

Vendor Information Publication

An e-newsletter for Alabama WIC Vendors

January 2016

Important Routine Monitoring Information

Routine monitoring visits are unannounced so in order to be prepared, we recommend store management be made aware that the following will be reviewed during a WIC visit:

Alabama WIC Program Vendor Procedure Handbook

VIP e-newsletter (Vendor Information Publication)

Documentation/Invoices showing where vendor purchased Infant Formula

Verification of Food Permit

Documentation of Employee Training on WIC Policies & Procedures

Review of Employee Training on WIC Policies and Procedures (How and When Conducted)

Food Instruments and Cash Value Vouchers on Hand

For additional information on Methods of Investigations please refer to your Alabama WIC Program Vendor Procedure Handbook, pages 32 thru 33.

Cashier Question of the Month

Q: How many jars or containers of infant fruits and vegetables should we allow a WIC customer to purchase?

A: The FI clearly indicates what is allowed for purchase.
The FI reads: 64 ounces – 2nd
Stage Infant Fruit/Veg (16 - 4oz.
Jars OR 8 – 4 oz. 2 pk)

The participant should receive **EITHER**
16 – Beech-Nut 4 oz. jars
OR
8 – Gerber 4oz. 2-packs

LACTOSE FREE MILK

Lactose-Free milk is WIC approved and does not have to be specified on the food instrument.

Cashier TIPS

Checking out a WIC customer requires a little more time and attention. Follow these TIPS to avoid fines or loss of revenue:

- **The cashier must check the WIC customer's WIC ID Folder at the beginning of the WIC transaction and retain the ID folder for signature comparison at the end of the transaction.**
- **Never ask a WIC customer to sign the FI prior to entering the pay exactly amount.**
- **Cashiers should always check to make sure the items being purchased are the same items printed on the FI.**
- **The WIC customer must be provided a receipt the same as all other customers.**

For more information on accepting WIC FIs see the Alabama WIC Cashier Training Guide. Contact the State WIC Office for additional Cashier Training Guides.

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Submitting Price Increases to the State WIC Office

When to report price increases?

If the shelf price increases **more than ten cents** from the price submitted on the latest WIC Semiannual Vendor Price Survey the increase should be reported.

How to report price increases?

Price increases should be submitted using the Alabama WIC Program Price Increase Request Form. To download a fillable Price Increase Form, please go to our website: <http://adph.org/WIC>. The form can be found under the Vendor Management heading. If you do not have access to the internet and would like a form faxed to you, please contact our office at 1-888-942-4673.

In order to ensure timely processing of your request follow these tips:

- Provide a detailed description of the WIC approved food.
Include size, type and any other pertinent descriptive words (see example below.)

WIC Food Item	Size	Current Survey Price	New Survey Price
Milk, Whole Lactose Free	1/2 gallon	\$3.79	\$3.99

- Make sure you fill in all of the store information.
This allows us to easily contact your store if we have questions or if you have submitted a price that is more than the maximum allowable reimbursement level.
- All price increase forms should be submitted **five (5) days** prior to the new price being effective.

Why report price increases?

It is a requirement of the Alabama WIC Vendor Contract.

Note: Egg price increases should only be reported when there is a substantial increase due to unforeseen events like the 2015 Avian Flu Outbreak.

For more information review page 24 of the Alabama WIC Program Vendor Procedure Handbook.

Need Supplies or Have Questions? Contact us at 1-888-942-4673.

Additional Information Available on the Web at: www.adph.org/wic