



WIC Check Appeal Request

Mail completed form and check copies to the address above. All fields must be completed or reimbursement request will be denied. Remember to always keep a photocopy of all items mailed, including the check.

PLEASE PRINT LEGIBLY. DO NOT TAPE OR STAPLE CHECKS TO FORM.

Vendor Stamp Here

The State of Alaska WIC Nutritional Program is not responsible for any bank charges, returned checks or other fees charged to the vendor that result from the non-payment of WIC checks. Vendors may not recover any bank charges from the WIC program, or from WIC participants or their proxies.

WIC Vendor Information

Vendor Name: _____ Phone: (____) _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Store Manager: _____ Email: _____

Name of person filling this form: _____ Date: _____

WIC Check Information

Check Number	Amount	Reason for Request
	\$	
	\$	
	\$	
	\$	

WIC OFFICE USE ONLY

Approved ACH Record # _____
 Denied Letter Sent

Payment Justification _____

Processor _____ Date _____

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, or any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested on the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 200250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Instructions: WIC Check Appeal Request

Complete the WIC Check Appeal Request form to request reimbursement for a WIC check which you believe has been incorrectly denied. The WIC Program may consider payment approval with valid justification (attach explanation). A WIC Check Appeal Request form must be received at the address listed on the form within 30 days of the check rejection by the bank.

DO NOT complete this form if a check has a non-fatal error and can be re-submitted to your bank for deposit after the necessary corrections are made. See below for a list of non-fatal and fatal errors.

The State WIC Program will review WIC Check Appeal Request forms within 30 days of receipt.

IMPORTANT: The Alaska WIC Program is NOT responsible for fees assessed due to rejected checks.

Error	Result
Missing Vendor stamp Illegible Vendor number Invalid Vendor number Amount encoded by your bank of deposit disagrees with amount entered on face of coupon (must be corrected through your bank). Altered purchase price (correctable)	<p>Non-fatal</p> <p>Bank will return the rejected check. Error may be corrected and the check may be deposited within valid dates.</p>
Altered Vendor stamp Handwritten Vendor number Missing participant signature Altered check information Missing date of sale Deposited prior to valid date Deposited later than 60 days after the first date to use as printed on the check (stale-dated) Altered purchase price (not correctable) Missing purchase price Altered signature or date Invalid transaction date	<p>Fatal</p> <p>Bank will return the rejected coupon. Error may not be corrected, and the coupon cannot be re-deposited at vendor's bank.</p>

For questions, contact the Alaska WIC Program at (907) 465-3100 or at wic@alaska.gov