

LOUISIANA WIC PROGRAM
FOOD INSTRUMENT and CASH VALUE VOUCHER TRANSACTION PROCEDURE

The Vendor shall complete the WIC Food Instrument (FI) and Cash Value Voucher (CVV) transaction as follows:

1. Check the valid period. Accept FIs/CVVs ONLY during the month and year shown on the Food instrument. FIs/CVVs accepted outside of the month and year shown on the FI/CVV will NOT be paid or reimbursed.
2. Check the validity of the FI. **DO NOT** accept an FI with the words “NON-NEGOTIABLE” stamped on it. FIs accepted with this will not be paid or reimbursed. Return the FI to the WIC participant or proxy and refer them to his or her WIC clinic for assistance.
3. Separate WIC food items from non-WIC food items. If the participant is cashing more than one food instrument at a time, each FI/CVV transaction must be handled separately.
4. Allow only the food items in the specified quantities and container sizes listed on the food instrument to be purchased. WIC participants MUST receive all of the WIC Authorized foods listed on their FI/CVV. Adult cereal selection must be as close as possible to the quantity stated on the FI/CVV, without exceeding the stated amount of ounces.
5. Refer to the WIC Approved Food List to ensure that WIC authorized foods and container sizes are purchased. Dispense infant formula as prescribed on the FI. (Vendors must provide only the WIC authorized food(s) listed on the FI.)
6. Ring up each food item individually. Do not add sales tax. Deduct applicable coupons from the total dollar amount. No money or additional items can be included in the actual dollar amount of the sale written on the FI/CVV. A FI can only be accepted as payment for the total list of WIC food items on the FI. The Vendor must charge current shelf prices or less. The cost of WIC food items must be within the calculated limits based on the Vendor’s reported WIC food item prices.
7. CVV’s can only be used to purchase WIC approved fresh fruits and vegetables. If the total cost of the WIC approved fresh fruits and vegetables selected by the participant is less than the max value printed on the CVV, the cashier must enter the lower price in the designated area on the CVV. No change is to be given to the participant. If the total price of the WIC approved fresh fruits and vegetables selected by the participant is more than the max value printed on the CVV, the participant may pay the difference with cash or another form of payment. If the overage is paid with a Food Stamp/SNAP benefit, the overage is not subject to any tax. However, if the overage is paid by other means (i.e., cash, credit card, debit card, check), then the overage is subject to being taxed. An amount that is more than the CVV max amount must not be entered in the designated area on the CVV. The Program’s contracted banking system will not pay the CVV if the amount written is more than the max value printed on the CVV. NOTE: Incorrect amounts encoded using Magnetic Ink Character Recognition (MICR) printers will also be rejected by the Program’s contracted banking system.
8. Write, in ink, the actual dollar amount of sale on the FI. If the dollar amount written is in error, draw a line through it and write the correct dollar amount of the sale above the incorrect one. If the food instrument is altered upward and subsequently rejected from the State Agency’s contracted banking system, it must go through the reimbursement process in order to be paid. **NOTE:** The Vendor shall be held accountable for actions of employees in the utilization of WIC FIs/CVVs or provision of supplemental foods. **SHOULD THE VENDOR’S EMPLOYEE(S) MAKE AN ERROR ON THE FOOD INSTRUMENT, THE WIC FOOD PACKAGE MUST BE GIVEN TO THE WIC PARTICIPANT.**
9. The WIC participant, parents or caretakers of an infant or child or their proxy must present the WIC FI/CVV folder then sign the food instrument on the “Food Received By” line. The Vendor cashier must verify that the countersignature matches one of the signatures on the WIC Folder. If the signatures do not match, write “VOID” on the food instrument and instruct the participant to return to the clinic of food instrument issuance. **EXCEPTION:** In some cases, FIs/CVVs are mailed to WIC participants. In these cases, there will be no signature of the participant on the “Issued To” line. In the space following “Issued To”, it will state, “Mailed on ___/___/___ By _____”. In these instances, the WIC participant must sign the food instrument on the “Food Received By” line. The signature must match one of the signatures on the WIC participant food instrument folder.
10. Stamp, using black ink, the Vendor number in the space provided on the front of all FIs/CVVs before depositing them. The back of each food instrument should be endorsed before depositing them into the bank. Endorsements must include store name, and number (if applicable). The FI/CVV is only negotiable at the Vendor’s bank and must be deposited in the bank within 30 days from the valid period stated on the food FI/CVV.