2016 Maine WIC Nutrition Program Cashier Guide and Approved Food List

Department of Health and Human Services

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YOUR ROLE AS A WIC VENDOR

WIC checks include foods that help improve the health of Maine WIC families. WIC foods are chosen because they support healthy growth and development of children and promote healthy birth outcomes for women and their babies.

Your store plays a key part in the work of the WIC program. You act as the final step in the WIC process by making sure that your WIC customers receive the foods listed on their checks. Thank you for providing this great service.
GOOD TO KNOW:

- Only foods in the Approved Food List can be purchased with WIC Checks.
- WIC customers can only buy what is listed on their WIC check. No substitutions are allowed, even if it is another WIC approved food.
- WIC customers redeem two types of WIC Checks:
  - **Regular WIC Checks** list nutritious foods like milk, beans, whole grains or infant formula. The purchase amount needs to be written on the check for foods sold.
  - **Fruit and vegetable checks** (also called cash value voucher or CVV) allow the purchase of fruits and vegetables. Make sure the purchase amount written in the amount box does not exceed value of the check. WIC customers may buy more fruits and vegetables than the check value but must pay the difference.
- The name printed on the front of the WIC check might be different from the name written on the back of the WIC Participant Booklet. This is okay. Always be sure the customer's signature on the check matches one of the signatures on the back of the Participant Booklet.
- WIC customers may buy less food than what is allowed on their WIC check. No change can be given.
- Coupons can be accepted during a WIC sale. Credit must be applied towards the WIC transaction.
- Rain checks may not be given if a WIC food item on the check is not in stock.
- The WIC customer must sign their check in front of you. If the customer presents a pre-signed check have him/her sign the check again in the space to the left of the signature block. The new signature must match one of the signatures on the back of the WIC Participant Booklet.
- Cash refunds are not allowed on a WIC sale.
** WIC customer must pay bottle deposit & bag fees **

1. Ask WIC customer for Participant Booklet and checks being used today
2. Be sure check is from Maine WIC Nutrition Program
3. Make sure check is valid: is today's date within "First Day to Use" and "Last Day to Use"?
4. Group foods by check
5. Make sure the correct foods, amounts and sizes listed on check have been chosen
6. Have customer write the total purchase amount on the WIC check (See exception for Fruit and Vegetable check on page 9)
7. Ask customer to sign check in signature box on front
8. Make sure correct amount is written on WIC check
9. Match signature on check to a signature on back of WIC Participant Booklet
10. Offer the customer receipt and return WIC Participant Booklet
## MAINE WIC NUTRITION PROGRAM

<table>
<thead>
<tr>
<th>NAME OF PARTICIPANT</th>
<th>FIRST DAY TO USE</th>
<th>LAST DAY TO USE</th>
<th>CHECK NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE FORMULA CHECK</td>
<td>4/23/2016</td>
<td>5/22/2016</td>
<td>03356303</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARTICIPANT I.D.</th>
<th>AGENCY</th>
<th>CLINIC</th>
<th>FOOD PACKAGE</th>
<th>FL TYPE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10043573</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

FOR PURCHASE OF APPROVED WIC FOODS ONLY (NO SUBSTITUTIONS ALLOWED)

4 12.4oz cans powdered Infant Formula 10069

**AMOUNT** $89.95

DEPOSIT WITHIN 60 DAYS OF FIRST DAY TO USE
PAY TO THE ORDER OF MAINE WIC VENDOR

X WIC Customer

**CHECK WILL SAY:**

1. Number of cans
2. Size of cans
3. Formula type:
   a. Powder
   b. Concentrate
   c. Ready to Feed / Ready to Use
4. Name
5. Last 5 numbers of UPC

BE SURE THE RIGHT FORMULA IS BEING SOLD.
IT'S IMPORTANT FOR THE BABY!
TIPS FOR USING FRUIT & VEGETABLE CHECKS

ACCEPTING A FRUIT & VEGETABLE CHECK

1. Ask WIC customer for WIC Participant Booklet and checks
2. Be sure check is from Maine WIC Nutrition Program
3. Make sure check is valid: is today’s date within “First Day to Use” and “Last Day to Use”?
4. Ask customer if they want to stay within check value or if it’s okay if sale amount is higher
5. Group fruits & vegetables and ring up sale
6. Have customer write in amount of sale up to check value - customer must pay difference if sale is more than value of check
7. Ask customer to sign check in signature box on front
8. Make sure correct amount is written on WIC check
9. Match signature on check to a signature on the back of WIC Participant Booklet
10. Offer the customer receipt and return WIC booklet

FRUITS AND VEGETABLES

FRESH
MAY SELL:
• Any type or variety of fresh fruits and vegetables
• Bagged fruits and vegetables
• Cut fruit and vegetables (without dip)
• Garlic (not on a string)
• Organic or non-organic

DO NOT SELL
• Pickled vegetables or olives
• Items from the salad bar
• Decorative or dried fruit or vegetables and painted pumpkins
• Herbs and spices like basil, parsley, or chives

CANNED
MAY SELL:
• Any package size, brand or mixture of fruits or vegetables
• Fruit must be packed in water or 100% fruit juice
• May be in pouches, metal cans or glass or plastic jars
• Organic or non-organic

DO NOT SELL
• Sweet potatoes, yams or pie filling
• Pickled, marinated or in cheese sauce
• Home-canned vegetables
• Sauces - Pizza, pasta, spaghetti, or marinara
• Tomatoes with flavoring like garlic or basil
• Cream style corn or olives
• Cranberry sauce, soup, ketchup or salsa
• Fruits in gel or jello

FROZEN
MAY SELL:
• Any type or variety of frozen fruits or vegetables
• Organic or non-organic

DO NOT SELL
• Vegetables with added cheese, sauce, pasta, nuts, seasoning, flavoring, breadcrumb, or oil
• Fruits with added sugars or artificial sweeteners
• French fries, tater tots or twice-baked potatoes
• Sorbet or fruit bars

Check will say 'Fresh only' or 'Fresh, Frozen or Canned'
MILK

**MAY SELL:**
- Size and/or type listed on check:
  - Flavored, organic or raw milk
  - Goat's milk
  - Glass bottles

**DO NOT SELL**
- Flavored, organic or raw milk
- Goat's milk
- Glass bottles

**SOY BEVERAGE**

**MAY SELL ONLY IF PRINTED ON CHECK:**
- If check lists half gallons, 2 quarts may be purchased for each half gallon on check.

<table>
<thead>
<tr>
<th>Brand</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silk</td>
<td>Soy milk, Original Half Gallon (64 oz) Refrigerated only</td>
</tr>
<tr>
<td>8th Continent</td>
<td>Fortified Soy Beverage, Original Half Gallon (64 oz) Refrigerated only</td>
</tr>
<tr>
<td>Pacific All Natural Ultra Soy Non-Dairy Beverage, Original, Quart (32 oz) Shelf Stable only</td>
<td></td>
</tr>
</tbody>
</table>

CHEESE

**MAY SELL:**
- Two (2) 8 oz packages or one (1) 16 oz package of block, shredded or sliced of reduced fat or regular
- American
- Cheddar
- Colby Jack
- Monterey Jack
- Mozzarella
- Muenster
- Provolone
- Swiss
- String cheese

**DO NOT SELL**
- Package sizes other than 8 oz or 16 oz
- Deli or random weight cheese or individually wrapped slices
- Cubed, wheels, dips, wedges, or cracker cuts
- Imported or organic
- Cheese food, whips or spreads, or with added seasonings

TOFU

**SELL ONLY:**
- 16 oz package

- Azumaya (All Natural) - Extra Firm, Firm or Silken
- Nasoya (Organic) - Silken or Super Firm Vac Pack

YOGURT

**SELL ONLY:**
- Type listed on check
- Whole or lowfat/nonfat
- 32 oz container (quart)
- May be Greek or regular

- Best Yet
- Cabot
- Chobani
- Coburn Farms
- Danone
- Great Value
- Green Mountain Creamery
- Hannaford
- Luce"me
- Market Basket
- Open Nature
- Shurfine
- Stony Field Farms
- Taste of Inspirations
- Yoplait

Flavors include: Plain, vanilla, strawberry or blueberry
OATMEAL
SELL ONLY:
16 oz packages
• McCann’s Quick Cooking Irish Oatmeal
• McCann’s Steel Cut Irish Oatmeal
• McCann’s Quick and Easy Natural Steel Cut Irish Oatmeal
• Mom’s Best Naturals Quick Oats
• Mom’s Best Naturals Old Fashioned Oats

DO NOT SELL
• Individual/single-serve packets
• Flavored or organic oatmeal

BROWN RICE
SELL ONLY:
14 to 16 oz package
• Any brand of regular, quick, or instant brown rice
• Basmati Brown, Jasmine Brown or Boil in Bag Brown Rice

DO NOT SELL
• White, seasoned, wild, mixes or organic rice
• Frozen, single-serve or ready to serve packets

TORTILLAS
SELL ONLY:
16 oz package of soft shell
• Chi Chi's White Corn Tortillas
• Chi Chi's Whole Wheat Tortillas
• Hannaford Whole Wheat Tortillas
• Herdez Corn Tortillas
• Herdez Whole Wheat Tortillas
• Market Basket Whole Wheat Tortillas
• Mission Whole Wheat Tortillas
• Mission Yellow Corn Tortillas
• Ortega Whole Wheat Tortillas
• Santa Fe White Corn Tortillas
• Santa Fe Whole Wheat Tortillas
• Santa Fe Yellow Corn Tortillas
• Shurfine Whole Wheat Tortillas

WHOLE WHEAT PASTA
SELL ONLY:
16 oz packages listed below:

GREAT VALUE SPAGHETTI:
• Whole Wheat Spaghetti

HODGSON MILL PASTA:
• Whole Wheat Angel Hair
• Whole Wheat Fettuccine
• Whole Wheat Spaghetti
• Whole Wheat Spirals
• Whole Wheat Thin Spaghetti

RONZONI HEALTHY HARVEST PASTA:
• Whole Grain Linguine
• Whole Grain Penne Rigate
• Whole Grain Rotini
• Whole Grain Spaghetti
• Whole Grain Thin Spaghetti

SHURFINE PASTA:
• 100% Whole Wheat Penne
• 100% Whole Wheat Spaghetti

BREAD
SELL ONLY:
Size listed on check
16 oz package of bread listed below

Arnold Stoneground 100% Whole Wheat Bread 16oz
Best Yet 100% Whole Wheat Bread 16oz
Hannaford 100% Whole Wheat Bread 16oz
Market Basket 100% Whole Wheat Bread 16oz
Pepperidge Farm 100% Whole Wheat Bread 16oz

Pepperidge Farm Very Thin 100% Whole Wheat Bread 16oz
Sara Lee 100% Whole Wheat Bread 16oz
Signature Kitchen No Salt Added Whole Wheat Bread 16oz
Signature Kitchen 100% Whole Wheat Bread 16oz
Sunbeam 100% Whole Wheat Bread 16oz
Weight Watchers Multigrain Bread 16oz
Wonder 100% Whole Wheat Bread 16oz

DO NOT SELL
• Buns, rolls, bagels or English muffins
• Deli or bakery bread
• Organic or white bread

If WIC approved bread is not in stock, suggest WIC approved tortillas, brown rice, whole wheat pasta or oatmeal to the customer.

24 oz package of bread listed below

Arnold Whole Grain 100% Whole Wheat Bread 24oz
Country Kitchen 100% Whole Wheat Bread 24oz
Freihofer's Hearty 100% Whole Wheat Bread 24oz
### Cereal

#### Name Brand

**Sell Only: 12 oz box or larger**

**GENERAL MILLS:**
- Berry Berry Kix
- Cheerios
- Corn Chex
- Honey Kix
- Kix
- Multigrain Cheerios
- Rice Chex
- Wheat Chex
- Whole Grain Total

**KELLOGG'S:**
- All-Bran Complete Wheat Flakes
- Corn Flakes
- Crispix
- Frosted Mini-Wheats Little Bites
- Frosted Mini-Wheats Original
- Mini-Wheats Unfrosted
- Rice Krispies
- Special K Original

**MALT-O-MEAL:**
- Crispy Rice
- Frosted Mini Spooners
- Oat Blenders with Honey
- Oat Blenders with Honey & Almonds
- Original Hot Wheat Cereal

**OTHER:**
- Quaker Life (Original)
- Sunbelt Simple Granola
- Whole Grain Cream of Wheat

#### Generic

**Sell Only: 12 oz box or larger**

**POST:**
- Alpha-Bits
- Bran Flakes
- Grape Nuts Flakes
- Grape Nuts Original
- Honey Bunches of Oats
- Honey Bunches of Oats with Almonds
- Honey Nut Shredded Wheat

**BEST YET:**
- Bite Size Frosted Shredded Wheat
- Corn Flakes
- Crispy Rice
- Nutty Nuggets
- Tasteoos
- Toasted Corn
- Toasted Wheat
- Wheat Flakes

**HANNAFORD:**
- Bite Size Frosted Shredded Wheat
- Corn Flakes
- Crispy/Crisp Rice
- Frosted Shredded Wheat
- Oat Wise (regular)
- Square-shaped Corn Biscuits
- Square-shaped Wheat Biscuits
- Tasteoos/Toasted Oats
- Toasted Rice Flakes

**MARKET BASKET:**
- Corn Flakes
- Crispy/Crisp Rice
- Frosted Shredded Wheat
- Oat Wise (regular)
- Square-shaped Corn Biscuits
- Square-shaped Wheat Biscuits
- Tasteoos/Toasted Oats
- Toasted Rice Flakes

**SHURFINE:**
- Corn Flakes
- Corn Squares
- Crisp Rice
- Frosted Shredded Wheat Bite Size
- Toasted Oats
- Wheat Squares

**SIGNATURE KITCHEN:**
- Corn Flakes
- Crispy Rice
- Frosted Shredded Wheat
- Toasted Oats

**IGA:**
- Bite Size Frosted Shredded Wheat
- Corn Flakes
- Crispy Rice
- Tasteoos/Toasted Oats

**SAVE-A-LOT:**
- Corn Flakes
- Crispy Rice
- Frosted Shredded Wheat
- Rollin' Oats

**KEY:**
- Whole Grain
- Folic Acid
APPLE AND EVE:
- Apple

BEST YET:
- Apple
- Grape

GREAT VALUE:
- Apple
- Grape
- White Grape

HANNAFORD:
- Apple
- Grape
- White Grape

IGA:
- Apple
- Grape

JUICY JUICE:
- All flavors

LANGERS:
- Apple
- Grape
- Red Grape
- White Grape

MARKET BASKET:
- Apple
- Grape
- White Grape

MOTT’S:
- Apple

OLD ORCHARD:
- Apple
- Grape
- White Grape

SHURFINE:
- Apple
- Grape
- White Grape

SIGNATURE KITCHEN:
- Apple
- Grape

TIPTON GROVE:
- Apple
- Grape
- White Grape

WELCH’S:
- Grape
- Red Grape
- White Grape

100% JUICE - FROZEN CONCENTRATE
SELL ONLY:
11.5 to 12 oz cans

DO NOT SELL
- Juice drinks with added sugar, juice cocktails, or organic

BEST YET:
- Apple
- Grape

DOLE:
- All flavors of 100% Juice

GREAT VALUE:
- Apple
- Grape

HANNAFORD:
- Apple
- Grape

LANGERS:
- Apple

MARKET BASKET:
- Apple

OLD ORCHARD
(GREEN TOP ONLY):
- All flavors of 100% Juice

SENECA:
- Apple
- Grape

SHURFINE:
- Apple

SIGNATURE KITCHEN:
- Apple

TIPTON GROVE:
- Apple

WELCH’S (YELLOW TOP ONLY):
- All flavors

WELCH’S (YELLOW PULL TAB ONLY):
- All flavors of 100% Juice

ANY BRAND:
- Orange

ANY BRAND:
- Grapefruit
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Augusta, Maine 04333
Telephone: (207) 287-4289/(207) 287-3488
TTY users call Maine Relay 711

USDA Director, Office of Adjudication
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Toll free (866) 632-9992 (voice)

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mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: program.intake@usda.gov.

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QUICK STEPS TO TAKING A WIC CHECK
(SEE INSIDE FOR MORE DETAILS)

1. Ask the customer for the WIC Participant Booklet and checks
2. Make sure check is from Maine WIC Nutrition Program
3. Look for valid dates
4. Group foods by check
5. Confirm correct foods, amounts and sizes
6. Have customer enter purchase amount
7. Ask customer to sign check in signature box
8. Make sure correct amount is written on WIC check
9. Match signature to WIC Participant Booklet
10. Offer customer receipt and return WIC Participant Booklet

**WIC CUSTOMER MUST PAY BOTTLE DEPOSIT & BAG FEES**

If you have questions or need help please call:
1-800-437-9300 or 207-287-3991
TTY users call Maine Relay 711
Email: wic.maine@maine.gov
More information for vendors and participants can be found at: www.wicforme.com