

CASHIER INSTRUCTIONS FOR ACCEPTING WISCONSIN WIC CHECKS

Please complete the following steps when accepting a WIC check:

PARTICIPANT NAME: Baby Jane Doe	FAMILY ID / PARTICIPANT ID 722703/4606066	CHECK # 30604825	FIRST DATE TO USE Jan 20, 2012	
WISCONSIN WIC PROGRAM 99-999 State Office	Misuse of checks is subject to state or federal prosecution. Void if altered.	75-1248 919 Payable through FSMC, Lake Lillian, MN Acct # 80	DATE OF USE Feb 19, 2012	
Valid For These Items Only - No Substitutions		Actual \$ Amounts		
4 * 12.7 oz Powder Good Start Gentle		\$ Correction Only	Cashier's Initials	Pay to the Order of WIC Vendor No.
8274		\$	Not Payable Without Authorized Stamp	Participant: Do Not Sign Until Time of Purchase
Deposit Within 45 Days From the First Date to Use		Cashier: Do Not Accept If Already Signed - Must Match Signature ID		

1. Accept only **Wisconsin WIC Checks**.
2. **Identification Numbers.** Compare the family ID number on the check with the WIC ID. They must match or the check must be refused.
3. **Valid Dates to Use.** Only accept WIC checks presented on or between the "First Date to Use" and the "Last Date to Use." Enter the current date in the "Date of Use" box.
4. **Specific Quantities and Types of Foods** are listed. No substitutions allowed. The foods purchased must match foods identified on the check. Use the *WIC Approved Foods* booklet to verify the foods selected. The quantity must be equal to or less than the quantity specified. WIC customers are not required to purchase all items.
5. **Cashier Initials** are written here.
6. Enter the **Purchase Price** for the items purchased. Do not charge for the value of foods not purchased. If more than one check is used, be sure that the correct dollar amount is entered on each check.

The prices charged for a WIC purchase must be reduced to include any store specials, coupons or other discounts given to non-WIC customers. Allow WIC customers to receive additional free food or other items offered to all customers by the manufacturer or by the store.

The dollar amount may be changed by drawing a single line through the incorrect amount and writing the new amount in the "\$ Correction Only" box.

7. WIC customer's **Signature Required.** Each check must be signed by the customer after the dollar amount is entered. Signatures are required for payment.

Compare the signature on the check with the signature on the WIC ID. The signature must match or the check must be refused. Do not ask for any other form of identification.

OTHER IMPORTANT INFORMATION

Use black, permanent ink.

The "Pay to the Order of WIC Vendor No." box remains empty. The authorized WIC vendor stamp is applied before the checks are deposited.

No change, "rainchecks" or credit may be given with a WIC purchase.

Do not accept altered checks. Do not alter a check by using correction fluid or writing over preprinted information.

Provide a cash register receipt for the WIC purchase.

