

WIC Book Keeper Tips

How to prepare your WIC checks for deposit

Step 1: Verify the WIC check is filled out completely

Prior to deposit these 3 things must be on your WIC checks:

The Alaska WIC Program
Supports Breast Feeding - 130 Seward St., Suite 508 - Juneau, AK 99801

00197655 75-1248 00063614
919 804113

PARTICIPANT NAME - WIC ID#	FIRST DATE TO USE	DATE OF SALE	LAST DATE TO USE
GRETTA GREEN 00089954	11/6/2013	11/24/13	12/5/2013

QTY	DESCRIPTION	AMOUNT OF SALE
2	GALLON(S) FAT-FREE, 1% OR 2% FRESH MILK	\$ 36.32
1	PKG(S) -16 OZ-WIC APPROVED CHEESE	
1	DOZEN WIC APPROVED EGGS or 4.5 OZ PKG DRY	
36	OUNCE(S) WIC APPROVED CEREAL	
1	CAN(S) -16 OZ-FROZEN CONCEN JUICE or 64 OZ PLASTIC CONTAINER	
XXX END OF ORDER XXX		WIC VENDOR STAMP

Vendor - Do not accept unless you have an Alaska WIC Contract. Not to Exceed \$200.00
To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

Mama Green
Signature of Participant or Authorized Representative

⑈00063614⑈ ⑆091912482⑆ 804113⑈

✓ Date of Sale

✓ Amount of Sale

✓ Shopper's signature

Step 2 : Stamp the WIC checks with you Vendor Stamp

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919 804113

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Mama Green
Signature of Participant or Authorized Representative

Stamp Here

⑈00063614⑈ ⑆091912482⑆ 804113⑈

Step 3 : Deposit your WIC checks!

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

WIC Book Keeper Tips

How to correct errors on WIC checks

Use the steps below to correct an error in either the Date of Sale or the Amount of Sale on WIC checks.

Only the sale date and sale amount may be corrected. No other alterations are allowed.

Step 1: Draw a single line through the error

The Alaska WIC Program
Supports Breast Feeding - 130 Seward St., Suite 508 - Juneau, AK 99801

00197655
75-1248
919
804113
00063614

QTY	DESCRIPTION	FIRST DATE TO USE	DATE OF SALE	LAST DATE TO USE
	GRETTA GREEN	11/6/2013	11/7/13	12/5/2013
2	GALLON(S) FAT-FREE, 1% OR 2% FRESH MILK	Vendor must deposit within 60 days from the first date to use		
1	PKG(S) -16 OZ-WIC APPROVED CHEESE			
1	DOZEN WIC APPROVED EGGS or 4.5 OZ PKG DRY			
36	OUNCE(S) WIC APPROVED CEREAL			
1	CAN(S) -16 OZ-FROZEN CONCEN JUICE or 64 OZ PLASTIC CONTAINER			
	XXX END OF ORDER XXX			

AMOUNT OF SALE
\$ ~~39.47~~

WIC VENDOR STAMP

Mama Green
Signature of Participant or Authorized Representative

Vendor - Do not accept unless you have an Alaska WIC Contract: Not to Exceed \$200.00
To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

⑈00063614⑈ ⑆091912482⑆ 804113⑈

Draw a single line

Step 2: Make the correction and initial near the change made

The Alaska WIC Program
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00197655
75-1248
919
804113
00063614

QTY	DESCRIPTION	FIRST DATE TO USE	DATE OF SALE	LAST DATE TO USE
	GRETTA GREEN	11/6/2013	11/7/13	12/5/2013
2	GALLON(S) FAT-FREE, 1% OR 2% FRESH MILK	Vendor must deposit within 60 days from the first date to use		
1	PKG(S) -16 OZ-WIC APPROVED CHEESE			
1	DOZEN WIC APPROVED EGGS or 4.5 OZ PKG DRY			
36	OUNCE(S) WIC APPROVED CEREAL			
1	CAN(S) -16 OZ-FROZEN CONCEN JUICE or 64 OZ PLASTIC CONTAINER			
	XXX END OF ORDER XXX			

AMOUNT OF SALE
\$ 34.97 JD
~~39.47~~

WIC VENDOR STAMP

Mama Green
Signature of Participant or Authorized Representative

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⑈00063614⑈ ⑆091912482⑆ 804113⑈

Make the correction and initial

Step 3: Prepare your WIC check for deposit using the instructions on the next page!

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Questions? Call us at (907) 465-3100