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**Subject: No Check Alterations**

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Effective Date: October 1, 2013

Revised from: October 1, 2010

**Policy:** Local Agency staff is not allowed to make any alterations (e.g., additions, deletions, corrections) to any printed WIC check(s) for any reason.

**Reference:** CFR §246.12

**Procedure:**

1. Staff is required to void and replace any checks generated in error or with incorrect information.
2. See [FCI 04.04.00](#) Voiding and Replacing Checks for instructions on voiding and replacing checks printed in error.