

STATE OF ALASKA

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

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Reply to: **All Local Agencies Memorandum No-08-08**

Date: May 15, 2008

TO: X-LA WIC Coordinators
X-Satellites

FROM: Kathleen Wayne
State WIC Director

SUBJECT: Revised policy on WIC warrant stock and AKWIC Check Numbers

Information- X

Policy- X

Action- Immediately

Routine (email and hard copy) - X

Urgent (fax and hard copy)-

As result of a meeting with Local Agency Coordinators on February 29, 2008, LA memo 08-02 is rescinded and the following policies will apply.

In order to meet state procurement requirements for monitoring state warrants issuance and warrant control requirements, local agency WIC clinics are required to implement the following procedures:

Warrant Stock Tracking:

- Bundles or boxes of state warrant stock paper should be assigned to an individual printer
- Grantees may track warrant numbers from highest to lowest
- Any blank warrant sheets should be added at the end of the day

AKWIC Check Number Policy:

- Local agency clinics will print daily AKWIC 710 reports and use this report as a management tool to determine if checks were printed fraudulently after normal clinic hours
- A process of comparing the last check number printed from the prior clinic day with the first check printed on the current day should be put into place. A warrant stock tracking form is attached as an example of an acceptable tracking procedure.
- A copy of the daily AKWIC 710 report must be kept on file at the local agency.