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| Purpose | To describe situations in which it is necessary to reissue WIC checks. |
| When Replacement Checks May Be Used | A replacement check issued in special circumstances when the original check needs to be voided. |
| When Checks May Be Replaced | <p>Checks may be replaced when:</p> <ul style="list-style-type: none">• There is a significant change in the food prescription prior to the client's use of the checks at the store. An example would be a change in the type of formula for an infant. For formula replacement see the Formula Replacement procedure in this Volume.• A check is damaged or defaced beyond use while in the client's possession. For checks destroyed in a disaster see the Lost or Stolen Check procedure in this Volume.• There is a change in the responsible party of a minor. An example would be a foster parent who is granted custody of a minor. See the Additional Benefits procedure in this Volume.• For checks that have been lost or stolen, see the Lost or Stolen Checks procedure in this Volume.• For any other situation that may arise please contact the State WIC Food Operations Coordinator to discuss. |
| Issuing Replacement Checks | <p>The use of client replacement checks and the reason for their use must be documented in the client's chart.</p> <p>To print replacement checks select the "whole package no" function. The date of the check should be the date of reissuance. Prorated food packages should be used for the replacement of checks that have been reported as lost or stolen, and a request for change of formula. For further guidance on partial food packages see Prescribing and Issuing Prorated Food Packages in this Volume.</p> |
| Return of Original Checks | <p>In most circumstances, the original check(s) must be received before a replacement check can be issued.</p> <p>Note: <u>Exceptions</u> include those situations in which the original check has already been used by the client such as in the following: formula returns due to a food prescription change.</p> |

**Return of Original
Checks (cont.)**

For checks that have been lost or stolen see the Lost or Stolen Check procedure in Section F of this Volume.

If a client returns the original checks void them in the WIC computer system. Write “VOID” on the checks and file them in descending numerical order with the agency’s other voided checks.
