

### 801. Definition of Revalidation

Revalidation is the process whereby the WIC State Agency reviews and approves payment of CVCs and WIC checks previously rejected by the WIC bank, at the request of a WIC vendor. If the bank returns a check and the vendor feels there is a justifiable reason for revalidating the check, the vendor may submit a Revalidation Request to the State Agency along with images of the rejected checks.

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### 802. Reasons for Revalidation

The following conditions may result in check revalidation:

- The bank rejects a check that was processed correctly
- The WIC State Agency agrees to revalidate price-altered checks that have no other errors
- The WIC State Agency placed a “stop payment” on a check
- A check missing the vendor stamp which contains no other check errors
- A WIC check rejected for over the maximum allowable amount
- A check that was printed with an alignment flaw

Note – WIC will readjust payment to reflect the maximum allowable amount per check and make a payment through an Automated Clearing House (ACH) payment of the adjusted amount.

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### 803. Revalidation Policy

1. Price Altered Checks
    - a. Vendors may request revalidation of price altered check by providing documentation of the actual foods purchased by the WIC participant (both quantity of foods, types and cost of each item) with each price altered check submitted.
    - b. Each store may submit altered checks monthly
  2. Checks over the Maximum
    - a. WIC checks rejected for over the maximum allowable amount will be readjusted to reflect the maximum allowable amount per check and a payment through an ACH payment of the adjusted amount will be paid per check to the vendor.
  3. Checks Issued Stop Payments
    - a. The State Agency will revalidate all checks which were issued stop payments, as long as there are no other check errors, since the vendor is not at fault for checks rejected due to stop payment.
  4. Checks Missing the Vendor Stamp
    - a. The vendor must simply stamp these checks with their DC WIC vendor stamp and resubmit them to the bank as soon as possible.
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**804. Revalidation Procedure**

Checks returned with no vendor stamp and no other errors may be stamped and resubmitted to the bank for payment.

Checks rejected for other reasons listed in section 803 may receive revalidation approval from the State Agency. Checks eligible for revalidation must be submitted within 60 days of the first day to use shown on the check. This allows time for processing and redeposit. Vendors are responsible for initiating requests for revalidation. The process is as follows:

- a. Email [info.vendor@dc.gov](mailto:info.vendor@dc.gov) with images of the rejected checks. Include “Rejected Checks” and the vendor’s store number in the subject line of the email.
- b. Attach documentation of the correct transaction price of each price-altered check listed (if needed)
  - i. Documentation may be in the form of a duplicate receipt of a printout from the vendor’s automated database.
  - ii. Documentation must show the total dollar amount of the purchase, the quantity and cost of each food purchased, and the date of the transaction.

The State Agency will process revalidation requests as follows:

1. Send a confirmation email to the vendor within 24 hours that the request was received
  2. Assess the eligibility of each check for revalidation.
    - a. If deemed eligible, the State Agency will forward check information to WIC Banking
    - b. If deemed ineligible, the check(s) will not be submitted for revalidation
  3. Reply to the vendor with the result of the revalidation request within 10 business days:
    - a. Checks were eligible and the vendor will receive payment through the ACH system
    - b. Checks were not eligible for revalidation, and why
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