

WIC Card Control Process

- I. WIC cards are ordered from the contracted card supplier by the WIC State Office. Cards are personalized for Utah and shipped by the supplier to the State WIC Office. Upon receipt from the contracted card supplier, cards will be “received” into the Utah WIC card inventory following WIC State Office personnel entry of WIC card Personal Account Number (PAN) “from- and to-“ sequence numbers into VISION. A card shipment that fails to meet Utah WIC standards for acceptance will be returned to the Card Supplier for replacement.
- II. Cards stored at the state office will be kept in a locked closet in a secure area of the building. Access to the locked room will be limited to State WIC staff and building administrators.
- III. WIC cards will be shipped or delivered to clinics by designated WIC state office staff within 1-2 weeks of an order being received. Cards will be shipped via trackable methods such as FedEx, USPS, or certified mail. The WIC program manager may approve cards being hand-delivered by WIC state office staff.
- IV. Cards will be ordered, received and stored by WIC clinic staff according to policies found in State Plan Section II, IX. Food Benefit Accountability, Card Inventory.
- V. Upon receipt at a clinic, cards will be “received” into the clinic card inventory by the entry of card (sequence) numbers into VISION.