



## How To: Your Local Agency Practice Buy

### 1. Preparing for the Store Visit

- Setting up your eWIC Card:
  - a. Get an eWIC card from your LA supply; email the card number to [rachele.ackerman@state.co.us](mailto:rachele.ackerman@state.co.us).
  - b. The state office will activate your card, assign benefits, and send the following to the LARC: Mom's DOB and zip code (for staff to use in assigning a PIN) and the *Family Food Benefit List*.
  - c. Just like a WIC Client, set up the PIN (via the portal or phone number shown on the back of the card).
- Setting up your store visit:
  - a. Select which store(s) to go to. Call the store ahead of time to let them know about your visit.
  - b. Determine who will go on the buy. If more than 5 people plan to participate, we recommend breaking into groups and going to different stores.

### 2. Arriving at the Store

- Go to the Customer Service Desk
- Say "I work at [WIC office] and we wanted to practice a purchase with eWIC. Is there a lane that you prefer we practice at?"
- Once the lane/person is determined, get a few food items for the practice buy.

### 3. Select 5 Items for the Buy

- 1 can of inexpensive WIC approved beans, 15-16 oz can
- 1 produce item
- 1 item that is included in your eWIC account such cereal
- 1 WIC item that is not included in your eWIC account
- 1 non-WIC item such as a pack of gum



**COLORADO**

Prevention Services Division

Department of Public Health & Environment

#### **4. Purchase**

*Note: These steps may be in a different order based on the store's cash register/point of sale (POS) system. Use these steps as reference and follow the lead of the cashier.*

- Ask the cashier for a “balance inquiry”. A receipt will print showing your eWIC balance. Check that the items listed on the balance inquiry are identical to the shopping list on the *Family Food Benefit List*.
- Ask the cashier to scan the WIC and non-WIC items.
- Swipe the eWIC card when prompted and enter PIN.
- If the PIN pad asks you to approve the order, review approved WIC items and press “yes”.
- After you approve the purchase of WIC items, there should be a remaining balance for the items your eWIC card did not cover.  
*\*This is the point where clients would use another form of tender (e.g., SNAP, cash, credit, debit)*
- At this point, tell the cashier that you only want to purchase the 1 can of beans with your eWIC card. Ask cashier to void the other items from the order and charge only for the WIC beans.
- Review the end receipt.  
*\*You may want to keep this receipt to show clients or clinic staff.*
- Donate purchased WIC items by following the directions on the back of this guide.

#### **5. After the Buy: What do you do with the eWIC card?**

- On the following day, the state office will deactivate the eWIC card and it can no longer be used and cannot be issued to another family.
- Cut the card in half and throw away.

**All items purchased with your eWIC card must be donated.**

1. Find a local food bank or food donation location.
2. Donate all food items bought with eWIC and ask for an itemized receipt of those items.
3. Scan both the store receipt and the food donation receipt and send to:  
State Office Retailer Unit via  
Fax: (303) 756-9926;  
Email: [rachele.ackerman@state.co.us](mailto:rachele.ackerman@state.co.us); or  
Mail: WIC Retailer Unit, 4300 Cherry Creek Dr. South, Denver, CO 80246