



IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

Idaho WIC Training **Issuing WIC Checks**

Trainer



Module 1: Check Register



Activity 1

The trainee will be asked to observe two participants being issued WIC checks and answer the following questions during their observation:

1. Did the participant review their checks before they signed the check register?
2. Did the participant have any questions about their checks or food package? If yes, what were they?



Activity 2

The trainee will be given the following instructions:

Logon to the Idaho WIC website www.wic.dhw.idaho.gov and refer to the Idaho WIC Policy Manual, Chapter 7 Section C.

Review the following special situations:

- Mailing WIC Checks and Cash Value Vouchers
 - review Guidelines, Limitations, and Procedures
 - ask your trainer in what circumstances are checks mailed to participants
- Voiding WIC Checks and Cash Value Vouchers
 - review Reasons and Procedures
 - ask your trainer if you have any questions

Module 2: WIC Identification Folder



Activity 3

The trainee will be asked to locate a WIC ID Folder. The trainee will refer to the steps for filling out a WIC ID Folder and practice filling out a folder using a false name and WIC ID number. The trainee is instructed to ask the trainer if they have any questions about this process. If possible, the trainee should observe a WIC staff person filling out a WIC ID folder for a participant.

Module 3: Issuing WIC Checks and Cash Value Vouchers



Activity 4

The trainee will be instructed to view the DVD *Shopping with WIC Checks*. After watching the DVD, the trainee should make arrangements with the trainer to observe staff that are:

- Identifying and planning food packages with new participants.
- Issuing WIC checks/CVVs, issuing WIC ID Folders, and explaining how to shop with WIC checks/CVVs.
- Presenting classes on shopping with WIC checks/CVVs and using WIC foods are offered in your clinic, if available.
- List five (5) tips on shopping with WIC checks/CVVs for a new participant.

Possible responses may include:

Use WIC checks only at authorized vendors. Look for a WIC sign on the doors or front windows.

Don't use checks before the first day to us or after the last day to use.

Rely on the Food List booklet to find WIC approved foods.

At the register, separate WIC foods from other groceries.

Only sign the check after the amount to pay is written on it, not before.

You don't have to buy everything that's printed on the check if you don't need it or won't use it, but you cannot buy more than what is printed on the check.

Module 4: Voiding WIC Checks and Cash Value Vouchers



Activity 5

The trainee will mark the following questions T (true) or F (false) and correct any false statements to make them true.

1. Lost or stolen WIC checks/CVV's are always replaced.

False - In general, lost or stolen WIC checks/CVV's are not replaced. WIC checks may be replaced on a case by case basis for infant formula. (Refer to the Policy Manual for more information.)

2. Unclaimed WIC checks/CVV's must be voided within one week of the print date, but no later than the last day of the month.

True



Activity 6 (optional)

Shopping with WIC Checks and Cash Value Vouchers

Compliance buys are one way vendors are monitored to be sure they are following the regulations of the WIC Program. The trainee will be instructed to ask the coordinator when compliance buys will happen in your area and ask to participate in a compliance buy. Experiencing what it is like to shop with WIC checks/CVV's makes it easier to explain to new participants how to shop with them.