

MAINE WIC

NUTRITION PROGRAM

CASHIER GUIDE & APPROVED FOOD LIST

Effective June 6, 2016



Department of Health
and Human Services

*Maine People Living
Safe, Healthy and Productive Lives*

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner



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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.



TIPS FOR WIC SALES

THE WIC PARTICIPANT BOOKLET (BACK)



The image shows the back of a WIC Participant Booklet. It features the WIC logo at the top, which consists of the letters 'WIC' in a green, sans-serif font with a yellow sunburst behind the 'I'. Below the logo is the text 'CONTACT YOUR LOCAL WIC AGENCY'. A large, rounded rectangular box with a green border contains the text 'LOCAL AGENCY CONTACT INFORMATION HERE'. Below this box are three rows of signature lines. Each row has two columns: the left column contains a label in a cursive font (e.g., 'WIC Customer') and the right column contains a label in a sans-serif font (e.g., 'Signature'). The labels are: 'WIC Customer' (Participant, parent or guardian (print)), 'Proxy 1 Name' (Proxy #1 (print)), and 'Proxy 2 Name' (Proxy #2 (print)). To the right of the signature lines is a vertical strip of colorful dots. Further to the right is a photograph of a young child with dark hair drinking from a glass of milk.

WIC
CONTACT YOUR LOCAL WIC AGENCY

LOCAL AGENCY CONTACT
INFORMATION HERE

WIC Customer
Participant, parent or guardian (print)

WIC Customer
Signature

Proxy 1 Name
Proxy #1 (print)

Proxy 1 Name
Signature

Proxy 2 Name
Proxy #2 (print)

Proxy 2 Name
Signature

WIC PARTICIPANT BOOKLET:

- For every WIC sale you will need to see the WIC Participant Booklet.
- The WIC Participant Booklet is the only ID you can use to match the signature on the WIC check.
- If a WIC customer forgets to bring their WIC Participant Booklet do not process the WIC sale, even if you know the customer.
- If you find a WIC Participant Booklet or WIC checks call 207-287-3991 immediately!

GOOD TO KNOW:

- Only foods in this 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 type 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 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.

ACCEPTING A WIC CHECK

MAINE WIC NUTRITION PROGRAM

Department of Health and Human Services
11 SHS, Augusta, Maine 04333 - 1-800-437-9300 - www.WICforME.com

NAME OF PARTICIPANT					FIRST DAY TO USE	LAST DAY TO USE	CHECK NUMBER
SAMPLE CHECK					3/23/2016	4/22/2016	03356295
PARTICIPANT I.D.	AGENCY	CLINIC	FOOD PACKAGE	FI TYPE	STAMP BELOW		
10043571							
FOR PURCHASE OF APPROVED WIC FOODS ONLY (NO SUBSTITUTIONS ALLOWED):					AMOUNT		<p>VENDOR STAMP</p>
2	Gallon(s) 1% or Skim Milk			\$	39.19		
1	Pound(s) WIC Approved Cheese						
1	Dozen WIC Approved Eggs						
2	Can 11.5-12oz Frzn or Liq Concentrate Juice						
36	Ounces WIC Approved Cereal						
16	Ounces WIC Approved Whole Grain Item						
XXX END OF ORDER XXX					DEPOSIT WITHIN 60 DAYS OF FIRST DAY TO USE PAY TO THE ORDER OF MAINE WIC VENDOR		
					X <i>WIC Customer</i>		SIGNATURE OF AUTHORIZED REPRESENTATIVE OR PROXY

** 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



MAKING SURE BABY GETS THE RIGHT FORMULA

MAINE WIC NUTRITION PROGRAM

Department of Health and Human Services
11 SHS, Augusta, Maine 04333 - 1-800-437-9300 - www.WICforME.com

NAME OF PARTICIPANT					FIRST DAY TO USE	LAST DAY TO USE	CHECK NUMBER
SAMPLE FORMULA CHECK					4/23/2016	5/22/2016	03356303
PARTICIPANT I.D.	AGENCY	CLINIC	FOOD PACKAGE	FI TYPE	STAMP BELOW		
10043573							
FOR PURCHASE OF APPROVED WIC FOODS ONLY (NO SUBSTITUTIONS ALLOWED):					AMOUNT	VENDOR STAMP	
4	12.4oz cans powdered Infant Formula			10069	\$ 89.95		
XXX END OF ORDER XXX					DEPOSIT WITHIN 60 DAYS OF FIRST DAY TO USE PAY TO THE ORDER OF MAINE WIC VENDOR		
					<input checked="" type="checkbox"/> <i>WIC Customer</i> SIGNATURE OF AUTHORIZED REPRESENTATIVE OR PROXY		

①

⑤

②

③

④

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



⑤

**BE SURE THE RIGHT FORMULA IS BEING SOLD.
IT'S IMPORTANT FOR THE BABY!**



TIPS FOR USING FRUIT & VEGETABLE CHECKS

MAINE WIC NUTRITION PROGRAM Department of Health and Human Services
 11 SHS, Augusta, Maine 04333 - 1-800-437-9300 - www.WICforME.com

NAME OF PARTICIPANT		FIRST DAY TO USE	LAST DAY TO USE	CHECK NUMBER
SAMPLE CHECK		3/23/2016	4/22/2016	03356297
PARTICIPANT I.D.	AGENCY	CLINIC	FOOD PACKAGE	FI TYPE
10043571				
FOR PURCHASE OF APPROVED WIC FOODS ONLY (NO SUBSTITUTIONS ALLOWED):				AMOUNT
\$11.00 For Fresh, Frozen or Canned Fruits &/or Vegetables XXX END OF ORDER XXX				\$ 10.57
				DEPOSIT WITHIN 60 DAYS OF FIRST DAY TO USE PAY TO THE ORDER OF MAINE WIC VENDOR
				STAMP BELOW VENDOR STAMP
				<input checked="" type="checkbox"/> <i>WIC Customer</i> SIGNATURE OF AUTHORIZED REPRESENTATIVE OR PROXY

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

If wrong amount is written on WIC check ask customer to draw one line across the error. Have customer put in correct amount and initial next to it.

FRUITS AND VEGETABLES

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

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
- Party trays and fruit baskets
- 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, breading, or oil
- Fruits with added sugars or artificial sweeteners
- French fries, tater tots or twice-baked potatoes
- Sorbet or fruit bars



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

BABY FOOD

CEREAL

SELL ONLY:

8 oz boxes of Beech-Nut

- Multigrain*
- Oatmeal*
- Rice*

*Kosher

DO NOT SELL

- Infant cereal with added fruit, probiotics, protein or DHA/ARA
- Organic



• 24 oz Beech-Nut Baby Cereal = **3 boxes**



FRUITS & VEGETABLES

SELL ONLY:

4 oz jars of Beech-Nut Classics Stage 2

FRUIT:

- Applesauce*
- Apples and Bananas
- Apples and Blueberries*
- Apples and Cherries
- Apples, Mango and Kiwi
- Apples, Pears and Bananas
- Apricots with Pears and Apples*
- Bananas*
- Banana and Mixed Berries
- Banana and Strawberries
- Mango
- Peaches
- Pears*
- Pears and Pineapple
- Pears and Raspberries

VEGETABLES:

- Corn and Sweet Potato
- Garden Vegetables*
- Mixed Vegetables
- Squash*
- Sweet Potatoes*
- Sweet Carrots*
- Sweet Peas*
- Green Beans

*Kosher



DO NOT SELL

Beech-Nut Classics Stage 1 Meats for this check



Checks for baby food are stated in ounces (oz)

• 32 oz Beech-Nut Classics Stage 2 Inf Frts or Veg = **8 jars**



• 64 oz Beech-Nut Classics Stage 2 Inf Frts or Veg = **16 jars**



MEATS

SELL ONLY:

2.5 oz jars of Beech-Nut Classics Stage 1



MEATS:

- Beef and Beef Broth
- Chicken and Chicken Broth
- Turkey and Turkey Broth

• 38 oz Beech-Nut Classics Stage 1 Infant Meats = **15 jars**



• 40 oz Beech-Nut Classics Stage 1 Infant Meats = **16 jars**



INFANT FORMULA

SELL ONLY: Brand, type & size listed on check.

See page 7 to make sure baby gets the right formula

BEANS, PEAS, LENTILS, EGGS, PB, FISH

DRIED BEANS, PEAS, LENTILS

SELL ONLY:

1 lb (16 oz) bag



MAY SELL:

- Any type of dried beans, peas or lentils

DO NOT SELL

- Organic
- Beans with added sugars, seasoning or flavorings
- Soup mixes

CANNED BEANS

SELL ONLY:

15 to 16 oz cans



MAY SELL:

- Any type, low sodium or regular
- Refried beans

DO NOT SELL

- Green beans, wax beans, green peas (these can be purchased with the fruit and vegetable check)
- Baked beans, pork and beans, soup mix, added flavors, sugars, seasonings or meats
- Organic

EGGS

MAY SELL:

- Full dozen, any size
- Brown or white shells



DO NOT SELL

- Organic
- Cage free, free-range or free-running
- Vegetarian fed
- Omega-3
- Low cholesterol

CANNED FISH

MAY SELL:

3.75 to 15 oz containers packed in water

- Chunk or light tuna
- Pink salmon
- Sardines



PEANUT BUTTER

MAY SELL:

16 to 18 oz jar



- Any brand of creamy, chunky or crunchy

DO NOT SELL

- Organic, flavored or reduced/low fat
- Peanut butter with added ingredients such as honey, jelly, chocolate, omega-3, vitamins and minerals
- Squeezable or peanut butter spreads



MILK, SOY BEVERAGE, CHEESE, TOFU, YOGURT



MILK

MAY SELL:

Size and type listed on check:

- No Fat (skim) or Lowfat (1/2% or 1%)
- Reduced Fat (1 1/2% or 2%)
- Whole
- Lactose Free
- Nutrish
- Nonfat dry
- UHT



QUART



HALF GALLON



ONE GALLON

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.



Silk Soymilk,
Original
Half Gallon
(64 oz)
Refrigerated
only



8th Continent
Fortified Soy
Beverage,
Original
Half Gallon
(64 oz)
Refrigerated
only



Pacific All
Natural Ultra
Soy Non-Dairy
Beverage,
Original, Quart
(32 oz)
Shelf Stable only

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



DO NOT SELL

- Cubed or flavored

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
- Dannon
- Great Value
- Green Mountain Creamery
- Hannaford
- Lucerne
- Market Basket
- Open Nature
- Shurfine
- Stony Field Farms
- Taste of Inspirations
- Yoplait



Flavors include: Plain, vanilla, strawberry or blueberry



OATMEAL, RICE, TORTILLAS, PASTA, BREAD

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 PASTA:

- Whole Wheat Spaghetti

HODGSON MILL PASTA:

- Whole Wheat Angel Hair
- Whole Wheat Elbows
- 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
16oz 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

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

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

DO NOT SELL

- Buns, rolls, bagels or English muffins
- Deli or bakery bread
- Organic or white bread



CEREAL

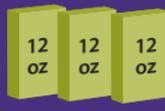
NAME BRAND
SELL ONLY:
 12 oz box or larger



WAYS TO SELL
36 OZ OF CEREAL



Totals 36 oz



Totals 36 oz



Totals 36 oz



Totals 36 oz

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

POST:



Alpha-Bits



Grape Nuts
Flakes



Honey Bunches
of Oats



Honey Nut
Shredded Wheat



Bran Flakes



Grape Nuts
Original



Honey Bunches
of Oats with
Almonds

GENERIC

SELL ONLY:

12 oz box or larger



BEST YET:

- Bite Size Frosted Shredded Wheat ●
- Corn Flakes
- Crispy Rice
- Oat Wise (regular) ●
- Toasted Oats ●



GREAT VALUE:

- Corn Flakes
- Crisp Rice
- Frosted Shredded Wheat ●
- Toasted Corn
- Toasted Oats ●
- Toasted Rice
- Toasted Wheat ●●



HANNAFORD:

- Bite Size Frosted Shredded Wheat ●
- Corn Flakes
- Crispy Rice
- Nutty Nuggets ●
- Tasteos ●
- Toasted Corn
- Toasted Wheat ●●
- Wheat Flakes ●



IGA:

- Bite Size Frosted Shredded Wheat ●
- Corn Flakes
- Crispy Rice
- Tasteos/Toasted Oats ●



MARKET BASKET:

- Corn Flakes
- Crispy/Crisp Rice
- Frosted Shredded Wheat ●
- Oat Wise (regular) ●
- Square-shaped Corn Biscuits
- Square-shaped Wheat Biscuits ●
- Tasteos/Toasted Oats ●
- Toasted Rice Flakes



SAVE-A-LOT:

- Corn Flakes
- Crispy Rice
- Frosted Shredded Wheat ●
- Rollin' Oats ●



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 ●

KEY: ● WHOLE GRAIN ● FOLIC ACID



JUICE



100% JUICE – BOTTLED LIQUID

SELL ONLY:

64 oz bottles

DO NOT SELL

- Juice drinks with added sugar, juice cocktails, or organic



WIC cannot pay the 5 cent bottle deposit. WIC participants must pay the deposit for each bottle of juice.



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
- White Grape



TIPTON GROVE:

- Apple
- Grape



WELCH'S:

- Grape
- Red Grape
- White Grape

100% JUICE – FROZEN CONCENTRATE

SELL ONLY:

11.5 to 12 oz cans



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 PULL TAB ONLY):

- All flavors of 100% juice



ANY BRAND:

- Orange



ANY BRAND:

- Grapefruit



DO NOT SELL

- Juice drinks with added sugar, juice cocktails, or organic

100% JUICE – LIQUID CONCENTRATE

SELL ONLY:

11.5 oz cans

DO NOT SELL

- Juice drinks with added sugar, or organic



WELCH'S (YELLOW TOP ONLY):

- All flavors



NONDISCRIMINATION NOTICE

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to:

ADA Compliance/EEO Coordinator
11 State House Station
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)

Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



USDA Non-Discrimination Notice

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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.

This institution is an equal opportunity provider.

Maine DHHS Non-Discrimination Statement

The Department of Health and Human Services (DHHS) does not discriminate on the basis of disability, race, color, creed, gender, sexual orientation, age or national origin, in admission to, access to, or operations of its programs, services, or activities, or its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and in accordance with the Civil Rights Act of 1964 as amended, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 and the Maine Human Rights Act and Executive Order Regarding State of Maine Contracts for Services. Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to DHHS' ADA Compliance/ EEO Coordinators, 11 State House Station, 221 State Street, Augusta, Maine 04333, 207-287-4289 (V), 207-287-3488 (V), TTY users call Maine Relay 711. Individuals who need auxiliary aids for effective communication in program and services of DHHS are invited to make their needs and preferences known to the ADA Compliance/ EEO Coordinators. This notice is available in alternate formats, upon request.

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

