

**Purpose**

Describe the issuance of WIC checks to clients.

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**Actions of Staff  
Before Issuing  
Checks**

Before issuing checks to a client, staff should:

- Make sure the red and black numbers on the check match
  - If checks are misnumbered **do not give the checks to client**. If you cannot correct the misnumbering problem, call the Help Desk immediately.
  - Review the dates and food package assignment on the checks for accuracy.
  - Have client review checks for accuracy.
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**Tearing of Checks**

Tear checks by month (individually if that is the policy of your clinic) and place the second month's checks in the **Second Month Envelope**. Complete the "Do not use before" portion of the envelope with the first date to use of the enclosed checks.

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**ID Folder**

Review with client use of the ID folder in the clinic:

- The ID folder does not need to be presented in the store, however, its use is recommended for organizing and keeping WIC checks secure and the WIC approved food brochure available for use in the store. The ID folder must have responsible parties' names and designated alternate shoppers' names filled in and must be presented in clinics for valid identification.
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**Documentation of  
Issuance**

When WIC checks are received the responsible party or authorized alternate shopper must sign the check register. For a sample check register see page 2c in Section E of this volume.

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**Issuance to Alternate  
Shopper/Proxy**

Alternate shoppers/proxies picking up checks must be authorized via the Alternate Shopper/Proxy Authorization Form, see Section F of this volume. An alternate shopper/proxy must have the client's I.D. folder indicating their name as an alternate shopper/proxy.

As an exception, an alternate shopper may be allowed to pick up checks although an authorization form has not been completed. A signed and dated note from the client and the I. D. folder must be presented to clinic staff. Refer to section F of this volume for further guidance.

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**Check Issuance in Institutions**

WIC checks cannot be issued for any client who lives in an institution. The State Agency does not serve eligible persons affiliated with institutions except those in homeless facilities. For guidance on Serving Persons in Institutions see Volume I Section L.

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**Use of WIC Checks In The Store**

Review with client the use of WIC checks in the store:

- WIC checks may be used in any **Nebraska WIC authorized store**. Look for the poster that says “**Approved Nebraska WIC Vendor**”.
- Special purchase stores (pharmacies) are to be used for special and medical formulas only. Food items and WIC contract formulas are purchased only in full service WIC authorized grocery stores.
- WIC Checks may only be used on or between the first date to use and the last date to use.
- Only WIC approved foods may be purchased with WIC checks.
- WIC checks should be presented to the cashier before the transaction.
- After the transaction, the cashier should present the check to the client for signature and review of the purchase amount.

The client should sign each check after the food items have been rung up totaled, and the purchase amount entered on the check.