



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Robert L. Ehrlich, Jr., Governor • Michael S. Steele, Lt. Governor • S. Anthony McCann, Secretary

IMPORTANT NOTICE

May 26, 2005

Dear WIC Vendor:

This office is receiving a significant number of checks submitted for payment review because they were rejected by the bank due to incorrect price correction and/or the lack of the WIC participant's correction signature. If an error is made when entering the price on a WIC check the following procedures must always be followed:

- Draw a single line through the incorrect price
- Write the correct price directly above incorrect price inside the box.
- Have the WIC customer sign the check again on the price correction line located below the last date to spend box.

If you realize that you made an error after the WIC customer has departed, you can not make a correction. WIC checks that are improperly corrected will not be paid.

Please review correction procedures with your personnel. We also encourage you to take advantage of cashier training sessions offered free or charge to WIC vendors. If you have any questions, please contact James A. Butler at 410-767-5258 or 1-800-242-4WIC.

Sincerely,

Kathleen A. Knolhoff, MPH, Director
Office of the Maryland WIC Program

cc: Local WIC Agencies