

Maryland WIC Program Cashier Ready Reference Guide



Better Nutrition for a Brighter Future

TRANSACTION PROCEDURES

1) REQUEST THE WIC I.D. FOLDER

- I.D. folders are required at each transaction.
- If no I.D. folder is presented, the sale cannot be completed.
- No other I.D. can be requested.

2) EXAMINE THE WIC CHECK

- Is today's date within the first and last dates to use?
- Manual checks are acceptable. Manual checks will have a handwritten name and dates to spend on them. The word MANUAL will be located in the Participant ID No. box.

3) RING UP THE WIC FOODS

- The WIC food items should be separated according to each check being used.
- Scan the price of each item.
- Each WIC check being used is handled as a separate transaction.

TRANSACTION PROCEDURES

4) COMPLETE THE TRANSACTION

- Use the “Cashier Fill In Exact Amount of Sale” box to record each transaction, without tax.
- For Fruit and Vegetable Checks (FVCs), the amount to fill in cannot exceed the face value of the check. If the total purchase price exceeds the value of the check, the participant can pay the difference, or buy fewer items.
- No change is given if the purchase amount is less than face value of the FVC check.
- If you make a mistake when writing the sale amount, draw a single line through the incorrect amount, enter the correct amount in the box and have the participant sign the line next to the “amount of sale” box. Only 1 correction is permitted.
- The “Signature of Participant or Proxy” box is signed by the person presenting the I.D. folder and check to you.
- Verify the signature with the signature on the participant I.D. folder. Always give the customer a receipt.

TIPS

IMPORTANT POINTS TO REMEMBER

- Never ask a customer to sign a check before you have completed the sale and filled in the dollar amount of the purchase!
- Never accept a check that has been pre-signed.
- All signatures must be in blue or black ink only (do not use pencil or red ink).
- Make sure that the foods purchased are on the WIC Authorized Foods List and are listed in the description area of the WIC check. Do not permit substitutions!
- FVCs may only be used for the purchase of allowed fruits and vegetables.
- A customer does not have to purchase every item listed on the WIC check.
- WIC customers are permitted to use cents-off coupons, bonus cards, and participate in “Buy 1, Get 1 Free” store promotions; however, no cash or change is ever given to the WIC customer.

MARYLAND WIC PROGRAM LOCAL AGENCIES

Allegany County	(301) 759-5020
Anne Arundel County	(410) 222-6797
Baltimore City	
City Health Department	(410) 396-9427
Johns Hopkins University	(410) 614-4848
Baltimore County	(410) 887-6000
Calvert County	1-877-631-6182
Caroline County	(410) 479-8060
Carroll County	(410) 876-4898
Cecil County	(410) 996-5255
Charles County	(301) 609-6857
Dorchester County	(410) 479-8060
Frederick County	(301) 600-2507
Garrett County	(301) 334-7710
Grantsville Residents	(301) 895-3111
Harford County	(410) 273-5656
Howard County	(410) 313-7510
Kent County	(410) 810-0125
Montgomery County	(301) 762-9426
Prince George's County	
County Health Department	(301) 856-9600
Greater Baden Medical	(301) 324-1873
Greenbelt Area	(301) 762-9426
Queen Anne's County	(410) 758-0720
Somerset County	(410) 749-2488
St. Mary's County	1-877-631-6182
Talbot County	(410) 479-8060
Washington County	(240) 313-3335
Wicomico County	(410) 749-2488
Worcester County	(410) 749-2488

**Please keep a copy of this
Cashier's Ready Reference Guide
at each check out!**



For questions or to order additional copies of this or any other WIC materials, please contact the State WIC Office toll free at 1-800-242-4WIC (4942).

Maryland WIC Program
1-800-242-4WIC (4942)
www.mdwic.org



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