



VB #4 – March 20, 2015

NYS WIC PROGRAM
VENDOR BULLETIN

Title: New WIC Check Cashing Procedures

This is an important notice. Please have it translated.

Este aviso es importante. Haga que lo traduzcan.

Это важное сообщение. Пожалуйста, попросите перевести вам данную информацию

Đây là thông báo quan trọng. Xin vui lòng nhờ người chuyển ngữ tài liệu này cho quý vị.

Ovo je važna obavijest. Molimo da tražite da vam se prevede.

यह एक महत्वपूर्ण सूचना है। कृपया इसे अनुवाद करके रखें।

這是一項重要通告。請予以翻譯。

هذه ملاحظة هامة يرجى ترجمتها

זוהי הודעה חשובה. נא לתרגם אותה.

New WIC Check Cashing Procedures

Effective April 4, 2015, the Maximum Allowable Reimbursement Level (MARL) (aka) Not-To-Exceed (NTE) amount will be removed from WIC checks, including WIC Vegetables and Fruits Checks and Manual Checks. Farmers’ Market Nutrition Program Checks will **not** be affected by this change.

In light of this change, participants will be required to sign AND date their WIC checks after the vendor has written in the WIC transaction amount. Checks will not be paid if they are not **signed AND dated**. The message on the WIC check under the signature line has been changed to reflect this new procedure. A date stamp may NOT be used to “date” the check; any check date stamped will be rejected by the bank. Vendors must not instruct participants to pre-sign WIC checks. Vendors will continue to see WIC checks with the NTE amount written on the check through July 2015.

Checks dated using a two digit month, two digit day and four digit year is recommended. This format mirrors the format of the existing Not Good Before/Not Good After dates printed on the WIC check. The WIC banking contractor will accept common United States numeric format (e.g., 4/4/15, 04/04/15, 4/4/2015, 04/04/2015), but cannot accept checks if words are used to write out the month. An example of an acceptable check is enclosed.

If a participant makes a mistake dating the WIC check, please continue the transaction and instruct the participant to put a line through the mistake, initial the mistake and write the correct date above the mistake. Checks rejected for reasons other than exceeding the NTE amount may be mailed to the PO Box to receive payment. Vendors may want to contact their bank of deposit to negotiate fees for returned checks.

If you have questions about this information, please contact your Vendor Management Agency. Thank you for your participation in the NYS WIC Program.

This institution is an equal opportunity provider

Example of Participant Check Cashing Procedures

Signing and Dating WIC Checks

STATE OF NEW YORK DEPARTMENT OF HEALTH WIC PROGRAM	PARTICIPANT	30116589 - Family, Mother	NOT GOOD BEFORE	NOT GOOD AFTER
	AGENCY	301 - Test Agency 301	04/05/2015	05/04/2015

FOR THESE ITEMS ONLY - REFER TO WIC ACCEPTABLE FOOD CARD 2 Dozens Eggs 6 Gallons Nonfat or 1%LowFat Milk 1 16-Ounce WIC Bread/Tortillas/Brown Rice 3 11.5-12 Ounces Concentrate WIC_Juice 1 16-Ounce WIC Cheese	PAY TO: <div style="font-size: 2em; font-weight: bold; text-align: center;">VOID</div> CHECK NOT VALID UNLESS STAMPED ABOVE BY NYS AUTHORIZED WIC VENDOR AND DEPOSITED BY 06/04/2015	301500657 ⁹ PAY EXACTLY \$.
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KeyBank, Albany, NY 29-70 15076
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THE BACK OF THIS CHECK CONTAINS A SECURITY MARK.
 DO NOT ACCEPT WITHOUT HOLDING AT AN ANGLE TO VERIFY SECURITY MARK.
 IMPROPER USE OF THIS CHECK IS SUBJECT TO STATE AND FEDERAL PROSECUTION.

X 1 _____ 2
 SIGNATURE OF PARTICIPANT AT REDEMPTION MUST MATCH SIGNATURE ON WIC I.D. CARD. DATE: / /
 NOT NEGOTIABLE UNLESS SIGNED AND DATED.

1. Line where the participant or proxy signs AFTER the correct dollar amount has been entered.
2. Line where the participant or proxy dates AFTER the correct dollar amount has been entered.

Important Tips:

- It is preferred that checks are dated MM/DD/YYYY (Example: 04/12/2015)
- It is also okay to use other date formats common in the United States (Examples: 4/12/15, 04/12/15)
- It is not okay to use words to write the month. (Example: April 12, 2015)
- If a participant or proxy makes a mistake dating the check, they should put a line through the date, initial the mistake and write the correct date above the mistake.
- A date stamp may not be used to "date" the check.