

An e-newsletter for Alabama WIC Vendors

WIC Transaction Helpful Hints

- Calcium enriched, lactose reduced or lactose free milk is WIC approved and **does not** have to be specified on the food instrument. If you do not stock lactose free milk in a gallon container the WIC participant must be allowed to purchase the Least Expensive Brand ½ gallon(s) available for sale at the time of purchase.
- **Always** compare the quantity of foods being purchased to the quantity printed on the Food Instrument.
- Cash Value Vouchers (CVV) have a set dollar amount. The amount entered in the Pay Exactly block should **never** exceed the amount printed on the CVV.
If the total price of the Alabama WIC approved fresh fruits and vegetables selected by the WIC customer is **more than** the “Not to Exceed” dollar amount printed on the CVV, the WIC customer can choose to pay the difference with cash or another form of payment.
- Only accept food instruments that are within the First and Last date to use. WIC participants can redeem as many food instruments as they choose as long as they are within valid dates.

IMPORTANT REMINDER:

The Alabama State WIC Office has revised the WIC Vendor Payment Appeal Request Form.

The revised form is available on our website at www.adph.org/WIC.

REMINDER: If each section of the form is not completed the request will be denied.

Minimum Stock Requirements

Authorized WIC vendors must maintain the minimum stock of WIC approved foods at all times.

A complete list of the Minimum Stock Requirements can be found in the Alabama WIC Vendor Procedure Handbook.

Failure to maintain minimum quantities will result in termination of the Alabama WIC Vendor Contract.

If at any time a WIC representative determines you do not meet the Minimum Stock Requirements, you will be required to show official documentation that the item is on order and scheduled for delivery. Failure to have such documentation on hand or provide documentation within 24 hours of the visit will result in termination of the Alabama WIC Vendor Contract.

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Vendor Management Branch

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Need Supplies?

If you are in need of any supplies, such as shelf labels, approved foods brochures, or window clings, please contact Maxine Hawthorne at (334) 206-5673.