1. **Ask for the WIC I.D. card** and hold onto it (you’ll need it later to compare the signature).

2. **Check the dates** in the “First Day to Use” and “Last Day to Use” boxes. Do not accept the voucher before or after these dates.

3. **Verify the shopper’s selection of foods** with foods listed on the voucher. Use the Food List as a guide. **No substitutions allowed** for food or formula.

4. **Say “Yes”** to coupons, specials and store discount cards, **“No”** to rain checks, refunds and I.O.U.s.

5. **Write in the total purchase price.** Use only black-ink, ball point pens. If you make a mistake, use the “Corrected Amount” box; you and the WIC shopper must initial the change.

6. **Get the shopper’s signature** in the designated box on the front of the voucher. Compare the shopper’s signature on the voucher with the signature(s) on the WIC I.D. card.

7. Give the shopper a **receipt** and return the **WIC I.D. card** to the shopper.

8. **Before depositing,** **stamp your store’s authorized 4-digit WIC Vendor stamp** in the box provided. **Use only black ink.**

---

**Sample Standard Voucher**

**Questions?**
Refer to your WIC Vendor Guide or call the state WIC office at (971) 673-0040
WIC Check Out Summary
for Cash Value Vouchers (CVV)
(Standard Voucher procedure on the other side)

1. Ask for the WIC I.D. card and hold onto it (you’ll need it later to compare the signature).

2. Check the dates in the “First Day to Use” and “Last Day to Use” boxes. Do not accept the CVV before or after these dates.

3. Verify the shopper’s selection of fruits and vegetables. Use the Food List as a guide, it answers questions about what is not allowed.

4. Say “Yes” to coupons, specials and store discount cards, “No” to rain checks, refunds and I.O.Us.

5. Ring up the fruits and vegetables. Shoppers may use multiple CVVs towards a single purchase.

6. Write in the purchase amount, up to the face value printed on the CVV(s). Use only black-ink, ball point pens. If you make a mistake, use the “Corrected Amount” box; you and the WIC shopper must initial the change.
   - If purchase amount goes over the CVV face value, the shopper may pay the difference. Multiple payment types are allowed.
   - When splitting the purchase amount over multiple CVVs, make sure the “Pay Exactly” amount does not exceed the face value printed on the CVV.
   - If purchase amount is less than the CVV face value, do not give change.

7. Get the shopper’s signature in the designated box on the front of the CVV. Compare the shopper’s signature on the CVV with the signature(s) on the WIC I.D. card.

8. Give the shopper a receipt and return the WIC I.D. card to the shopper.

9. Before depositing, stamp your store’s authorized 4-digit WIC Vendor stamp in the box. Use only black ink.