

## **Section 3**

# **FOOD INSTRUMENTS**

## Food Instrument (Prescription)

The WIC food instrument is the key to the Arizona WIC Program Food Delivery System. The food instrument is a food prescription for the participant. The Arizona WIC Program uses grocers, military commissaries, pharmacies and the regular banking system in the community to provide food to the WIC participant. This system allows participants/authorized representatives to redeem food instruments for specific foods available from authorized retail stores, military commissaries and pharmacies. The Vendor will receive payment for the food items purchased when food instruments are properly negotiated and deposited in the Vendor's sole authorized bank account as stated in the Vendor Contract.

### What is on the Food Instrument?

DEPARTMENT OF HEALTH SERVICES WIC PROGRAM 1740 WEST ADAMS PHOENIX, ARIZONA 85007 NEED HELP? Mon. - Fri. 8 AM - 5 PM, Call 1-800-252-5WIC		MISUSE OF DRAFT OR VOID IF ALTERED FEDERAL PROSECUTION		DRAFT #	
AGENCY	CLINIC	PARTICIPANT ID	PARTICIPANT NAME	DRAFT TYPE	
13					VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE
					FIRST DATE TO USE
					DATE OF USE
					LAST DATE TO USE
					PAY TO THE ORDER OF:
					PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE
					SIGNATURE AT STORE:
					CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID FOLDER.

1. Information box – Address and phone number for the State agency.
2. Required statement.
3. Draft #: Food instrument serial number.
4. Information box for banking contractor.
5. Identifies the local WIC agency and clinic that issued the food instrument.
6. Participant's identification number.
7. Participant's name.
8. Draft Type: Code to describe the food items listed on the food instrument.
9. Vendor must deposit within 60 calendar days from first date to use. The first date to use is the computer printed date in box #10 above and described below.
10. First Date to Use: The food instrument is not valid before the first date to use. Due to clinic schedules, WIC participants/authorized representatives may receive food instruments **before** the first date to use. However, do not cash the food instrument **before** the first date to use.
11. Date of Use: **Cashier** will write **today's** date in this box.
12. Last Date to Use: The last day (until midnight) that the food instrument may be accepted.
13. The prescribed food items and quantities to be purchased.
14. The dollar amount of the food instrument must equal only the items listed **and** purchased.
15. \$ Correction Only: To be filled in by the **Cashier** when a mistake is made in the \$ box and a new total is needed. Must be completed at the time of the transaction **and** in the presence of the WIC participant/authorized representative.
16. Cashier Initial: **Cashier**, upon completion of the "\$ correction only" box, will place **his or her** initials in this box to verify the change.
17. The Vendor will apply their unique Arizona WIC Program Vendor ID stamp.
18. Signature at Store: The signature of the participant or authorized representative. The signature at the store does not need to be a carbon copy of the signature on the ID Folder (or Proxy Certification Form). It must be the same first and last names (in that order) and have the same characteristics as the signature on the ID Folder (or Proxy Certification Form). The signature at the store **must** occur at the store in front of the cashier at the end of the transaction. **NOTE:** If the participant is an infant or child, the authorized representative will usually be the parent or guardian of the participant; however, the last names may or may not be the same.

## Cash Value Food Instrument

The Arizona WIC Program will begin issuance of a new cash value food instrument on October 1, 2009. The new cash value food instrument will allow the WIC participant to purchase a specific dollar amount of fruits and vegetables. Currently, the cash value food instruments are available in \$5.00, \$6.00, and \$8.00 denominations. Please refer to the actual amount specified on the face of the cash value food instrument. The Arizona WIC Program uses grocers, military commissaries, farmers/growers and the regular banking system in the community to provide fruits and vegetables to the WIC participant. The new cash value food instrument may be redeemed at any authorized grocer, military commissary or farmer/grower location. The WIC participant/authorized representative will sign the cash value food instrument in the presence of the cashier **after** the food items have been rang up, and the date of use and the dollar amount have been written on the instrument. (See Cashing Food Instruments in this Manual.) The dollar amount written must be less than or equal to the maximum amount stated on the cash value food instrument.

**Note:** The WIC participant/authorized representative may pay the difference when the total dollar amount exceeds the maximum amount as specified on the cash value food instrument. However, do not include any amount over the maximum value in the total amount that is written on the cash value food instrument. An example of the Cash Value Food Instrument is shown below.

<b>ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM</b> 1740 WEST ADAMS, PHOENIX, ARIZONA 85007 NEED HELP? Mon. - Fri. 8 AM - 5 PM, Call 1-800-2525-WIC			<b>MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTERED</b>		DRAFT # <b>29427537</b>	<b>75-1248</b> Payable Through FSMC. AN AFFILIATE OF SECURITY STATE BANK HOWARD LAKE, MN 55349 ACCT# 802070
AGENCY	CLINIC	PARTICIPANT ID	PARTICIPANT NAME	DRAFT TYPE		
10	11	11100144781	ARCHER, FRANCES V	003048AA		
REDEEMABLE AT AUTHORIZED FARMERS' MARKETS OR APPROVED WIC STORES  UP TO \$8.00 FRESH VEGETABLES AND/OR FRUITS  MAY PAY AMOUNT OVER VOUCHER VALUE AT SOME LOCATIONS					VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE.	
					FIRST DATE TO USE <b>03/23/2009</b>	DATE OF USE
					ACTUAL \$ AMOUNT \$ CORRECTION ONLY    CASHIER INITIAL	LAST DATE TO USE <b>04/21/2009</b>
					PAY TO THE ORDER OF:	
\$ VOID					VOID	
TAX EXEMPT SALE NOT TO EXCEED \$200.00					NOT PAYABLE WITHOUT VENDOR ID STAMP	
PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE						
SIGNATURE AT STORE:					VOID	
CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID FOLDER.						

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The cash value food instrument is structured in the exact same format as the regular food instrument. The fields of information, outlined on the previous page, are also the same. Please remember that the cash value food instrument is only valid for up to the dollar amount as printed on the face of the food instrument (currently in \$5.00, \$6.00, and \$8.00 denominations). Please always refer to the actual amount specified on the face of the WIC participant's cash value food instrument.