

Section II: Local Organization and Management

IV. Local Organization and Management

F. Inventory Management

Purpose

To provide guidance on ordering and managing an inventory of materials from the State Office.

Policy

Local agencies will order materials from the state office and are required to follow inventory management procedures.

1. Local Agencies may place orders on an ongoing basis throughout the year, to ensure sufficient participant and/or household needs are met.

- State Office will evaluate local agency order quantities and adjust accordingly.
- The lead clinic will be responsible for placing all orders with the state office, and the State Office will ship to any clinics identified in the order.

2. Benefit Card Stock

- The lead agency will contact the state office to place an order for card stock as needed.
- The State Office will ship stock to the clinic identified in the order via certified mail.
- Benefit Card Stock Security and Inventory Control
 - Benefit card stock will be always stored in a locked location.
 - Local agency is required to maintain an inventory log of eWIC cards received, destroyed, and mailed to participants
 - Documentation is to be made on attachment *eWIC Card Inventory Log*. This must be available for review at the State's request.
 - If a card is damaged and discarded prior to issuance, this needs to be logged including the card number(s).
 - Cards issued by the clinic (except when mailing), or replaced by the eWIC Processor, do not need to be logged on the inventory form.

3. Breast Pumps

- The local agency Breastfeeding Coordinator (BC) is responsible for overseeing the ordering, inventory, issuance and reconciliation of breast pumps, and will:
 - Order breast pumps by completing the WIC Order Form, located in eLearn under "Local Agency Resources" and submit it to the State WIC Breastfeeding Coordinator.
 - Breast pumps will be stored in a secure area that can be locked when staff is not present.
 - Maintain a record of inventory, issuance, and return of breast pumps using the *Breastfeeding- Breast Pump Log* (or approved alternate form that has the same information contained in it).
 - Log pump issuance in participants' chart in the MIS as directed by state office.

4. Other Materials Supplied by the State Office

- The State Office will provide materials that are either required or fundamental to use in the program.
- The Order Form for these materials is located on the State of Montana eLearn site.