

## **Section 3**

# **FOOD INSTRUMENTS**

## Food Benefits (Prescriptions)

The Arizona WIC Program provides participants with food benefits by utilizing food instruments and, upon implementation of the electronic WIC benefits, eWIC cards. WIC food benefits are the key to the Arizona WIC Program Food Delivery System. Food instruments and eWIC cards contain a food prescription to meet the participant's nutritional needs. 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 by using the food instruments and eWIC cards 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 and eWIC cards 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?

The form is titled 'DEPARTMENT OF HEALTH SERVICES WIC PROGRAM' and includes contact information for Phoenix, Arizona. It features several key sections:
 

- Agency and Participant Info:** Fields for Agency, Participant ID, Participant Name, and Draft Type.
- Vendor Instructions:** A section stating 'VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE'.
- Financials:** Fields for 'ACTUAL \$ AMOUNT' (with a \$ correction only box) and 'DATE OF USE'.
- Signatures:** A 'SIGNATURE AT STORE' line for the participant and a 'CASHIER' stamp area.

1. Information box – Address and phone number for the State agency.
2. Required statement.
3. Draft #: 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 (Food Instrument) Type: Code that describes 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 first date that the food instrument is valid; do not accept **before** this date. **Note:** Due to clinic schedules, WIC participants/authorized representatives may receive 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. Actual \$ Amount: The dollar amount of the food instrument must equal only the items listed **and** purchased.  
**Note: This is a tax exempt sale not to exceed \$200.00.**
15. \$ Correction Only: To be filled in by the **Cashier** when a mistake is made in the \$ box and a new total is needed.
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 **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 Voucher

The cash value voucher allows WIC participants to purchase a specific dollar amount of fruits and vegetables. **Please refer to the actual amount specified on the face of the cash value voucher, as the denomination can change with federally mandated inflation factors.** The cash value voucher may be redeemed at any authorized grocer, military commissary or farmer/grower location. The WIC participant/authorized representative will sign the cash value voucher in the presence of the cashier **after** the food items have been rung up, and the date of use and the dollar amount have been entered. (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 voucher.

**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 voucher. However, do not include any amount over the maximum value in the total amount that is written on the cash value voucher. An example of the cash value voucher is shown below.

ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM 1740 WEST ADAMS, PHOENIX, ARIZONA 85007 NEED HELP? Mon. - Fri. 8 AM - 5 PM, Call 1-800-2525-WIC			MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTERED			DRAFT # <b>65626375</b>		PAYABLE THROUGH SOLUTRAN, Citizen Alliance Bank, Howard Lake Branch Clara City, MN 54222 ACCT# 802070	
AGENCY	CLINIC	PARTICIPANT ID	PARTICIPANT NAME	DRAFT TYPE		75-1248		919	
02	01	1020248854	CVV TEST, BOY C2	003881AZ					
REDEEMABLE AT APPROVED WIC STORES OR AUTHORIZED FARMERS' MARKETS  UP TO \$8.00 ANY COMBINATION FRUITS/VEGETABLES (FRESH, FROZEN AND/OR CANNED)  WIC CUSTOMER MAY PAY AMOUNT OVER \$8.00									
VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE.						FIRST DATE TO USE		04/26/2014	
ACTUAL \$ AMOUNT \$ CORRECTION ONLY      CASHIER INITIAL						LAST DATE TO USE		05/25/2014	
TAX EXEMPT SALE NOT TO EXCEED \$300.00						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.						VOID			
@0065626375 @ :091912482: 802070@									

The cash value voucher 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.

**Special Note:** Participants/authorized representatives may use multiple cash value vouchers towards a single purchase. **However, please remember that the cash value voucher is only valid for up to the dollar amount printed on the face of the cash value voucher.** Therefore, when splitting the purchase amount over multiple cash value vouchers, make sure the dollar amount written on each one does not exceed the actual amount printed on the face of the cash value voucher.

## eWIC Cards

The eWIC card provides the WIC participant access to food benefits (including the cash value benefits for the fruits and vegetables). The eWIC card will allow only specific food items, including a specific cash value amount for fruits and vegetables, to be redeemed within a benefit month. The cardholder will be able to swipe the card and enter their Personal Identification Number (PIN) and purchase authorized food items.