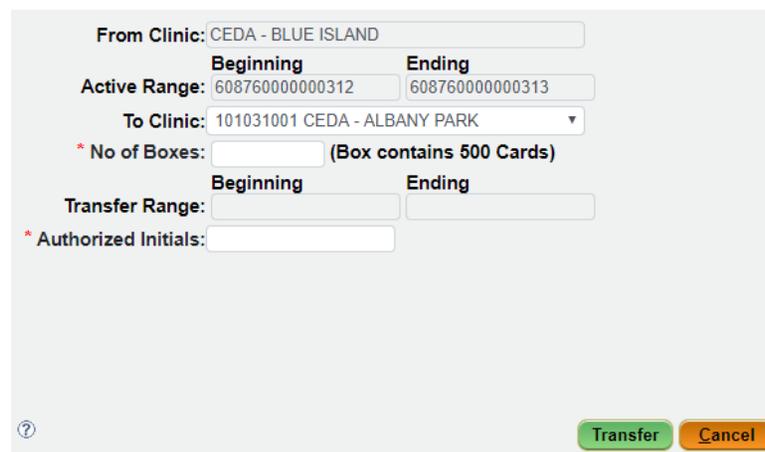
8. Enter the Restocking Alert value. The Restocking Alert value relates to the number of boxes of WIC EBT cards in inventory. If the Show Restocking Alert checkbox is checked, the system will notify staff when the inventory is at or below this level. For example, if the Restocking Alert value is 2, staff would be notified when inventory is at or below 1000 cards. If you only received 1 box, you would enter 1 as the value.
9. Check the Show Restocking Alert checkbox, if desired.
10. Enter the Date of Transaction (i.e., the date the cards are added to inventory).
11. Identify that the inventory is active by selecting Active from the Status dropdown list, if necessary. Inventory must be active at the Clinic level to assign EBT cards and only one active card range is allowed when the Unused Card Count is greater than 25.

**\*\*NOTE: Possible selections for Status include Active and Unassigned. The "Transfer" value is automatically assigned by the system when inventory is transferred to another Clinic.**

12. Click on the *OK* button.
13. Click on the *Save* button. The User ID of the authorized staff that added the inventory is automatically added into the User ID column.

## Transfer EBT Cards from One Clinic/Local Agency to Another Clinic/Local Agency

1. Access the eWIC Card Inventory screen from the Benefits menu. The Local Agency dropdown list will default to the Local Agency to which the user is logged in.
2. If transferring inventory directly from a Clinic's inventory, select the Clinic from the Local Agency/Clinic dropdown field, then click on the GO button.
3. Select the EBT Card range you would like to transfer from the search results grid.
4. Click the Transfer button.



The screenshot shows a web form for transferring EBT cards. It includes the following fields and controls:

- From Clinic:** A dropdown menu with the selected value "CEDA - BLUE ISLAND".
- Active Range:** Two input fields labeled "Beginning" and "Ending" containing the values "608760000000312" and "608760000000313" respectively.
- To Clinic:** A dropdown menu with the selected value "101031001 CEDA - ALBANY PARK".
- \* No of Boxes:** An input field with a value of "1" and a note "(Box contains 500 Cards)".
- Transfer Range:** Two input fields labeled "Beginning" and "Ending", both currently empty.
- \* Authorized Initials:** An input field currently empty.
- At the bottom right, there are two buttons: a green "Transfer" button and an orange "Cancel" button.
- A small question mark icon is located at the bottom left of the form area.

5. From the eWIC Transfer pop-up, select the Clinic from the dropdown list you wish to Transfer EBT Card Inventory to.
6. Enter in the additional required information.
7. Click the Transfer button.
8. From the eWIC Card Inventory screen, select the Clinic that the EBT Card Inventory has been transferred to from the dropdown and click the Go button.
9. In the search results grid, change the status of the newly transferred EBT Card Inventory from Transfer to Active.
10. Click the Save button.

## Documenting Shipments Received

To ensure security, accountability and trackability of EBT cards, the logs provided in the IL WIC PPM AD, Addendum *PPS eWIC Card Management* must be used. Use the eWIC Card Shipment Log any time a shipment of EBT cards is received. Document clinic where the shipment was received, date received, quantity received, card numbers received, initials of staff who accepted shipment, that the Manifest Report (packing slip) is on file and that a confirmation email was sent to assigned Regional Nutritionist Consultant.