

WIC Vendor e-Bulletin

October 2016

Welcome to the October 2016 Washington State Department of Health WIC Vendor e-Bulletin. Please share this with all staff involved in WIC. You can find a copy of this document and back issues of recent e-Bulletins on our DOH WIC website:

<http://www.doh.wa.gov/YouandYourFamily/WIC/WICVendors>

WIC Reminders

WIC Shopping Guide – Additional Languages Available

As of October 2016, Washington WIC updated the approved food list and shopping guide. You'll see changes in every food category except milk. We recently sent new WIC Shopping Guides to all authorized stores. Order additional guides for WIC shoppers if needed.



Update WIC Resources

Make sure the new October 2016 WIC Shopping Guide and [WIC Approved Infant Formula Handout](#) is at each register. Also, remember to update Point of Sale (POS) systems with approved product information and make sure WIC Shelf Tags identify the correct WIC approved foods. If an approved food item in the shopping guide isn't recognized by your POS system, you must override the POS system and sell the approved item printed on the WIC check.

Store Training Records

The WIC contract requires that stores maintain WIC training records for the current contract period. Keep a training roster with employee names and date(s) of WIC training at your store. Another option is "Read & Sign" training records. Employees can read and initial WIC training documents, such as this e-Bulletin. A Vendor Management Specialist will ask to see the training records during WIC monitors conducted at the store.

2016 WIC Vendor Training Schedule

County	Training Locations	2016 Dates/Times
THURSTON	WA State Dept. of Health – Plaza Point East Bldg. 310 Israel Road SE, Room 152 & 153 Tumwater, WA 98501	Tuesday, October 25 9:30 AM – 11:30 AM Capacity: 50

This will be the last interactive WIC vendor training offered in 2016. Attending this training will satisfy your store's contract training requirement, if you haven't already done so. Space may be limited, so register as soon as possible. To register, call: 1-800-841-1410, ext. 3615, or email us at: wicretailmanagement@doh.wa.gov. Please provide a contact name, phone number, and how many people from your store are planning to attend. We look forward to seeing you at training!

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What's New

“WIC Check Guard” – Check Review Template

The Washington State WIC Nutrition Program would like to introduce the “WIC Check Guard”. This idea was proposed by one of our WIC vendor representatives, Shanon Beason. We were asked to provide a tool that would help cashiers and bookkeepers make sure the required information was being captured on WIC checks. We refer to this tool as a “WIC Check Guard”.

Place the WIC Check Guard over the WIC check to help employees ensure:

- Customer ID was checked
- The WIC check is being transacted between the first and last day to use
- Purchase price was entered
- Customer signature was obtained

Using this Check Guard can help reduce errors during transactions, and while preparing WIC checks for deposit. To order WIC Check Guards for your store, call us at: 1-800-841-1410 or email at: WICRetailManagement@doh.wa.gov.

Washington State WIC Check Guard

First Day To Use [] Transaction Date [] Last Day To Use []

Actual Purchase Price []

Customer Signature []

Show ID to match name below
Customer name []
Customer name []

1. Identify Customer
2. Put Check Mark in Name Box
3. Verify Use Dates (first and last day to use)
4. Enter Current Transaction Date
5. Ring up food(s)
6. Fill in Actual Purchase Price
7. Obtain/Witness Customer Signature
8. Quick Review of Dates, Price, Name Box & Signature

Reminder: WIC Infant Formula Changes Effective October 2016

The Washington State WIC Nutrition Program changed the WIC approved infant formula list in October. This change affects WIC checks issued after October 1st, 2016. Good Start Gentle will no longer be printed on Washington WIC checks. You may continue to see WIC checks with Good Start Gentle through early January 2017. You can sell this formula for valid WIC checks even though it's no longer on our list – **remember to always sell what is printed on the WIC check.**

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As of October 1st, WIC added the following infant formulas to the Washington WIC approved infant formula list:

- Similac Sensitive
- Similac Total Comfort
- Similac for Spit-Up
- Gerber Extensive HA
- EnfaCare Ready to Use (6-packs)

We emailed an updated [WIC Approved Infant Formula Handout](#) to WIC vendors in September. This document shows infant formula labels on one side, and a list of approved formulas on the reverse. The formula handout should be printed (2-sided, in color) and inserted in the new October 2016 WIC Shopping Guides in all check stands that transact WIC checks.

WIC cards replacing WIC checks in 2018

eWIC will be the name used to reference WIC EBT (Electronic Benefits Transfer) when debit cards replace paper checks. Here's how to get "WIC Card-Ready":

- Assist in gathering a complete list of UPC's and PLU codes for all Washington WIC approved foods
- Respond to upcoming survey(s) about the capabilities of your Point of Sale (POS) system
- Join video conference calls to prepare for WIC cards in stores
 - To receive invitations to video conference calls starting in 2017, please email us at: WaWICFoods@doh.wa.gov and type "Join" in the subject line (as seen below)

 Send	To...	<input type="text" value="WaWICFoods@doh.wa.gov"/>
	Cc...	<input type="text"/>
	Subject	<input type="text" value="Join"/>

If you have eWIC questions, call toll-free: 1-800-841-1410 and ask for the "eWIC Project Manager".

WIC Food and Formula Changes Webinar – DVDs Available

Washington WIC recently hosted a vendor webinar to discuss WIC food and infant formula changes, effective October 1st. If your store was unable to attend for any reason, you can order a free copy of the DVD by calling 1-800-841-1410 ext. 3615 or email us at: wicretailmanagement@doh.wa.gov. Although the webinar doesn't count as required interactive training, it's a great way to familiarize employees with the October 2016 WIC food and infant formula changes.

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Additional WIC Resources for Vendors

Online Retailer Application Portal (ORAP) Reminders

- ORAP allows stores to apply for WIC and submit prices online
- Access ORAP through Secure Access Washington (SAW): <https://secureaccess.wa.gov>
- New users must create a SAW login ID. A “role request” (for electronic permission) must be submitted and approved before doing a semi-annual price survey
- Access the ORAP Vendor User Guide on our website, or by clicking [here](#)
- For help, call 1-800-841-1410 ext. 3615 or email: wicretailmanagement@doh.wa.gov

WIC Vendor Resources Requests

We offer WIC materials to individual stores upon request. If you need additional WIC Shopping Guides, WIC Approved Infant Formula handouts, new WIC check stamps, WIC shelf tags, WIC door signs, WIC Check Guards, or WIC training materials (e.g. webinar DVDs, quizzes and answer keys), call us at 1-800-841-1410, ext. 3615, or email us at: wicretailmanagement@doh.wa.gov.



Need reports, technical assistance or have a question?

Call the WIC Customer Service Desk:

Monday – Friday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. at 1-800-841-1410

This institution is an equal opportunity provider.

Washington State WIC Nutrition Program does not discriminate.

For persons with disabilities, this document is available on request in other formats.

To submit a request, please call 1-800-525-0127 (TDD/TTY call 711)



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HEALTHIER WASHINGTON

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