



BOOKKEEPER'S GUIDE TO WIC

Processing WIC Checks

1. Ensure you are using correct stamp (your Nebraska WIC Authorized Vendor Number Stamp)
2. Ensure stamp works well; use black ink
3. Stamp each WIC check in the "Pay to the Order of" box
4. Endorse back of each check
5. Deposit checks for payment, do not send to WIC for review prior to deposit.
6. Order new or replacement stamps from your WIC vendor manager

NEBRASKA WIC PROGRAM
301 Centennial Mall South • Lincoln, Nebraska 68509-5026
Buying, selling or otherwise misusing WIC benefits is a crime. To report suspected abuse, call 800-424-9212 or visit www.usda.gov/oig/hotline.htm

Acct #: 99999 **50000009**
First Date to Use: 03/01/2015
Last Date to Use: 03/31/2015

75-1248
919

FID: 1000

Clinic ID: 00-000 Name: Taylor, Jumani
5 CANS (14.1 OZ) NEOCATE INFANT POWDER

Vendor ID Stamp	Purchase Amount
	\$
	Corrected Amount

SAMPLE

Authorized Signature - Must be signed at retail counter

Vendor Must Deposit Within 60 Days From First Date To Use Payable through Solutions, Citicorp Alliance Bank, Howard Lake, MN 55349

Figure 1. Sample of a Special Formula check.

See page 2 for instructions for dealing with problem checks.

PROBLEM CHECKS

In the case of a problem check, these are the steps to follow.

<u>Problem</u>	<u>Action of Vendor</u>
Over Max \$ Amount	Paid via ACH
Missing or unreadable vendor ID stamp	Stamp clearly and redeposit
Stale Date	Not paid by WIC
Missing or altered purchase amount	Send check and receipt to vendor manager

Please remember to include the cash register receipt or an electronic journal entry of the transaction when sending problem WIC checks to your Local Agency WIC Vendor Manager. This will help verify what happened at the point of purchase and assist in review for possible reimbursement. **The cash register receipt or an electronic journal entry is required for all problem WIC checks that are to be reviewed and for all checks for which WIC is requesting transaction records.**

As always, if you have any questions about WIC problem checks or WIC in general, please call your Local Agency WIC Vendor Manager. We are here to help you!