

8 Steps to Conducting a WIC Transaction

1

Request the WIC ID folder and check for signature.



2

Ask for the food instruments (FIs) being used for that day's transaction.



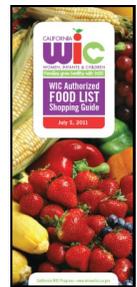
3

Make sure the food instrument is valid by checking the first day and last day to use.

FIRST DAY TO USE	LAST DAY TO USE
JAN 01 14	JAN 31 14

4

Group the WIC foods by food instrument. Check for **authorized foods** (what to buy), and the **correct quantities**.



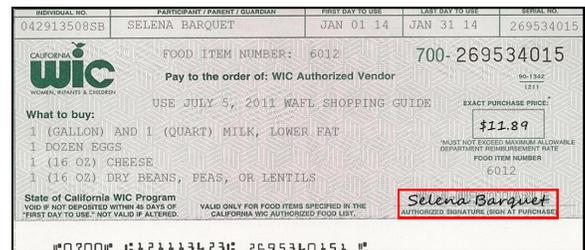
5

Enter the exact purchase price on the food instrument.



6

Ask the WIC shopper to sign each food instrument.

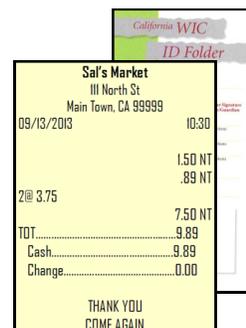


7

Compare the shopper's signature on the food instrument with the signature on the WIC ID folder.

8

Give the WIC ID folder back and cash register receipt to the shopper when they have finished using all of their FIs.



This institution is an equal opportunity provider.

