

CASHIER CHECKLIST FOR STANDARD VOUCHERS

1. **CHECK THE VOUCHER DATES.** DO NOT ACCEPT vouchers before the "FIRST DAY TO USE" or after the "LAST DAY TO USE".
2. **CHECK FOR ALTERATIONS.** DO NOT ACCEPT vouchers that appear to be altered.
3. **ONLY ALLOW WIC APPROVED FOODS.** WIC customers can ONLY purchase the foods listed on each voucher AND the Minnesota WIC Shopping Guide.
4. **ENTER THE PRICE OF THE FOODS PURCHASED.** Enter the price of the foods purchased BEFORE the WIC customer signs the voucher. WIC customers do not have to buy all of the foods listed on the voucher.
5. **HAVE THE CUSTOMER SIGN THE VOUCHER.** The WIC customer must sign the voucher AFTER the price of the food purchased has been entered.
6. **LOOK AT THE WIC ID CARD.** One of the signatures on the WIC ID card MUST match the signature on the voucher.
7. **RECORD THE DATE THE VOUCHER IS BEING USED.** Write the date the voucher is being used just below the First Day to Use date **OR** the cash register can automatically record the date on the back of the voucher.
8. **PROVIDE A RECEIPT TO THE CUSTOMER.** Provide the WIC customer with a receipt for the purchase, whether or not the customer has asked for one.

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CASHIER CHECK LIST FOR FRUIT/VEGETABLE VOUCHERS

1. **CHECK THE VOUCHER DATES.** DO NOT ACCEPT vouchers before the "FIRST DAY TO USE" or after the "LAST DAY TO USE".
2. **CHECK FOR ALTERATIONS.** DO NOT ACCEPT vouchers that appear to be altered.
3. **ONLY ALLOW WIC APPROVED FRUITS AND VEGETABLES.** WIC customers can ONLY purchase the fresh, frozen and canned fruits and vegetables listed in the Minnesota WIC Shopping Guide.
4. **CHECK THE MAXIMUM DOLLAR AMOUNT LISTED ON THE FRUIT AND VEGETABLE VOUCHER.** ALLOW the WIC customer to pay the difference (with cash, credit card or EBT), if the amount of the fruit and vegetable purchase exceeds the dollar amount listed on the voucher.
5. **ENTER THE PRICE OF THE FRUITS AND VEGETABLES PURCHASED.** Enter the price of the fresh, frozen and canned fruits and vegetables purchased BEFORE the WIC customer signs the voucher. Do not enter a price that is higher than the maximum dollar amount listed on the voucher. If the purchase amount is less than the maximum dollar amount, enter the purchase amount on the voucher and do not give any change for the difference.
6. **HAVE THE CUSTOMER SIGN THE VOUCHER.** The WIC customer must SIGN the voucher AFTER the price of the food purchased has been entered.
7. **LOOK AT THE WIC ID CARD.** One of the signatures on the WIC ID card MUST match the signature on the voucher.
8. **RECORD THE DATE THE VOUCHER IS BEING USED.** Write the date the voucher is being used just below the First Day to Use date **OR** the cash register can automatically record the date on the back of the voucher.
9. **PROVIDE A RECEIPT TO THE CUSTOMER.** Provide the WIC customer with a receipt for the purchase, whether or not the customer has asked for one.

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