

Appendix B

WIC CHECK TRANSACTION PROCEDURES FOR CASHIERS

If the check has been **ALTERED** in any way, **STOP!** Do not accept that check. If the **ANSWERS** to any of the questions below are **NO**, correct the situation and continue. Decline the transaction if it cannot be corrected.

If there are **two or more** checks being used at the same time, handle them as separate transactions. Separate receipts must be generated for each check.

NO substitutions, exchanges or refunds are allowed at any time.

NO money may change hands during a WIC transaction.

1. VERIFY THE WIC CHECK:

- a. Is today's date within the First and Last Dates to Use?
- b. Is the check fully completed by the local health agency?

2. VERIFY THE FOODS:

- a. Are they printed on the check?
- b. Are they WIC approved types, brands and sizes? If no, assist the customer in obtaining the correct items and continue the transaction.
- c. Are the quantities less than or equal to what is printed on the check?

3. SCAN THE FOODS:

- a. Scan sale prices, and deduct any coupons, if applicable or presented
- b. Total the sale without tax.

4. COMPLETE THE FOLLOWING AREAS ON THE CHECK:

- a. DATE USED is today's date.
- b. PAY EXACTLY amount is the total of this transaction, without tax.

5. HAVE THE PARTICIPANT SIGN THE CHECK:

- a. If the customer signs in the wrong place, him them resign the check.
- b. If the check is pre-signed, ask the customer to re-sign it.

6. COMPARE THE SIGNATURE WITH THE SIGNATURES IN THEIR PARTICIPANT IDENTIFICATION FOLDER:

- a. Does the signature you witnessed match one of the authorized signatures?
- b. Place the check and receipt in the cash drawer. Do not give the receipt to the customer.

Remember: "NO IDENTIFICATION FOLDER – NO TRANSACTION"

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This institution is an equal opportunity provider.