

An e-newsletter for Alabama WIC Vendors

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Question of the Month

Q: Are participants allowed to purchase two 14 oz. boxes of cereal?

A: Yes. Participants are allowed to purchase any combination of cereal sizes as long as they do not exceed 36 oz. The minimum size box allowed is 14 oz.

E-mail Alerts Now Available

Want to receive e-mail alerts and updates? To be added to the e-mail list, notify Valeria Patton at **1-800-WIC-HOPE**.

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.

Least Expensive Brand

Effective October 1, 2013, participants are required to purchase the least expensive brand available **at the time of purchase** for milk, cheese, and peanut butter.

This means that if the price for a national brand of any of these food items falls below the regular price of the "store brand" an override may be necessary and the participant should be allowed to purchase the "lowest price" food item.

Appeal for Payment

An appeal for payment will only be considered for food instruments or cash value vouchers rejected for **Amount over Maximum**.

The request must be made on the Alabama WIC Program Appeal Request form. The form is available on our website: www.adph.org/WIC.

A vendor must complete and submit the Appeal Request for to the Department within ninety (90) days of the **First Day to Use** printed on the food instrument or cash value voucher.

A brief explanation must be included on the form describing the circumstances, the reason why payment should be reconsidered, and what steps have been take to prevent problem(s) in the future.

A copy of the food instrument or cash value voucher from the bank of first deposit showing the rejection stamp and a **copy of the receipt or journal transaction** must be included with the request.

Incomplete Appeal Request forms or appeals that do not include the food instruments or cash value vouchers and the receipt/journal of transaction will be denied.

Training

All authorized WIC vendors are required to train store personnel on WIC policies and procedures. This includes current and new store personnel.

Effective October 1, 2013, it is a requirement that authorized WIC vendors maintain a training file with documentation that training on WIC policies and procedures has occurred. Vendors will receive the appropriate sanction if this documentation is not available during a routine monitoring visit.

Proxy Signatures

Only a proxy can be asked to show an additional form of ID. The ID does not have to be a driver's license; however, the document should contain the person's signature for comparison. The name of the person presenting as a proxy must be printed on the WIC ID folder (orange card).