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| **Requirements for completing the FDNP check register based on distribution method**  Both distribution methods require these elements: (1) date of distribution, (2) type of distribution method, (3) WIC ID#,  (4) check range (pre-filled), (5) recipient name, and (6) staff initials  (6)  (5)  (3)  (1)  (2)  (4) | | | | | | | |
| DATE | Issued  In Person | Issued  by Mail | WIC I.D. Number | Begin  Check # | End  Check # | Recipient Name | Staff  Initials |
| **Example A – In-Person Distribution** | | | | | | | |
| **7/1/2020** | **X** |  | **123456-01** | 8109456 | 8109462 | Ann Smith | Staff initials |
| **Example B – Mail** | | | | | | | |
| **7/1/2020** |  | **X** | **123456-01** | 8109456 | 8109462 | Ann Smith (name required)  222 E. Willamette  Bushwill, OR 99999 | Staff initials |

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| **Requirements for completing the FDNP check register – multiple issuance per household**   * **Date issued to the participant** - every entry on each check register page must have either an issuance date or a line through it originating from another entry with an issuance date. * **Line of continuation** – when a line is used to document checks were issued on the same date. A line of continuation may not move from one page to the next, each page must start with a date. * **Issuance method** – a line of continuation may be used to show how multiple booklets were issued to a household. * **WIC ID#** - a unique participant WIC ID number must be captured for each booklet of checks issued. * **Begin/End Check#** – these are preprinted on the FDNP check register. * **Recipient name** – a line of continuation may be used to document that an individual is receiving checks for multiple WIC participants. * **Staff Initials** – a line of continuation may be used for this requirement.   When completing multiple register pages on the same day, the first row of each register page must be completed in order to use lines of continuation. | | | | | | | | |
| DATE | Issued  In Person | Issued  by Mail | WIC I.D. Number | Begin  Check # | | End  Check # | Recipient Name | Staff  Initials |
| **Example A – In-Person Distribution** | | | | | | | | |
| **7/1/2020** | **X** |  | **123456-01** | 8109456 | | 8109462 | Ann Smith | Staff initials |
|  |  |  | **123456-02** | 8109463 | | 8109469 |  |  |
|  |  |  | **123456-03** | 8109470 | | 8109476 |  |  |
| **Example B – Mail** | | | | | | | | |
| **7/1/2020** |  | **X** | **123456-01** | | 8109456 | 8109462 | Ann Smith (name required)  222 E. Willamette St.  Bushwill, OR 99999 | Staff initials |
|  |  |  | **123456-02** | | 8109463 | 8109469 |  |  |
|  |  |  | **123456-03** | | 8109470 | 8109476 |  |  |