

5a. Transaction Process Mnemonic Worksheet

Name: _____

Directions

Follow the steps to help you create a mnemonic – or saying – that will help you remember the sequence of steps when transacting a WIC check.

Step 1 – Read This

Do you remember the saying “My Dear Aunt Sally” to recall the sequence of math operations (multiplication/division then addition/subtraction)? Such sayings are called mnemonics (nuh-mon'-icks), and they are useful in helping people remember steps in a process.

The steps of transacting a WIC check are really important to remember, and creating your own mnemonic will help.

Step 2 – Look at This

Below is a summary of the steps for transacting a WIC check. In each step, the “trigger” word has been identified. The trigger word is one word that can remind you of what you need to do in that step.

1. Ask for the WIC **check** from the WIC customer.
2. Verify the **date**.
 - *Is the check valid for use today?*
3. Scan the food items one-by-one and make sure each item is **approved** and **authorized** on the check.
 - *Is the food item authorized (listed on the WIC check)?*
 - *Is the food item approved according to the WIC Approved Foods List?*
4. Write the **total** amount purchased on the WIC check.
5. Write **today's** date.
6. Get a **signature**.
 - *There is no need to check identification, but do check that it is signed.*



Step 3 - Check out the Example

Taking the first letter of each trigger word, you create a sequence from which you can create a phrase that helps you remember the order of the trigger words (and, thus, the order of things to do in the WIC transaction).

C – Cows	check (Ask for the WIC check.)
D – don't	date (Is the date valid?)
A – always	approved (Are the items on the approved list?)
A – ask	authorized (Are the items authorized on the check?)
T – to	total (Write the total amount.)
T – take	today's (Write today's date.)
S – stuff	signature (Get a signature.)

Step 4 - Create your Own

Now, create your own mnemonic that will help you remember the sequence of steps.

C – _____	check (Ask for the WIC check.)
D – _____	date (Is the date valid?)
A – _____	approved (Are the items on the approved list?)
A – _____	authorized (Are the items authorized on the check?)
T – _____	total (Write the total amount.)
T – _____	today's (Write today's date.)
S – _____	signature (Get a signature.)

Step 5 - Rehearse until you Commit it to Memory

Use your mnemonic over and over again until it is stuck in your head. And make sure you remember the trigger words and the steps in the WIC transaction process. It doesn't do much good if you remember, "Cows don't always ask to take stuff," but you don't remember for what the letters stand!

