# Appendix I

# MISSOURI WIC PROGRAM

## *Preparing WIC Checks for Deposit*

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

1. **REVIEW THE WIC CHECK FOR COMPLETENESS:**

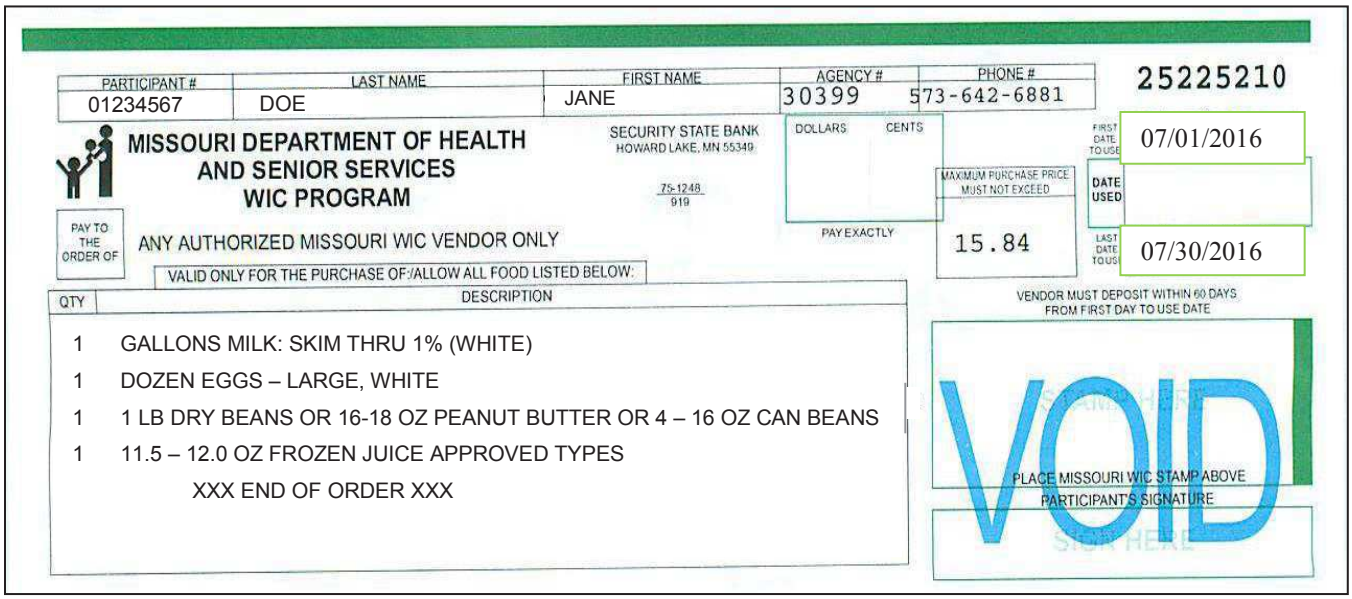
a. Is there a DATE USED written on the check?
b. Is there a TOTAL SALES AMOUNT written on the check?
c. Is there a PARTICIPANT'S SIGNATURE on the check?***If no, refer to Section 3.3 in the WIC Retailer Manual.***

2. **REVIEW THE DATE USED:**

a. Is the DATE USED within the FIRST and LAST DATES TO USE?
b. Is the DATE USED written legibly?
c. Does the DATE USED match the date on the receipt?***If no, refer to Section 3.6 in the WIC Retailer Manual.***

3. **REVIEW THE TOTAL SALES AMOUNT:**

a. Is the TOTAL SALES AMOUNT less than or equal to the MAXIMUM PURCHASE PRICE MUST NOT EXCEED AMOUNT?
b. Are the foods listed on the receipt WIC approved types, brands and sizes?
c. Are the quantities less than or equal to what is printed on the check?***If no, refer to Section 3.4 in the WIC Retailer Manual.***

4. **STAMP THE FOUR (4) DIGIT VENDOR ID STAMP NUMBER ON THE WIC CHECK:**

a. Use **BLACK INK** only when stamping the retailer ID number on the check.
b. Is the ID number legible? If no, inspect the stamp to see if it needs to be cleaned or replaced. Does the stamp need to be re-inked? If no, re-stamp the ID number in the Food Section.