

Section 9.5: WIC Information System – Equipment Inventory

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References: USDA CFO Act section 3016.32(e)

Policy: Local Agencies must annually review and verify the WIC Information System equipment inventory.

Purpose: To maintain an accurate inventory and prevent or detect loss of specific major equipment needed for the operation of the WIC Information System provided by the State Agency for use in WIC Local Agencies.

Procedures

Annual Equipment Inventory

All Local Agencies **MUST** complete an equipment inventory annually.

- Local Agencies will receive a copy of the current inventory from the State Agency.
- The Local Agency must use the inventory provided to verify the equipment at the site(s) is accurately listed in the inventory.

Discrepancies should be noted on the inventory when:

- The serial number or bar code number on a piece of equipment does not match the serial number or bar code number listed on the inventory.
- A piece of equipment is missing from the inventory.
- A piece of equipment listed on the inventory does not exist at the Local Agency.

NOTE: If a computer listed on the inventory cannot be located or is missing from the Local Agency, further investigation will need to take place by the agency prior to having it removed from the Local Agency's inventory reports. The Local Agency will work collaboratively with the State Office and Minnesota WIC Help Desk to investigate.

Equipment Inventory Documentation

Once the Equipment Inventory is complete, the Local Agency will notify the Minnesota WIC Help Desk and the State Agency Hardware Specialist.

The Local Agency will:

- Submit the completed Equipment Inventory form to the Minnesota WIC Help Desk and the State Agency Hardware Specialist.
- Maintain a copy of your completed Equipment Inventory.

The Local Agency may contact the Minnesota WIC Help Desk at any time for a copy of their inventory.

As part of the Local Agency Management Evaluation (ME), the State Consultant will review the completed Equipment Inventory forms from the previous 2 years. Once reviewed the Local Agency may discard the Equipment Inventory forms.

Inventoried Equipment

The following equipment provided to the Local Agency by the State Agency are considered Inventoried Equipment and must be included in the Annual Equipment Inventory:

- Computers – desktop and laptop
- Docking Stations/Port Replicators
- Monitors
- Scanners
- Signature Pads
- WIC Card Readers
- Networking equipment
- UPS Units/Power Strips
- Laptop bags

Non-Inventoried Equipment

Local Agencies must ensure that non-inventoried equipment items are maintained along with the associated inventoried equipment. The following items are considered Non-Inventoried Equipment:

- Power Cords
- Locks/Keys
- Network Cables

- External Keyboards
- Mice

If any of the non-inventoried equipment is missing or damaged, contact the Minnesota WIC Help Desk for a replacement.

Returning Equipment

When returning equipment to the Minnesota WIC Help Desk the Local Agency should maintain a copy of:

- The serial number of the item
- The date the equipment was returned
- The FedEx tracking number

This will ensure if there are any discrepancies with the next annual inventory there is a record of when the equipment was returned.

If multiple items are in working condition, they should not be returned as single items, but should be shipped in lots or with the corresponding computer. For example, when returning a computer that is no longer needed but in working condition include the keyboard, mouse, lock, port replicator, docking station (if used), and power cords used with the system.

Equipment Failure or Disposal

When equipment is no longer working or damaged, the Local Agency should first contact the Minnesota WIC Help Desk for troubleshooting assistance and/or replacement of the item.

Inventoried equipment should **NOT** be disposed of locally unless specifically instructed to do so or when prior approval is received by the Minnesota WIC Help Desk or the State Agency.

The following are considered disposable and may be disposed of locally without prior approval when they fail:

- Keyboards
- Mice
- Network Cables

Guidance

If any inventoried or non-inventoried equipment is in working condition but no longer needed to provide WIC services in a Local Agency, the equipment should be returned by calling the Minnesota WIC Help Desk for a shipping label.

SECTION 9.5: WIC INFORMATION SYSTEM – EQUIPMENT INVENTORY

Consider recording each staff's initials on your inventory list next to the items they use to make it easier to perform the Annual Equipment Inventory in the future.

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