



ARIZONA WIC ALERT

Volume 26, Issue 1

December 2015

Over the Maximum Amount

This month's WIC Alert is to remind Vendors that Arizona WIC Program food instruments are **not valid** if the actual dollar amount exceeds the maximum amount printed in the "ACTUAL \$ AMOUNT" box on the food instrument.

ACTUAL \$ AMOUNT	
\$ CORRECTION ONLY	CASHIER INITIAL
\$	
TAX EXEMPT SALE NOT TO EXCEED \$200.00	



The dollar amount that cashiers write on the food instrument must be **equal to** the amount of the food items listed on the food instrument **and** purchased and cannot exceed the maximum value of \$200.00.

The Arizona WIC Program designs food packages and distributes food items over a number of food instruments in an effort to assure that they do not exceed \$200.00. If any food instrument exceeds this amount, the cashier should:

1. Verify that the items purchased are listed on the food instrument and that the price for each item is correct.
2. If the amount is still more than \$200.00, avoid writing on the food instrument.
3. Return the food instrument back to the WIC customer.
4. Refer the WIC customer back to their local clinic for assistance.

Do not accept the food instrument. All food instruments that are submitted for an amount that is greater than the maximum, even by one cent, are **INVALID** and will be rejected for payment. The banking system will not generate an Automated Clearing House (ACH) payment for a lesser amount in these situations.

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.



Arizona Department of Health Services
Bureau of Nutrition and Physical Activity
150 North 18th Avenue, Suite 300
Phoenix, Arizona 85007

Phone: 1-866-737-3935

website: www.azwic.gov/vendors

