FYI

Card Issuance System (CIS) Security and Handling Procedures Updated

The Card Issuance System (CIS) Security and Handling Procedures were recently updated on page 4 to include the following:

1) The CIS Daily Card Reconciliation Log has been modified to include two new columns:

   - Column E labeled *# of EBT Card Signature Sheets*. For this number, record the physical count of the *EBT Card Signature Sheets* for card issuances only. Do not count the *EBT Card Signature Sheets* completed for PIN issuances only.

   - Column F labeled *# of Improperly Printed Cards*. Record the number of improperly printed cards. If there are no improperly printed cards, record zero in the column.

   The reconciliation is accurate if the sum of Column E and Column F balances to Column D, the End of Day Reconciliation.

2) All EBT-related documents (EBT Card Signature Sheets, CIS Safe Inventory Logs, CIS Daily Reconciliation Logs and Emergency Card Issuance Logs) must be kept in a secure area of the TAO for three (3) years.

In addition, unit name changes and minor wording clarifications were made throughout the document.

The updated Card Issuance System (CIS) Security and Handling Procedures are available on DTA Online on the "Administration & Finance" page under "Financial Program Management and Accounts Payable." The direct link is http://dtaonline/af/form/tao_card_issuance_systems_procedures.pdf.

The updated CIS Daily Reconciliation Log and Instructions are included there for reference.