

**UMATILLA-MORROW HEAD START INC
WIC PROGRAM
POLICIES AND PROCEDURE**

FOOD INSTRUMENT REGISTER AND FI STUB

POLICY: UMCHS WIC Program will maintain a system to collect and file FI (food instrument) stubs with client's signature.

PROCEDURE:

- A. FI stubs for the day will be collected in an standard # 10 envelope with the day's date on the outside of the envelope.
- B. At the end of the day, the FI register will be printed and put in the envelope where that day's FIs are stored.
- C. The standard # 10 envelope, with the days FI's & register in it, will be placed in a large 9 ½ x 12 envelope – with the month/year on the upper right hand corner of the envelope, and filed in a locked cabinet.
- D. The monthly envelopes will be filed and stored for 3 years.

For more information refer to Oregon WIC Policy 530