

# 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. WIC checks issued for fresh and frozen fruit and vegetables can be combined into a single sales transaction on one single receipt.

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

- Is there a DATE USED written on the check?
- Is there a TOTAL SALES AMOUNT written on the check?
- 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:

- Is the DATE USED within the FIRST and LAST DATES TO USE?
- Is the DATE USED written legibly?
- Does the DATE USED match the date on the receipt?

*If no, refer to Section 4.5 in the WIC Retailer Manual.*

### 3. REVIEW THE TOTAL SALES AMOUNT:

- Is the TOTAL SALES AMOUNT less than or equal to the MAXIMUM PURCHASE PRICE MUST NOT EXCEED AMOUNT?
- Are the foods listed on the receipt WIC approved types, brands, and sizes?
- 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 WIC VENDOR ID STAMP NUMBER ON THE WIC CHECK:

- Use **BLACK INK** only when stamping the vendor ID number on the check.
- 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 Description section.

PARTICIPANT # 01234567		LAST NAME DOE		FIRST NAME JANE		AGENCY # 30399		PHONE # 573-642-6881		25225210	
 <b>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES WIC PROGRAM</b>				SECURITY STATE BANK HOWARD LAKE, MN 55349				DOLLARS    CENTS		FIRST DATE TO USE 07/01/2016	
PAY TO THE ORDER OF ANY AUTHORIZED MISSOURI WIC VENDOR ONLY VALID ONLY FOR THE PURCHASE OF/ALLOW ALL FOOD LISTED BELOW:				75-1248 919		PAY EXACTLY		MAXIMUM PURCHASE PRICE MUST NOT EXCEED 15.84		DATE USED 07/30/2016	
QTY		DESCRIPTION									
1		GALLONS MILK: SKIM THRU 1% (WHITE)									
1		DOZEN EGGS – LARGE, WHITE									
1		1 LB DRY BEANS OR 16-18 OZ PEANUT BUTTER OR 4 – 16 OZ CAN BEANS									
1		11.5 – 12.0 OZ FROZEN JUICE APPROVED TYPES									
XXX END OF ORDER XXX											
										VENDOR MUST DEPOSIT WITHIN 60 DAYS FROM FIRST DAY TO USE DATE	
 PLACE MISSOURI WIC STAMP ABOVE PARTICIPANT'S SIGNATURE SIGN HERE											

Missouri Department of Health and Senior Services, WIC and Nutrition Services

This institution is an equal opportunity provider.