

Cashing WIC Food Instruments

When cashing the WIC food instrument, cashiers must be aware of the Program’s redemption procedures for regular and Cash Value Food Instruments, handle each food instrument separately, and know what foods are authorized. Cashiers must follow the correct procedures when redeeming the WIC food instruments:

ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM 1740 WEST ADAMS, PHOENIX, ARIZONA 85007 NEED HELP? Mon. - Fri. 8 AM - 5 PM, Call 1-800-292-5-WIC			MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTERED		DRAFT # 29427543	75-1248 Payable Through FSMC. 919 AN AFFILIATE OF SECURITY STATE BANK HOWARD LAKE, MN 55349 ACCT# 802070
AGENCY	CLINIC	PARTICIPANT ID	PARTICIPANT NAME	DRAFT TYPE		
10	11	11100144783	ARCHER, EMILY	002596AA		
36 OZ (UP TO 36 OZ) WIC APPROVED CEREAL (NOT INFANT) 3 CONTAINER (12 OZ FROZEN) WIC APPROVED 100% JUICE OR 3 CONTAINER (46 OZ) WIC APPROVED 100% JUICE 1 GAL SKIM/NONFAT OR LOWFAT (1%) MILK (GALLON CONTAINERS ONLY) 1 HALF GAL SKIM/NONFAT OR LOWFAT (1%) MILK (HALF GALLON CONTAINERS ONLY) 1 LB (UP TO 16 OZ) WIC APPROVED CHEESE 1 DOZ FRESH EGGS (12 PACK CARTONS ONLY)					VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE.	
					FIRST DATE TO USE	03/23/2009
					DATE OF USE	4
					LAST DATE TO USE	04/21/2009
					PAY TO THE ORDER OF:	
					VOID	
					VOID	
					PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE	
					SIGNATURE AT STORE:	
					8	
					CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID FOLDER	

1. Identify the customer - Ask to see the WIC ID folder or Proxy Certification form. No other form of identification is necessary .
2. Check the dates—Do not accept the food instrument before the first date to use or after the last date to use.
3. Check to ensure that the food instrument has not been reported lost or stolen.
4. Write the date in the “Date of Use” box. Cashiers may correct the date one time only in the presence of the WIC customer by:
 - Drawing a single line through the incorrect date;
 - Write the correct date above or below the incorrect date; and
 - Initial the correction next to the correct date.
5. Verify that the selected items, quantities and units being purchased are specified on the food instrument. Remember, all infant formula must be purchased.
6. Allow the WIC customer to take advantage of coupons, store specials and other promotional specials*. Coupons are not allowed for infant formula.
7. Enter the amount in the “Actual \$ Amount” box. Do not include sales tax and correct any mistakes by following the procedures below:
 - Draw a single line through the incorrect dollar amount;
 - Write the corrected dollar amount in the “\$ Correction Only” box; and
 - Initial the correction in the “Cashier Initial” box
8. Witness the customer’s signature and verify that the signature on the food instrument matches one of the signatures on the ID folder or proxy form. Allow the customer to re-sign the food instrument if the signatures do not match or the food instrument is pre-signed.
9. Give the WIC customer a legible cash register receipt for their WIC purchases.

*Above 50% Vendors are excluded from accepting coupons, or offering promotional specials or any other incentive item.

Cashing WIC Cash Value Food Instruments

WIC customers can purchase fruits and vegetables using a Cash Value Food Instrument (CVFI). The CVFI can be used to purchase a combination of fresh, frozen and/or canned fruits and/or vegetables. The customer may redeem one or more CVFI in one transaction. Please do not write more than the maximum amount that is printed on the CVFI.

ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM 1740 WEST ADAMS, PHOENIX, ARIZONA 85007 NEED HELP? Mon - Fri, 8 AM - 5 PM, Call 1-800-333-9339 WIC			MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTERED		DRAFT #
AGENCY	CLINIC	PARTICIPANT ID	PARTICIPANT NAME	DRAFT TYPE	45553535
10	03	3100189737	SMITH, CHRIS	003776AZ	
REDEEMABLE AT APPROVED WIC STORES OR AUTHORIZED FARMERS' MARKETS					
UP TO \$6.00 ANY COMBINATION FRUITS/VEGETABLES (FRESH, FROZEN AND/OR CANNED)					
WIC CUSTOMER MAY PAY AMOUNT OVER \$6.00					
			VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE.		75-1248 Payable Through FSMC, AN AFFILIATE OF SECURITY STATE BANK HOWARD LAKE, MN 55348 ACCT# 802070
			ACTUAL \$ AMOUNT		FIRST DATE TO USE 04/22/2011
			CASHIER INITIAL		DATE OF USE
			LAST DATE TO USE		05/14/2011
			PAY TO THE ORDER OF:		
			PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
			SIGNATURE AT STORE:		
			CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID FOLDER.		

Cashing One Cash Value Food Instrument

- Follow the same procedures for cashing a regular food instrument (see previous page, steps 1- 6).
- Weigh, scan and calculate the amount of fruits and vegetables that are being purchased.
- Enter the amount up to the **maximum** amount printed on the food instrument in the "Actual \$ Amount" box.
- Witness and verify the WIC customer's signature.

If the amount exceeds the maximum **and** the WIC customer chooses to, they can pay the difference using another method of payment (i.e. SNAP benefits, cash, etc.).

For Example: If the cost of the fruit and vegetables is \$6.75, the cashier will need to ask the WIC customer if they wish to pay the difference of \$.75. If the customer agrees, the cashier will write in \$6.00 in the "Actual \$ Amount" box and the customer will pay \$.75 using another method of payment.

If the customer does not agree to pay the difference, the cashier will need to remove enough fruits and vegetables until the amount is at or below the maximum amount of the CVFI.

Cashing More Than One Cash Value Food Instrument in One Transaction

When cashing more than one CVFI, the same rules above apply, including the following: use the highest value CVFI first, make sure each one is within the valid dates, then tender and process each one separately.

For example:

The WIC customer hands you three CVFIs, the first two have a maximum amount of \$5.00 and the third one has the maximum amount of \$6.00, total CVFI amount equals \$16.00 for all three.

The WIC customer purchases a total amount of \$20.20 of fruits and vegetables. The amount over is \$4.20 (\$20.20 – \$16.00).

The cashier will use the highest CVFI first (\$6.00), write the date, and \$6.00 on it, witness the signature then tender the first CVFI.

Next the cashier will use one of the \$5.00 CVFIs, write the date and the amount (\$5.00) on it, witness the signature and then tender it.

Before writing on the last \$5.00 CVFI, ask the customer if they wish to pay the difference \$4.20.

If yes, write the date and \$5.00 on the CVFI, witness the signature, tender it, then collect the remaining amount (in cash, SNAP benefits, debit or credit).

If no, the cashier will need to remove enough fruits and vegetables until the amount is at or below the maximum amount of the last \$5.00 CVFI.

So, if the amount the cashier deducted is \$4.80, then the Cashier will write the date, the new amount (\$4.40), witness the signature and tender the CVFI.

Rose's Market	
Fresh Fruits/Vegetables	\$ 8.45
Canned Vegetables	\$ 5.75
Frozen Fruits	\$ 6.00
Total	\$20.20
WIC Tender	-\$ 6.00
Sub-total	\$14.20
WIC Tender	-\$ 5.00
Sub-total	\$ 9.20
Returned Items	-\$ 4.80
Sub-total	\$ 4.40
WIC Tender	-\$ 4.40
Balance	0