



SPECIAL ARIZONA WIC ALERT

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IMPORTANT INFORMATION VENDOR MANUAL UPDATES

The Arizona WIC Program Vendor Manual has been updated in preparation of the enhancement of the Arizona WIC Program Vendor Website. The changes will become effective on **January 31, 2015**. *This WIC Alert will serve as an official notice of the upcoming changes.*

The Vendor Manual updates are highlighted below:

New Vendor Selection Criteria - Business Operations

An Applicant must be a full line grocery store and be a viable business that has been open for at least one (1) year prior to the **submission** of the Vendor application and WIC Price Stock Survey.

Authorized Vendors who **do not currently meet the new selection criteria** will be given the opportunity to become compliant with the new requirements by the expiration date of their Vendor Contract. The new criteria will be reviewed during the reauthorization or contract renewal process. Please be aware that failure to meet all selection criteria will result in the denial of the Vendor Contract.

All Vendors are required to complete the enclosed Full Line Grocery Store Survey to identify if your store/stores currently meet the new requirement. The survey must be returned to our office by February 15, 2015.

Current Vendor Owners who are adding an outlet to their Vendor Contract must be a full line grocery store, and *will be considered a viable business as long as the Corporation/Owner has been participating in the Arizona WIC Program for **at least one (1) year prior** to the submission of the on-line application and price survey for the new store.*

New Vendor Applicants, whose Owner **has not** participated in the Arizona WIC Program for at least one (1) year prior to the submission of the on-line application and price survey, must be a full line grocery store and be a viable business open for **at least one (1) year prior** to applying for authorization in the program.

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Revised Training Criteria

The Applicant Owner (or, for chain stores, their corporate representative) shall accept mandatory training by the Department as a prerequisite to approval of the Vendor Contract. The Vendor shall also accept regional, state, local, and in-store training, and shall implement corrective action(s) when a violation of state or federal rules or policies and procedures occurs, as outlined in the Vendor Manual.

The new Owner or Corporate Representative (Owner, Officer or Member) must attend Initial Vendor Training.

Infant Formula Purchases

In an effort to emphasize the importance of purchasing all infant formula from a supplier on the Arizona WIC Program's suppliers list, the infant formula purchase information was separated from the Stock Requirements section and put into its own category as a selection criterion. All applicant and authorized Vendors are required to purchase infant formula **ONLY** from the sources on the Arizona WIC Program's Infant Formula Suppliers list.

Statewide Average Procedures

Per Federal recommendations and guidance, the Arizona WIC Program will no longer publish the Not to Exceed (NTE) value for food instrument types. Only the statewide average for food instrument types will be available to view on the Vendor Website.

Enclosed are the sections of the Vendor Manual that have been revised.

- **Section 1 – Introduction:** Updated to include Infant Formula Purchases and Business Operations.
- **Section 5 – Cashing Food Instruments:** Revised to remove the Not to Exceed Procedures and add Statewide Average Procedures.
- **Section 7 – Training:** Added requirement for new Owners to attend Initial Vendor Training.
- **Section 11 – Appendix 1 – Training Aids:** The WIC Quiz and Answer Key were revised to incorporate full-line grocery information.
- **Section 12 – Appendix 2 – Forms:** Updated Training Acknowledgement form.
- **Section 13 – Appendix 3 – Selection and Authorization:** Updated selection criteria to include Business Operations, revised Training Requirements and Infant Formula Purchases.
- **Section 15 – Appendix 5 – Definitions:** Added definitions for full-line grocery store, viable business, variety and unit.

The above mentioned sections supersede any previous sections of the Arizona WIC Program Vendor Manual. Please review and share with all staff who handles WIC Transactions.

If you have any questions or concerns regarding this WIC Alert, please contact a member of the WIC Team at 1-866-737-3935.

Happy New Year! As we enter a new year (2015), please remind cashiers to write the correct date on WIC food instruments (i.e. 01/01/**2015** and not 01/01/2014).