

	Agency Name		Office of Family Support (OFS)		
	Chapter No./Name		04 – Family Assistance Manual (FAM)		
	Part No./Name		C. Case Processing (FITAP)		
	Section No./Name		C-900 FITAP Issuing Benefits (FITAP)		
	Document No./Name		C-990-FITAP Security and Control of the Louisiana Purchase Automated Benefit Card		
	Dates	Issue	December 20, 1997	Effective	December 20, 1997

KEEP CARD STOCK UNDER LOCK AND KEY IN A SECURE LOCATION SUCH AS A SAFE, LOCKED FILE CABINET, LOCKED DESK DRAWER, LOCKED SUPPLY CABINET, ETC. ALL CARDS MUST BE ACCOUNTED FOR. EACH CARD HAS A SIXTEEN DIGIT PERSONAL ACCOUNT NUMBER (PAN). USE THE CARD STOCK LOG (FORM EBT 1) TO MAINTAIN A RECORD OF ALL ISSUED CARDS.

CARDS SHOULD BE ISSUED IN ORDER FROM THE BULK SUPPLY. AS EACH CARD IS ISSUED, THE PAN MUST BE VERIFIED AND ENTERED ON THE EBT 1.