PURPOSE:
To establish procedures for the contents, participant redemption, and WIC authorized vendor reimbursement of food instruments (FIs) provided by the California Department of Public Health/Women, Infants and Children Division (CDPH/WIC).

POLICY:
I. CDPH/WIC provides supplemental food to program participants through a retail purchase system, using FIs printed by the local agency (LA). CDPH/WIC monitors FIs from the time checkstock is sent to the LA to use to print FIs, until the FIs have cleared the bank.

PROCEDURE(S):
I. Contents of FIs.
   A. Each FI may be redeemed for specific food items at a WIC authorized vendor (WAV). LA staff must not direct participants either towards or away from specific WAVs or types of vendors. The following food prescription information is then printed on the FI.
      1. Participant’s individual number, generated by WIC MIS.
      2. Name on the WIC MIS family record.
      3. First day the FI may be redeemed by the participant.
      4. Last day the FI may be redeemed by the participant.
      5. FI serial number which must match the preprinted serial number already on the FI.
      6. WAV.
      7. Type of food to purchase.
      8. Quantity of food to purchase.

II. Participant redemption of FIs.
   A. The participant presents the FI to any WIC authorized vendor in exchange for authorized foods. At the time of purchase, the actual selling price of the specified foods is entered and the participant or alternate signs the FI.
   B. The participant has 31 days to redeem the FI for food items before the FI expires on the last day to use. The WIC authorized vendor is allowed 45 days from the first day to use date in which to deposit the redeemed FIs in a commercial bank.

III. WAV reimbursement for FIs.
A. The WAV is reimbursed for the FIs by its bank after they are processed through the State’s banking system.

**AUTHORITY:**
7 CFR §246.10