



ARIZONA WIC ALERT

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ARIZONA WIC FOOD INSTRUMENT

The Arizona WIC Program has revised the Arizona WIC Food Instrument (FI). This version of the FI will be rolled out as each WIC clinic re-orders new FI stock. During the rollout period, you will see both the old and the new FIs.

The only change made to the food instrument is that the words “VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM THE FIRST DATE TO USE” appear in the Date of Use box as a watermark.

ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM 1740 WEST ADAMS, PHOENIX, ARIZONA 85007 NEED HELP? Mon. - Fri. 8 AM - 5 PM, Call 1-866-2625-WIC				MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTERED		DRAFT #			
AGENCY	CLINIC	PARTICIPANT ID	PARTICIPANT NAME	DRAFT TYPE		AZ WIC USE ONLY			
						FIRST DATE TO USE	VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE.		
						DATE OF USE			
						ACTUAL \$ AMOUNT		LAST DATE TO USE	PAY TO THE ORDER OF:
						\$ <small>TAX EXEMPT SALE NOT TO EXCEED \$500.00</small>		<small>NOT PAYABLE WITHOUT VENDOR ID STAMP</small>	
PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE									
SIGNATURE AT STORE:									
<small>CASHER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID FOLDER.</small>									

The redemption procedures have not changed and cashiers should continue following the steps as listed below:

1. Identify the Customer – ask for the ID Folder or Proxy Certification form
2. Check the dates - do not accept before the “FIRST DATE TO USE” or after the LAST DATE TO USE”
3. Verify that the items on the food instrument are on the approved Arizona WIC Programs food list
4. Write the date in the “DATE OF USE” box
5. Write the total purchase amount in the “ACTUAL \$ AMOUNT” box
6. Have the WIC customer sign the food instrument in the “SIGNATURE AT THE STORE” box
7. Stamp the Vendor ID stamp in the “PAY TO THE ORDER” box
8. Deposit the food instrument into your authorized bank account within 60 calendar days from the first date to use

NOTE: It is okay to write in the date over the pre-printed text inside the box.

If you have any questions regarding this WIC Alert or need technical assistance, please contact any member of the Vendor Management Team at 1-866-737-3935.



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http://azwic.gov/wic_vendors/vendors

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