

**UMATILLA-MORROW HEAD START, INC.  
WIC PROGRAM  
POLICIES AND PROCEDURES**

**FOOD INSTRUMENT/FARMER'S MARKET COUPON SECURITY**

**Policy:** Umatilla-Morrow Head Start, Inc., WIC Program, will be responsible for all Food Instruments(FI) received from the state WIC program until they are issued to local WIC participants, returned to the state WIC program or destroyed.

**Procedure:**

1. WIC Food Instruments and Farmers' Market coupons will be treated as negotiable checks with appropriate security measures maintained at all times.
2. Each clinic will order new Food Instrument stock with state contracted supplier when they are down to one unused box of FI stock. FI stock will be requested and received in accordance with Oregon WIC policy 500.
3. Farmer's Market will be received in each clinic and verified according to Oregon WIC policy 1100.
4. FI stock and Farmer's Market coupons will be stored in a locking cabinet. This cabinet will be locked at all times when not in direct view of WIC staff.
5. FI stock and Farmer's Market coupons which are transported to satellite clinics will be kept in a locked room inaccessible to walk-in participants and non-participant traffic or a locked car trunk when not in direct view of WIC staff.
6. Food Instruments which are voided or have expired will be destroyed after status is noted in TWIST FI Management section.