

Purpose	Describe the production of WIC checks. Outline WIC checks production methods: on-demand generation, preprinting and bulk printing.
Types of Check Production	<p>There are three basic types of check production.</p> <p><u>On Demand Generation</u> Checks are printed for clients at the time they come to clinic to pickup checks using the on-demand check screen.</p> <p><u>Preprinting</u> Checks are printed before the clinic for clients scheduled to attend that clinic using the on-demand check screen or after a clinic has met for the purpose of mailing checks. Preprinting checks for an entire clinic prior to the clinic is not allowed. This function may be used for printing checks for mailing due to a clinic closing or special circumstances that prevent a client from attending a clinic on the day the clinic meets.</p> <p><u>Bulk Printing-</u> Checks are printed for all active clients scheduled at a specific clinic using the auto bulk check screen. This function is approved only for mailing checks to a clinic that had to close for inclement weather or computer issues. It will also be approved for very specific clinics, such as a home visit type clinic.</p>
On Demand Generation	This is the standard method of check production for all clients and clinics.
Preprinted Checks	This function may be used when a clinic has closed due to computer failure or inclement weather and checks need to be printed for mailing to clients.
Bulk Printing	<p>Bulk printing may only be used in certain circumstances and only with permission from the State WIC office. The conditions under which bulk printing may be used are the following:</p> <ul style="list-style-type: none">• If a clinic must close due to inclement weather and must mail checks, the bulk printing function may be used to expedite the process.• If a clinic is not functioning due to computer failure and checks must be mailed when computer functioning resumes.• For use in specialized clinics which have been pre-approved.