

2013/2014 WIC VENDOR AGREEMENT—APPENDIX C - REQUIREMENTS FOR RECEIVING AND TRANSACTING WIC CHECKS

Do not have a checkout lane designated only for WIC transactions. The entire WIC transaction must occur at the vendor's location that is listed on the WIC Vendor Agreement. Home deliveries are not permitted under the retail food delivery system that is used in Connecticut.

- Accept a WIC check only from a WIC customer.
- Ask the WIC customer for their Approved Food List/Participant ID Booklet. No other form of identification may be requested.
- Compare the Family ID Number and the Payee's Name on the ID with the same information on the WIC check. This information must agree.
- Review the "First Day to Use" and the "Last Day to Use" on the check. If the current date is not on or between these dates, do not accept the check.
- Examine the check for alterations. If there are any changes to the dates, types or quantities of food, names, etc., do not accept the check.
- Allow the purchase of the WIC foods printed on a WIC check or authorized on the WIC Approved Food List. A WIC customer must purchase the least expensive brand at the time of the purchase when required on the WIC Approved Food List. A WIC Approved Food List must be kept at the checkout lane or cash register.
- Make sure that the quantities of the WIC food items purchased do not exceed the quantities listed on the check, except for WIC checks for fruits and vegetables. A WIC customer is allowed to buy less than the amount printed on a check, including omitting an entire WIC food item.
- Do not allow store credit, IOU's or rain checks in exchange for items not taken at the time of the purchase.
- Determine the total purchase price of the WIC food items purchased. The cashier or the WIC customer is permitted to enter the purchase price on WIC checks in the "Actual \$ Amount of Sale" box. The price entered on a WIC check for fruits and vegetables is the actual price of the items purchased if the value is equal to or less than the maximum value of the check (\$5.00 or \$6.00). If the total purchase price goes over the maximum value of a WIC check for fruits and vegetables the price to be entered is the maximum value of the check (\$5.00 or \$6.00)
- Allow participants to pay the difference between the purchase price and the maximum amount of the fruits and vegetables check. The difference may be paid with other WIC checks for fruits and vegetables, cash, credit/debit card, EBT, or other forms of payment that your store allows.
- No change is returned to the participant for the difference between the purchase price and the maximum amount of a fruits and vegetables check when the value of the purchase is less than the maximum amount.
- The purchase price must be entered in black ink before the WIC check is signed. Do not use the dollar (\$) symbol when recording the price on a WIC check.
- Ensure the WIC customer signs and dates the WIC check in black ink in the presence of the cashier after the purchase price has been entered. The date must be the current date. The cashier may help the WIC customer with the date, but the date must be entered at the time the check is signed. The date should be in the mm/dd/yy format.
- Once the check is signed, the cashier must compare the signature on the WIC check with the signature of the payee, alternate, or caretaker on the back of the Approved Food List/Participant ID Booklet. If the signatures do not match, the WIC check cannot be accepted and the transaction cannot be allowed.

2013/2014 WIC VENDOR AGREEMENT –APPENDIX D - REQUIREMENTS FOR PRICING AND REDEEMING WIC CHECKS

Do not redeem a WIC check taken by an unauthorized store or any other WIC vendor. Do not assign or transfer a WIC check to another party. Do not use a WIC check for purchasing merchandise or commodities or for payment of any debt.

- Only charge prices for WIC food items that have been reported to the WIC Program in writing. Report all price changes on WIC food items, in writing, with as much advance notice as possible. All vendor prices must meet the WIC Program's price limitations. Vendors must maintain a history of shelf prices for all WIC food items for the most recent three-year period. Prices are not collected for fruits and vegetables.
- Never charge a WIC customer money for approved WIC foods obtained with a WIC check, except for WIC checks for fruits and vegetables where the purchase price exceeds the maximum amount.
- Never charge a WIC customer more for WIC food items than other customers.
- Never collect sales tax on approved WIC foods obtained with a WIC check.
- Offer a WIC customer the same courtesies offered to other customers. Vendor's must accept manufacturer's coupons from a WIC customer and allow other store promotions such as store savings cards, "buy one, get one free" offers, and any other types of sales to a WIC customer if these are being offered to other customers. If a manufacturer's coupon or other store promotion results in lowering the price of a WIC approved food item below the equivalent least expensive brand, a WIC customer must be allowed to purchase it.
- Affix the State-issued WIC vendor stamp in the space provided on a WIC check prior to deposit using black ink. Never use a WIC stamp that was not issued by the WIC Program or one that was issued to another store. Never use a stamp that was reported lost or stolen. Maintain secure storage for the WIC vendor stamp and ensure that only authorized personnel have access to the stamp.
- If the stamp impression is not dark, bold, and clear, the vendor number may be written in bold, black ink next to the stamp impression.
- Deposit a valid WIC check in the store's business bank account that is reported on the WIC Vendor Agreement. The deposit must be made within 60 days from the "first day to use" which is printed on the check.
- Report any change of bank or bank account to the WIC Program in writing.