



North Dakota
WIC

Food Delivery

Section

VENDOR

Subject

CHECK/CVV RECEIPT REVIEW

SUMMARY

Reviewing check or CVV receipts is helpful to see if the right items are being purchased with the WIC check/CVV. It can help WIC staff identify common problems that the vendors are having, which can then be the focus of future trainings or reminders.

VENDOR REVIEW GROUPS

1. Split all vendors into two groups:
 - Group A – review receipts during odd-numbered months
 - Group B – review receipts during even-numbered months

Ex. Group A
 Bob's Market
 P&P Mart
 Archie's
 J&Z Foods

Group B
 Mary's Grocery
 Roger's One-Stop Shop
 Ralph's Supermart

Review receipts from Vendor group A during the odd-numbered months- January, March, May, July, September, and November. Review Vendor group B during the even-numbered months – February, April, June, August, October, and December.

Using the above groups, Bob's Market's receipts would only be reviewed with January, March, May, July, September, and November dates.

If no errors are found for two consecutive months, then the next month can be skipped, and receipt review would be resumed the following month. For example, Bob's Market had no errors on receipts in March and May. July receipts can be skipped and receipt review would be resumed in September.

HOW MANY

Select the number of receipts to be reviewed according to the number of checks cashed at each store for that month by:

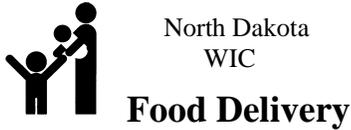
Number of checks cashed at store for the month	25 or less	26-75	76-200	201 or more
Number of receipts to be examined	All	Every third	Every fifth	Every tenth

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**MATCHING CHECKS
TO RECEIPTS**

Each local agency should have a policy on what they have their stores record on the receipts. Certain items like having them record the check/CVV number on the receipt, having the participant sign the receipt are things that may be helpful to match the check/CVV to the appropriate receipt.

PROCEDURE

1. Examine receipts for the following:
 - Foods on receipt are WIC allowable foods
 - No tax is being charged for WIC foods
 - Prices on receipt match prices reported on the price survey
 - Foods on the receipt are in the appropriate container size – ex. gallons of milk, 12 oz. or larger box of cereal, 18 oz. jar of peanut butter.
2. Initial all receipts that are examined.
3. Follow up on any significant or recurring errors with the store. Offer training, if necessary.
4. Receipts should be sorted and stored by month so they may be retrieved easily for auditing purposes

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