
Purpose	To guide staff in generating an official record of WIC checks which have been issued to clients.
Types of Check Registers	There are two types of check registers used in the Nebraska WIC program. <ul style="list-style-type: none">• Check Register, which is used for all checks that are created on demand in the clinic.• Check Sign In Log, which is used for all checks that are printed at one time (bulk printing), usually several days before a clinic begins.
When a Check Register or Log is Needed	A check register or Sign In Log should be printed and completed for every check used by the local agency.
Completing the Check Register	<ul style="list-style-type: none">• Record date (month, day and year) checks were issued or voided.• Record client ID for first check issued to client.• Responsible party signs on signature lines at the top and bottom of the check range issued to the client or family.• Draw an arrow between the two signatures.• When the check range for the client or family continues onto the next page of the register, have the responsible party sign:<ol style="list-style-type: none">1. at the top of the check range2. the bottom of the page3. the beginning of the next page4. at the end of the check range issued to that client's family.
Completing the Sign In Log	<ul style="list-style-type: none">• Record date (month, day and year) checks were issued or voided.• Responsible party signs on signature line beside issued check numbers.• Responsible party must sign for each family member's checks. <p>See page 2c for an example of a Check Sign In Log.</p>
Documenting Client Who Fails to Sign Register	If the responsible party fails to sign the signature log indicate this on the signature line. Include the date and the initials of the staff person verifying status of the checks.

Documenting Mailed Checks

When checks are mailed to the client, indicate this on the signature line. Include the date and the initials of the staff person verifying status of the checks.

Renumbering Checks

If there is an error in numbering and the checks need to be renumbered, it should be noted on the register. Call the WIC Help Desk for assistance with renumbering.

Documenting Test Prints

Indicate TEST PRINT on the signature line by any check that is a test print.

__NEBRASKA__ WIC __PROGRAM__

****ON-DEMAND SIGNATURE LOG****

LOCAL AGENCY:

CLINIC:

SUB AGENCY:

SUBCLINIC:

DATE	FI NUMBER	ID NUMBER	SIGNATURE
----- _____	10019959	----- _____	----- _____
_____	10019960	_____	_____
_____	10019961	_____	_____
_____	10019962	_____	_____
_____	10019963	_____	_____
_____	10019964	_____	_____
_____	10019965	_____	_____
_____	10019966	_____	_____
_____	10019967	_____	_____
_____	10019968	_____	_____
_____	10019969	_____	_____
_____	10019970	_____	_____
_____	10019971	_____	_____
_____	10019972	_____	_____
_____	10019973	_____	_____
_____	10019974	_____	_____
_____	10019975	_____	_____
_____	10019976	_____	_____