

Accepting WIC Vegetables & Fruits Checks at Farmers Markets (WIC VF)

To start accepting WIC Vegetables & Fruits Checks (WIC VF) a farmer must first:

1. Be currently enrolled in the Farmers Market Nutrition Program (FMNP)
2. Attend annual training
3. Fill out a WIC VF "Farmer Application"
4. Sign a WIC VF "Farmer Agreement"
5. Submit a VOIDED CHECK
6. **Receive an Authorization Package or a Re-Authorization Letter in the mail specifically for the WIC VF Program; this is different from the authorization package you will receive annually from the FMNP.**

Transacting a WIC Vegetables & Fruits Check at the market:

1. Only begin to accept checks if you've received your WIC VF authorization notification
2. Only accept checks from WIC participants or proxies – ask to see ID
3. Have WIC participant or proxy sign the check during the transaction – DO NOT ACCEPT PRE-SIGNED CHECKS
4. Check the dates on the check – 'Not Good Before' and 'Not Good After'
5. Only accept checks for fresh produce, with the exception of white potatoes
6. No nuts, herbs, decorative fruits and vegetables or dried fruits
7. Write in the exact value of the transaction in the 'Pay Exactly' box
 - a. Example - \$8.00 WIC VF check:
 - i. If the transaction is \$5.50, write \$5.50 – DO NOT GIVE CHANGE
 - ii. If the transaction is \$9.50, write \$8.00 – they pay the difference
 - iii. Be sure that the transaction value written on the check does not exceed the value printed on the check ("Not to Exceed")

Banking WIC Vegetables & Fruits Checks:

1. Checks must be deposited only in the bank account specified on the application
2. Checks cannot be cashed on the spot like FMNP checks
3. Checks must be:
 - a. Signed by WIC participant
 - b. Have the value of the transaction written in the designated 'Pay Exactly' box
 - c. Be clearly stamped with the farmer's ID number in the 'Pay To' box
 - d. Be less than 60 days from the "Not Good Before" date
4. Farmer must present ID when depositing checks
5. **Failure to precisely follow banking procedures will result in returned checks with substantial fees.**