

## **Attachment A**

### **Vault Card Inventory Procedures** **Revised 12/14/10**

An inventory of Vault Cards will be maintained by a Local District Vault Card Coordinator. The Vault Card Coordinator will be responsible for all aspects of Vault Card inventory maintenance, procedures and problems with the Vault Card process.

When vault card shipments are received the Vault Card Coordinator will sign for the cards, and have them stored in a secure area (locked room, locked storage cabinet). An inventory control form must be maintained which should contain the following information.

1. The Date any cards are removed from the supply.
2. The Card Numbers that are removed for that day.
3. Total number of cards removed.
4. Disposition (i.e., if cards are being sent to different locations, given to case workers (name of case worker(s) should be noted), etc.)
5. Total cards used to date.
6. Total cards left in stock.

Each Local District worker responsible for issuing Vault Cards to clients should complete a daily log. As vault card numbers are on the logs they must be kept secure.

The following information should be completed on the log:

1. Date
2. CIN/Applicant Number
3. Client Name
4. Vault Card Number
5. Local District worker Signature
6. Signature of Client upon receipt of Vault Card
7. Mailing Vault Cards:

In the event that the recipient is not on site and cannot be handed a card (for instance is interfacing with the LDSS via the telephone) it may be advantageous to mail the vault card to the recipient. (Permanent CBICs can take as long as 5 days to reach clients from the contractor via the mail. Mailing a vault card from a LDSS should take less time).

In these circumstances;

- Worker and supervisor should sign the log.
- The log should be annotated to indicate the card was mailed.
- The mailing address should be annotated on the log.
- The LDSS return address should be on the exterior of the mailing envelope.
- The vault card coordinators name should be included as the returnee.

The inventory forms should be filed in the appropriate area on a monthly basis. Depending upon the volume of cards issued for each district, the daily logs should be filed on a daily or weekly basis.

The Vault Card Coordinator should contact the CBIC contractor (Sagem Morpho Inc.) to order additional cards. The primary contact person at Sagem is Marla Martini (518) 452-3502 ext. 237 or cell (518) 669-5232. Steve Doppel (518) 486-7047 or Saul Berkowitz (518) 486-7554 at OTDA should be contacted with general CBIC issues. Al Rios (518) 473-9696 should be contacted with PIN related issues.