

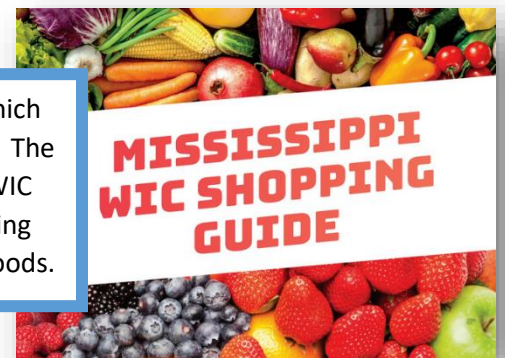
Annual training is a mandatory part of continued vendor authorization.
Please carefully review this newsletter to fulfill your annual training requirement.

WIC is a federally funded program, administered at the federal level by the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS).

The mission of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) is to safeguard the health of low-income women, infants, and children up to age five who are at nutrition risk by providing nutritious foods to supplement diets, information on healthy eating, and referrals to health care.



With eWIC, the POS system determines which foods are authorized for the WIC customer. The Mississippi WIC Vendor Food Guide and WIC Shopping Guide describe the eWIC shopping procedures and identifies WIC authorized foods.



The minimum stock requirements are the minimum variety and quantity of supplemental foods that a vendor must stock to be an authorized WIC vendor.

Category	Type or Brand	Minimum Quantity
Infant Formula	12.4 – 12.5 oz. cans powder standard milk-based formula – WIC approved	12 cans
	12.4 – 12.9 oz. cans powder soy, reduced lactose, and added rice starch formula – WIC approved	9 cans of each
Infant fruits and vegetables	4 oz. jars with at least 3 varieties of vegetables and 3 varieties of fruits – WIC approved	48 jars total
Infant Cereal	8 oz. box of dry infant cereal without fruit (Rice, Oatmeal, or Barley) – WIC approved	6 boxes
Milk	Whole milk – WIC approved	6 gallons total
	1%, or fat free (skim) – WIC approved	12 gallons total
	Dry milk – WIC approved	3 boxes
Cheese	16 oz. cheese (Must carry at least two varieties) – WIC approved	8 pounds total
Eggs	Large white eggs, grade A or AA – WIC approved	9 dozen total
Cereal	At least 6 varieties of hot or cold cereal – WIC approved	36 boxes total
	At least 12 boxes of cereals carried must be whole grain – WIC approved	
Bread	16 oz. whole grain bread – WIC approved	4 loaves
	Any combination of tortillas or brown rice – WIC approved	4 packages/bags
Juice	64 oz. bottles of juice in at least two flavors – WIC approved	5 bottles
	48 oz. container or 11.5 – 12 oz. conc. or frozen juice in at least two flavors – WIC approved	8 containers
Peanut Butter	16 – 18 oz. jars of peanut butter – WIC approved	6 jars
Dry beans/peas or canned beans/peas	16 oz. package of dry beans/peas in 3 varieties – WIC approved	6 bags
	15 – 16 oz. cans beans/peas in 3 varieties (No Added Flavors) – WIC approved	16 cans
Chunk tuna –or– pink salmon	5 oz. cans tuna – WIC approved	6 cans
	14.75 oz. cans salmon – WIC approved	
Fruits and vegetables	At least 5 varieties of fresh fruits and 5 varieties of fresh vegetables	\$24 dollar retail value
	At least 5 varieties of canned fruits and 5 varieties of canned vegetables – WIC approved	24 cans total



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ALL infant formula must be purchased from sources included on the MSDH WIC Program **List of Approved Infant Formula Suppliers**. This list can be found in the documents section on www.freshnewwic.com.

If your current supplier does not appear on this list, you must switch to a supplier on the list -or- contact the WIC State Office for information on how your supplier can be added to the list.

To process an eWIC transaction, **every food item should be scanned**. When a food item is scanned, the POS system first checks the internal **Approved Product List (APL)** to validate it as approved for WIC. Then the system verifies that the product is available on the food prescription. If both of these conditions pass, the product quantity is deducted from the available food prescription when the sale is finalized.

WIC customers may purchase non-WIC items along with WIC items in the same transaction. This capability is referred to as a **Mixed-Basket Purchase**. If non-WIC items are purchased, **the participant should swipe the eWIC card first**. The POS will then deduct the eligible WIC items from the eWIC account, and then display a total remaining balance to be paid for by other tender.

An incentive item is merchandise or giveaways that are made available to all customers.

Three types of acceptable incentive items are:

1. Merchandise obtained at no cost to the vendor and provided to all customers without charge
2. Food of nominal value and merchandise of nominal value, i.e., having a per item cost of less than \$2.00
3. Food sales and specials involving no cost or only a nominal value for the vendor regarding the food items involved

Reauthorization of existing stores will occur at the end of each vendor agreement period. Vendors applying for re-authorization are required to complete the application and have it submitted no later than May 31st of the authorization period. Vendors who fail to complete the reauthorization process will be unable to accept eWIC once their vendor agreement expires.

Vendors must report changes of ownership, location, or cessation of operations in writing to the MSDH WIC Program. This may be done via email to vmu@msdh.ms.gov.

Changes in program requirements since the last training

Starting October 1, 2022, the MSDH WIC Program will allow WIC participants to use self-checkout for the purchase of WIC approved food items. To allow the use of self-checkout, each store's self-checkout device must pass a Level 3 certification.

Updated language to non-discrimination assurances: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

WIC strives to make the transaction experience flow as smoothly as possible. If this is not the case, complaint forms are available to participants and vendors. The **Vendor Complaint Form** and **Participant Complaint Form** are located in the Forms section at www.freshnewwic.com.



A WIC Vendor's records and redemptions may be audited for comparison of the quantities of food purchased from suppliers with the quantities represented in the eWIC redemptions. All vendors have agreed in the *WIC Vendor Agreement* to retain all invoice records for a period of three years. This process is used to ensure the WIC Vendor is obtaining food from wholesalers and distributors listed on the MSDH WIC Program website and that the WIC Vendor has purchased sufficient quantities of items to support the redemption claims submitted.

There may be occurrences in which a vendor has violated federal or state policy and the investigation uncovers this violation after a vendor has been paid.

If an investigation reveals a violation has occurred after the vendor has received payment for WIC transactions, the State can establish a claim to recover the dollar amount paid to that vendor. Sanctions and monetary fines may also accompany this action.

Any WIC Vendor who is issued a sanction under the mandatory Federal sanctions and/or MSDH WIC Program Sanctions vendor sanctions has the right to appeal according to the procedures outlined in the Vendor Handbook.

The MSDH WIC Program shall provide full administrative reviews and abbreviated administrative reviews for specific adverse actions. See the Vendor Handbook for additional details.

Vendor sanctions are penalties set forth by the federal government and State WIC program to respond to violations of WIC policies and procedures

Federal Sanctions are mandated in the federal regulations and have disqualification periods associated with each violation

MSDH WIC Program Sanctions can be applied against a vendor for program violations.

Please review the Vendor Handbook for in depth information about Federal and State sanctions. State sanctions are applied via sanction points and the penalties associated.

Each vendor is required to send at least one representative to an initial training to become an authorized WIC vendor. This representative will be responsible for ensuring all other staff are properly trained.

Tools that can be used to train store associates on WIC policies and procedures are available. **WIC Vendor Training for Grocery Store Associates** and **WIC Vendor Training for Pharmacy Associates** can be found in the Documents section at www.freshnewwic.com.

Vendors must complete training provided by the MSDH WIC Program at least once annually. This training may be in person or electronically. Vendors must complete annual training to remain authorized.



The State Agency will disqualify a vendor who has been disqualified from SNAP. The disqualification must be for the same length of time as the SNAP disqualification, may begin at a later date than the SNAP disqualification, and is not subject to administrative or judicial review under the WIC Program. The vendor may be assessed a civil money penalty in lieu of disqualification if it will impose an accessibility hardship on participants. Participant access is not subject to review and the vendor does not have the right to appeal any decision under this section. The State Agency has the right to disqualify a vendor who has been assessed a civil money penalty for hardship in SNAP, as provided under 7 CFR 278.6. Violations that lead to disqualification from the State Agency may result in disqualification of authorization to

Vendor requests for technical assistance

Vendor information, documents, and forms can be found on the WIC Vendor Information web page located at www.freshnewwic.com.

For technical assistance with WIC policies and procedures, please contact the WIC State Office Vendor Management Team at ymu@msdh.ms.gov.

For technical assistance with an integrated point of sale device (including mapping), please contact your point-of-sale system servicer or value-added reseller.



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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.