

Instructions for Completing the Farm Direct Voucher Register

Both distribution methods require these elements (1) date of distribution, (2) type of distribution method, (3) WIC ID number, (4) voucher range (pre-filled), (5) recipient name, and (6) staff initials							
(1)	(2)		(3)	(4)		(5)	(6)
DATE	Issued in Person	Issued by Mail	WIC ID number	Begin Voucher #	End Voucher #	Recipient Name	Staff Initials
Example A – In-Person Distribution							
7/1/2023	X			1000416	1000422	Ann Smith	SI
Example B - Mail							
7/1/2023		X		1000416	1000422	Ann Smith (name required) 222 E. Willamette Bushwill, OR 99999	SI

Requirements for completing the Farm Direct voucher register – multiple issuances per household

- **Date issued to the participant** – every entry on each voucher 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 issued.
- **Begin/End Voucher #** - these are pre-printed on the Farm Direct voucher register.
- **Recipient name** – a line of continuation may be used to document that an individual is vouchers 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 ID number	Begin Voucher #	End Voucher #	Recipient Name	Staff Initials
Example A – In-Person Distribution							
7/1/2023	X		123456-01	1000416	1000422	Ann Smith	SI
↓	↓		123456-02	1000423	1000429	↓	↓
↓	↓		123456-03	1000430	1000436	↓	↓
Example B - Mail							
7/1/2023		X	123456-01	1000416	1000422	Ann Smith (name required) 222 E. Willamette Bushwill, OR 99999	SI
↓		↓	123456-02	1000423	1000429	↓	↓
↓		↓	123456-03	1000430	1000436	↓	↓