

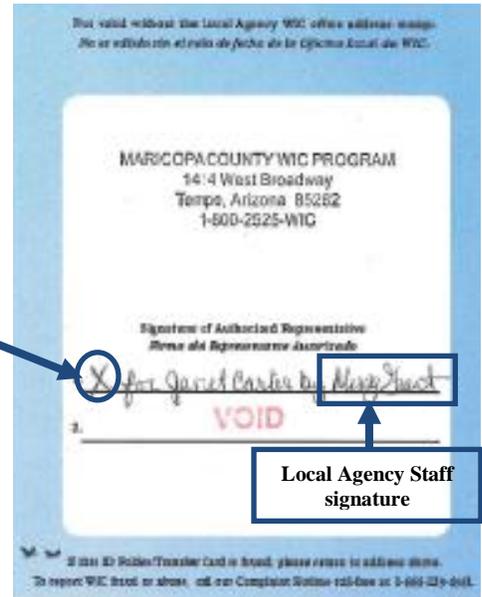
“X” Signature Process

Used by:

- WIC participants
- Authorized Representatives
- Proxies

At the Local Agency clinic:

1. The participant, authorized representative or proxy will place an “X” on the ID Folder and Transfer Card or the Proxy Certification form.
2. The Local Agency employee will verify the individual’s mark by writing “for (participant’s, authorized representative’s or proxy’s name) by and (Local Agency staff’s name).”
3. The Local Agency employee will instruct the individual to repeat the procedures at the store.



At the store:



1. The participant, authorized representative or proxy will place an “X” in the “SIGNATURE AT STORE” box on the food instrument or cash value food instrument after the amount of purchase has been entered.
2. The cashier will verify the individual’s mark by writing, “for (participant’s, authorized representative’s or proxy’s name) by and (cashier’s name)”.

In these situations, the Vendor should not be concerned with the handwriting matching. Only the procedure must match.

NOTE: If these instructions are not followed exactly as described and pictured above, the food instrument or cash value food instrument will be rejected for payment and the Vendor will not be reimbursed.

SPECIAL NOTE: If a WIC participant/authorized representative or proxy is blind, the “X” signature process will be used.