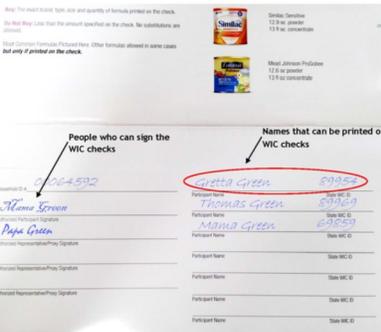


WIC Check Out Procedures Quick Reference



Step 1: Check WIC ID located on last page of the Food List / ID booklet

Ask for the Food List/ID booklet before beginning the transaction and hold onto it until the end of the transaction. If the shopper doesn't have a Food List/ID booklet do not proceed; refer them to their local agency.



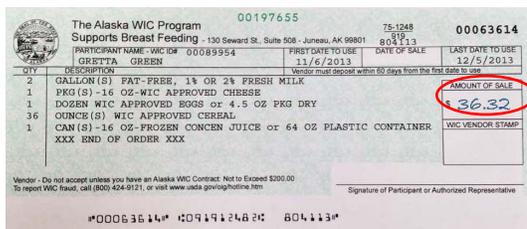
Step 2: Verify WIC check dates

Make sure the WIC checks are within their valid date range printed at the top of the checks; do not accept a WIC check outside the valid date range.



Step 3: Check foods being purchased

Match the quantity, type, brand and size of foods selected with those listed on the WIC check, consulting with the Food List to verify that the items are WIC approved.



Step 4: Write total on check

Write the total amount of the sale on each check for the listed items that were purchased.



Step 5: Shopper signs and dates the check

After the total has been written on the check have the shopper sign and date the check. Compare the signature on the check with the signature on the booklet ID; make sure the signature of the shopper matches one of the signatures on the Food List/ID booklet.

Step 6: Finish transaction

Return the Food List/ID booklet to the shopper with their receipt.



WIC is an equal opportunity provider. To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

Questions? Call us at (907) 465-3100