



Department of Health

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WIC Vendor Bulletin 2016-10

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## Rejected Check Instructions

Please review the attached instructions and properly train your cashiers and personnel. This policy outlines the conditions under which WIC Vendors may be reimbursed for WIC checks that are rejected by the bank, or for checks that cannot be processed by the bank.

- No check will be considered for reimbursement unless the check request for reimbursement and acceptable justification and explanation are received at the State WIC Office, Vendor Unit, not more than 30 days after the “Last Day to Use” printed on the check. If the bank has rejected the check, it must be submitted to the State WIC Office within 10 days of the date it was rejected by the WIC contract bank.
- There is a \$5.00 handling fee deducted from any reimbursement if a check was improperly accepted or completed by the Vendor.
- Only a limited number of checks will be reimbursed for any Vendor. Repeated submissions will not be honored. The State WIC Office will use a cut off number related to the amount of Vendor's volume. Once the cut off number is reached no more reimbursements to that Vendor will be honored.
- For over the Maximum allowed value checks, Vendor's payment will be reduced by \$.50 per check by WIC bank as ACH processing fee.
- Under no circumstances should a Vendor request or accept cash payments from WIC participants for WIC foods, rejected WIC checks, or un-deposited, improperly handled WIC checks.

If you have any questions or concerns, please call the Vendor Unit in the WIC State Office at 222-4630, 222-4637, or 222-4633.

Si necesita ayuda en extender esta carta, por favor, llame al 222-5818 donde le ayudarán con la traducción.