Local Agency Staff Checklist

Assign eWIC Card to Household

- Verify authorized representative and alternate representatives in MOWINS.
- Identify the household's Primary Cardholder.
- Assign eWIC card to the household.
- Insert the card into the card reader/writer to set the card's four (4) digit PIN.
- Review and update each participant's food prescriptions.
- Issue benefits.
- Insert the card into the card reader/writer and enter the four (4) digit PIN.
- Once the "Card Updated." message appears, the card has been loaded with benefits.

Provide and Review eWIC Participant Materials

- eWIC Shopping List
    - Review all WIC-approved food items with the participant.
    - Explain Individual and Household food benefits.
    - Educate participants on the milk and legume conversion charts.
- Missouri WICShopper App
    - Offer to help the participant download the App.

Inform Participants to Keep Next Appointment

- Once all of the current benefits have expired, new benefits are not automatically issued and loaded to the card.
- Document the next appointment on the eWIC Shopping List or Account Balance.

Review How to Keep Track of Food Benefit Balance

- Store receipt from last WIC purchase.
- Balance inquiry at any eWIC authorized retailer.
- Account Balance printed when the participant returns to the clinic with the eWIC card.

Knowing Where to Shop

- Look for the eWIC logo decal at the store.
- A list of Missouri eWIC authorized retailers can be found here:
    - https://health.mo.gov/living/families/wic/families/findalocation/

Tips for the First eWIC Purchase

- Know what benefits are available on the card.
- If the WICShopper App has been downloaded, check to see if the items to be purchased are WIC-approved food items.

Local Agency Staff Checklist

- Make sure the cash register is eWIC enabled.
- Do not use the self-checkouts.
- Before the cashier begins scanning items, inform the cashier that they'll be using their eWIC card.
- Use the eWIC card as the first form of payment before other forms of payment.
- Review items and quantities before approving the purchase.