



## **MSDH WIC Program Verification of Provision of Training to Store Associates**

This form verifies that MSDH WIC specific training has been provided to cashiers at each store location. Submission of this form indicates that, at a minimum, training included or will include the information listed below. Please note training must be completed at each store location before eWIC can be accepted. Vendors will not receive vendor materials (i.e. shelf tags, window cling, etc.) or be authorized to accept eWIC until this form is submitted and approved by the MSDH WIC Program. Vendors who do not provide training to store associates may be disqualified from the WIC Program.

- Purpose of WIC
- Role of the WIC Vendor
- WIC Vendor Requirements
- WIC Approved Foods (for Grocery Store Vendors only)
- WIC Approved Formula
- Identifying an eWIC Card
- Processing an eWIC transaction
- How WIC monitors and assigns sanctions
- Store- specific point of sale system transactions

Cashier training materials can be found at [www.freshnewwic.com](http://www.freshnewwic.com), and is listed as WIC Vendor Training for Grocery Store Associates and WIC Vendor Training for Pharmacy Associates. Please note that training for *store specific point of sale system transactions* is not developed by the MSDH WIC Program. This is specific to the point of sale system to be used for eWIC transactions.

For vendors who have provided training to store associates at the time of submission of the verification form:

Please provide proof of attendance (including dates) certifying that cashiers at each store participated in training. Proof may include agendas, sign in sheets, or other proof of attendance.

Please provide a list of stores, including the WIC Vendor ID Number, store name and full physical address for all store locations who received training. For vendors with one store, please provide the information for the one store location. The WIC Vendor ID number may be found on the vendor agreement.

For vendors who have not provided training to store associates at the time of submission of the verification form:

Please provide a training plan. The training plan must include the following:

- List of stores. Include the WIC ID number, store name, and physical address. For vendors with one store, please provide the information for the one store location. The WIC Vendor ID number may be found on the vendor agreement.
- Dates of scheduled trainings. Please note training must be completed before eWIC can be accepted at each store location.

Once training is provided, please provide proof of attendance (including dates) certifying that cashiers at each store participated in training. Proof may include agendas, sign in sheets, or other proof of attendance. Please provide a list of stores, including the WIC Vendor ID Number, store name and full physical address for all store locations who received training. For vendors with one store, please provide the information for the one store location. The WIC Vendor ID number may be found on the vendor agreement.



**Verify with a check (☑) all items included with this form**

- Sign- in sheets or other proof of attendance (if applicable)
- List of stores for which training was or will be provided (including store name and physical address)
- Training plan (if applicable)

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**Corporation Name (for vendor with multiple stores) -or- Vendor Store Name and Number (for vendor with one store)**

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**Name of Vendor Representative (Print)**

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**Signature of Vendor Representative**

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**Date**

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

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