



Check Print: Participant or Family

Participant Check Print

1. Once the participants' checks have been assigned, WISPr will display the Food Package: Issuance History Page.
2. Click on the Participant Check Print button

Participant Check Print

3. Participant Print Check view (if Error displays in the Message column see page 3)

Participant Print Check

Date:* 4/15/2015

You are about to print checks for these Participants:

Fam ID	Part ID	Participant	Months	Message
219378	2060366	Yusef Alkhafaji	3	

PRINT CHECKS

CANCEL

4. Print Checks/Cancel buttons:
 - Click on Print Checks to print the participants check(s)
 - Click on Cancel to cancel the transaction

PRINT CHECKS

CANCEL

5. Printer modal displays
 - Click on the Yes button to print the participants check(s)
 - Click on the No button to cancel printing

You are about to print checks to HG800803 - State Office

Are you sure you want to continue?

YES

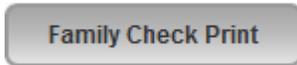
NO

6. A success message will display if printing the checks was successful

Checks were successfully printed.

Family Check Print

1. Click on the Family Check Print button



2. Family Print Check view (if Error displays in the Message column see page 3)

Family Print Check

Date:* 8/9/2012

You are about to print checks for these Participants:

Fam ID	Part ID	Participant	Months	Message
204025	2010185	Deidra Adair	3	
		Date	Food Package Ineligible Reason	
		8/9/2012 - 8/31/2012	5110	
		9/1/2012 - 9/30/2012	5110	
		10/1/2012 - 10/31/2012	5110	
204025	2010186	Ginny Adair	2	
		Date	Food Package Ineligible Reason	
		8/9/2012 - 8/31/2012	4W110	
		9/1/2012 - 9/30/2012	4W110	

3. Print Checks/Cancel buttons:
 - Click on Print Checks to print the participants check(s)
 - Click on Cancel to cancel the transaction



4. Printer modal displays
 - Click on the Yes button to print the participants check(s)
 - Click on the No button to cancel printing

You are about to print checks to HG800803 - State Office

Are you sure you want to continue?



5. A success message will display if printing the checks was successful



Printing Error Message

1. Participant Check view Error:

- If an Error displays in the Message column click on the + sign on the left in the family ID column

Family Print Check

Date:*

You are about to print checks for these Participants:

Fam ID	Part ID	Participant	Months	Message
+ 219378	2060366	Yusef Alkhafaji	3	ERROR

2. Looking at the Error message will allow staff to fix the error and issue the participants checks

Family Print Check

Date:*

You are about to print checks for these Participants:

Fam ID	Part ID	Participant	Months	Message
- 219378	2060366	Yusef Alkhafaji	3	ERROR
Date		Food Package Ineligible Reason		
5/1/2015 - 5/31/2015		2F165	Package not valid for participant BF percent	
6/1/2015 - 6/30/2015		2F165	Package not valid for participant BF percent	
7/1/2015 - 7/31/2015		2F165	Package not valid for participant BF percent	