

## 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.

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**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.