

# MN WIC Hardware Inventory

11/15/2022

## Hardware Inventory – Action may be required

The Minnesota WIC program is required to perform an annual inventory of all hardware provided to our Local Agencies. **The hardware inventory for FY 2023 will be completed by Local Agencies in Spring 2023.**

In preparation, we are asking Local Agencies to return any unused/broken hardware they currently have. This will allow State office and Gainwell to assess additional hardware needs we have across the state and provide an up-to-date list of hardware for Local Agencies to inventory in the Spring.

Local Agencies are responsible for all hardware that is provided to them for use with HuBERT. This includes items that may have been kept at staff's homes during the time in which WIC waivers are in place, at off-site clinic locations, or in storage areas like closets and cabinets.

The following should be **returned to Gainwell if broken or no longer in use:**

- WIC Computers
- Signature pads
- Card readers
- Routers
- Docking stations
- Canon Scantini scanner

The following can be **disposed of locally if broken or no longer in use:**

- Mice
- Keyboards
- Power strips
- HP flatbed scanners
- Monitors

NOTE: The list of serial numbers and the item descriptions should be emailed to the [MN WIC Help Desk \(MNhelpdesk@gainwelltechnologies.com\)](mailto:MNWICHelpDesk@gainwelltechnologies.com) prior to disposal.

For any equipment/hardware your local agency returning to Gainwell, when your boxes are ready for shipping, note the serial number of the item(s) and the dimensions and weight of each box. Contact the MN WIC help desk (800-488-8799, option 2, option 2 again), provide them this information and they will email you a label to print.

We recommend that you always keep a list for yourself of which items have been sent back and the date sent.

## MINNESOTA WIC HARDWARE INVENTORY

If you need a copy of your current WIC inventory, please contact your WIC consultant or Deb Grundmanis ([deb.grundmanis@state.mn.us](mailto:deb.grundmanis@state.mn.us)).

### Reference – Complete Listing of Hyperlinks

MN WIC Help Desk ([MNhelpdesk@gainwelltechnologies.com](mailto:MNhelpdesk@gainwelltechnologies.com))

Minnesota Department of Health - WIC Program, 85 E 7<sup>th</sup> Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, [health.wic@state.mn.us](mailto:health.wic@state.mn.us), [www.health.state.mn.us](http://www.health.state.mn.us); to obtain this information in a different format, call: 1-800-657-3942.