

## Submission Instructions

### I. Acknowledgement of Receipt of Application Packet

- When you receive the Missouri WIC Tortilla Application packet by e-mail with a link to SurveyMonkey, please acknowledge receipt by completing the questionnaire.

### II. Submission - “Important!”

1. Complete an application form for each item your company wishes to be considered for the Missouri WIC Approved Breads and Tortillas list effective **October 1, 2011**.
2. Copy the blank application forms as needed for additional tortilla submissions.
3. Application forms must be submitted for all tortillas to be considered for the Missouri WIC Approved Breads & Tortillas list, including those tortillas your company may already have on the Missouri WIC Approved Breads & Tortillas list (Effective: January 15, 2010 – September 30, 2011.)
4. Missing data will disqualify the product for consideration.
5. An empty tortilla bag/package (actual plastic bag or image of front and back full panels) **must** accompany each completed application form.
6. The Missouri WIC Approved Breads and Tortillas list will be in a pictorial format. Pictures of products must be submitted with the specifications listed below by either e-mail or mail. If your company has a website for picture files, please provide information such as the website, USER ID, and password.

### II. Picture Specifications

- Photos should be 300 dpi and at least 5 inches on the long dimension.
- Images may be either RGB or CMYK (RGB preferred) with a white or transparent background and saved as a EPS, TIFF, or JPEG.

### III. Mailing Address

Takako Tagami  
WIC and Nutrition Services  
Missouri Department of Health and Senior Services  
930 Wildwood Drive, Jefferson City, MO 65109

### IV. Contact Information

[Takako.Tagami@dhss.mo.gov](mailto:Takako.Tagami@dhss.mo.gov)

Phone: 573-751-6180

Fax: 573-526-1470