

Chapter 5

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Health and Wellness for all Arizonans

azdhs.gov



- Perpetual Inventory Log
- Voided Food Instrument (FI) Reconciliation
- Obtaining signature on FI receipts
- FI Issuance Exceptions

Perpetual Inventory log

- Required at each clinic with a printer
 - Reflect food instrument stock/ream transfers (to and from)
- Example is now available in Chapter 5, Appendix D

Void Reconciliation

- Separation of duties for supervisors that reconcile the void report and provide direct services to clients.
 - Before shredding the FIs have an additional staff member review and sign/date the report

Signature Receipt

- What do staff do if the participant doesn't sign the signature receipt?
 - Document a note in AIM as a reminder to have the authorized representative sign the receipt at the follow up visit
 - Have a separate file with unsigned signature receipts

Family ID: 100740214 WIC Clinic: 15 WIC UNIV CLINIC 15 Notes

CSF Only Family: CSF Clinic: 15 WIC UNIV CLINIC 15

Authorized Representative

	Last Name	First Name	MI1	MI2
Rep1:	WILLIAMS	MARLENE	<input type="checkbox"/>	<input type="checkbox"/>
Rep2:			<input type="checkbox"/>	<input type="checkbox"/>

Street 1: 7
Street 2:
City: T
County: M
Proof of Addr: 1
Marital Status: 3
Disability:
Do y

Warning Notes

Warning Notes

10/08/2013--Marlene did not sign the signature receipt for the food instruments she received. Please have her sign the receipt during her next appointment in November. CN |

12/1/10----Temp Notes.....MVV

OK

Family
 Client Reg
 Cert Action
 Medical
 Health
 Nutr Quest
 Care Plan
 Food Pkg

FI Issuance

- Custody disputes and adverse action
 - Consider issuing one month of benefits to the family
 - Reduces administrative burden-tracking the original FIs and requesting the return

