



## Common Errors in Processing Nevada WIC Paper Food Instruments

- **Forgetting to write the Date Cashed in the Date Cashed box on the front of the Food Instrument**

The new printing of Paper Food Instruments includes a box on the front of the Food Instrument in which the Date Cashed should be filled in by the cashier. Not all Food Instruments will have this box included on the front of the check. If there is no box for Date Cashed, DO NOT write the date in the Vendor Stamp Number box.
- **Accepting Food Instruments which have been altered in any way without the official stamp "Alteration Approved for Payment by WIC Office"**

If a Paper Food Instrument has been changed in any way (i.e. change of food quantities, change of First Day to Use or Last Day to Use, change of participant name or number, etc), it must be stamped with the "Alteration Approved for Payment by WIC Office" stamp. Altered Food Instruments may not be accepted by the vendor if changes are not stamped. If Altered Food Instruments are accepted without the "Alteration Approved for Payment by WIC Office" stamp, the full amount of the Food Instrument will be charged back to the vendor.
- **Accepting Paper Food Instruments outside the valid date range**

Each Food Instrument shows a First Day to Use and Last Day to Use. If checks are accepted before the First Day to Use or after the Last Day to Use, the full price of the check is charged back to the vendor. Food Instruments must be used within their valid date range **without exception**. Having the participant initial the change in date **does not** make the Food Instrument valid.
- **Submitting the Paper Food Instrument to the bank without a Vendor Stamp Number**

Each Paper Food Instrument must be stamped (never written) with the Nevada State WIC Vendor Number. This Vendor Number must be stamped within the box indicated on the Food Instrument. Stamping the Vendor Number outside the Vendor Stamp Box makes the Food Instrument invalid. Food Instruments submitted to the bank without a Vendor Stamp will be returned by the bank for the vendor to stamp and resubmit, or the full price of the Food Instrument will be charged back to the vendor.
- **Changing the Amount of the Food Instrument without cashier and participant initials**

Sometimes a change needs to be made in the total amount of the check after that amount has already been written in the Pay This Amount box. It is fine to cross out the old amount and write in the new amount. However, if any change is made in the amount of the Food Instrument, **both** the cashier **and** the participant must initial the change. Food Instruments which do not have both initials on **any** change in the amount of the check will be charged back to the vendor for the full amount of the Food Instrument. If there is **no** total written in the Pay This Amount box, the Food Instrument is invalid and will be charged back to the vendor for the full amount.

- **Submitting the Paper Food Instrument to the bank without a Participant Signature**

If the cashier forgets to have a participant sign their Food Instrument and that Food Instrument is submitted to the bank, it will be returned to the vendor and may not be resubmitted to the bank for payment, or the vendor will be charged back the full amount of the Food Instrument. If the participant does not sign within the signature box, the Food Instrument is invalid.

- **Writing within the Nevada WIC Vendor Stamp Box**

The vendor stamp box is reserved exclusively for the stamped Vendor Number. If there is anything written (during vendor acceptance or processing) within the Nevada WIC Vendor Stamp Box, the full amount of the Food Instrument will be charged back to the vendor.

- **Invalid Vendor Stamp Number**

If the number which is stamped within the Vendor Stamp box is not the authorized Nevada WIC Vendor Number (i.e. ITCN or other), the vendor will be charged back the full amount of the Food Instrument.