Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2012   Policy No. FD-1

Revised: May 1, 2020

Food Delivery System Overview

Authority

7 CFR Part 246.4(a)(11)(iii), (a)(14)(i),(vi), and (xii); §246.12(f), (p) and (q)

Policy

1. The State Agency shall use eWIC cards to deliver food benefits on demand at the time of service to WIC participants.

2. Local Agencies shall use unassigned card stock provided by the State Agency to issue eWIC cards.

3. The State Agency monitors eWIC card stock inventories.

4. The State Agency has established food delivery procedures in cases of natural disasters and emergencies, as described in Policy OM-5, Disaster Recovery.

Procedures

1. Unassigned card stock is delivered to Local Agencies on an as-needed basis by a state agency.

    1.1. The Local Agency shall inventory received card stock.

    1.2. The Local Agency shall ensure that there is separation of duties between the staff members who receive and log the card stock.

2. eWIC cards shall have:

    2.1. A PAN number for assignment to a participating household unit

    2.2. Toll-free number for account information or problems

    2.3. Address and website of State Agency for card to be sent to if found

    2.4. Non-discrimination statement

    2.5. Statement that card has no redeemable cash value

    2.6. Statement that misuse of eWIC card is considered fraud and subject to prosecution

3. The State Agency ensures that eWIC card stock is not being used fraudulently by:

3.1.   Confirming that eWIC card stock is not accessible to participants or other unauthorized persons and is stored in a secure location.

3.2.   Maintaining all card issuance within the SPIRIT System.

4.   In the event that eWIC card stock is determined to be missing, Local Agency staff shall notify their supervisor and the State Agency immediately.

5.   The Local Agency will work with the State Agency to coordinate investigation of the missing item(s) by law enforcement authorities and WIC Program staff.