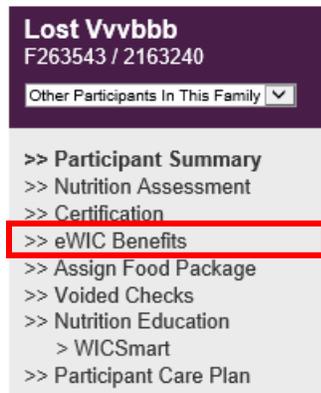




Deactivate an eWIC Card

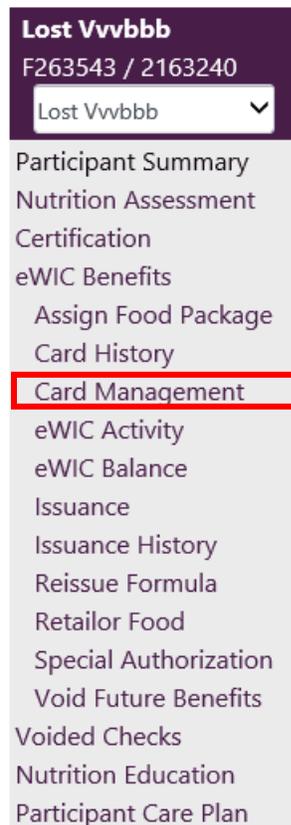
1. Go to the Participant page in WISPr.
2. Expand eWIC benefits in the left navigation pane.



A screenshot of the WISPR interface showing a navigation menu for a participant named "Lost Vvbbb" with ID "F263543 / 2163240". A dropdown menu is open, listing various options. The option ">> eWIC Benefits" is highlighted with a red rectangular box. A red arrow points from the right side of the page towards this box.

- Lost Vvbbb
F263543 / 2163240
- Other Participants In This Family
- >> Participant Summary
- >> Nutrition Assessment
- >> Certification
- >> eWIC Benefits**
- >> Assign Food Package
- >> Voided Checks
- >> Nutrition Education
 - > WICSmart
- >> Participant Care Plan

3. Click: Card Management.



A screenshot of the WISPR interface showing the same participant page. The dropdown menu is expanded further, and the option "Card Management" is highlighted with a red rectangular box. A red arrow points from the right side of the page towards this box.

- Lost Vvbbb
F263543 / 2163240
- Lost Vvbbb
- Participant Summary
- Nutrition Assessment
- Certification
- eWIC Benefits
- Assign Food Package
- Card History
- Card Management**
- eWIC Activity
- eWIC Balance
- Issuance
- Issuance History
- Reissue Formula
- Retailor Food
- Special Authorization
- Void Future Benefits
- Voided Checks
- Nutrition Education
- Participant Care Plan



4. Click: Edit icon in the Action column for the cardholder.

Card Management

ISSUE CARD

Card Holder	Card Number	Issued	Status	Action
Gone Vvvbbb	6107-2393-0000-0208	08/16/2019	Active	

5. Select the reason for deactivation from the drop-down box.

Edit Card

Card Number
6107239300000208

Card Holder Name
Gone Vvvbbb

Status
Active

Deactivation Reason*

- Lost
- Stolen
- Damaged
- Returned
- Undeliverable
- Change Family Status

6. Click: Save (Confirm Save box appears)
- Click: Save (to deactivate card) or
 - Cancel (to return to the Edit Card screen)

Confirm Save

Are you sure you want to save the card issuance changes?

SAVE CANCEL

7. Click: Cancel (to clear and return to the Card Management screen)

SAVE CANCEL





IDAHO DEPARTMENT OF
HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH



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