

Administration Volume
Vendor Responsibilities Section

Food Instrument Redemption at Authorized Stores (3.08300)

ER# 3.08300

Authority 2008 7CFR 246.12(a)(1) & 246.12(r)(6)
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POLICY: The local WIC provider (LWP) shall instruct WIC participants to redeem their food instruments only at WIC authorized retail vendors.

The LWP must report to the State WIC office any relationship to management of authorized retail vendors or employment with authorized retail vendors and must not show partiality or favoritism to the retailer when this relationship exists.

PROCEDURES:

- A. The LWP will retain a current fiscal year WIC vendor directory for their service area. The LWP must make this list available to participants and instruct them to redeem their food instruments at WIC authorized retail vendors only.
- B. The LWP is responsible for relaying information only on authorized retail vendors in the service area. If requested, the LWP must provide participants with information on authorized retail vendors outside the service area. The LWP can access vendor information from the state WIC web site or request this information from the State WIC office.
- C. The LWP may not recommend one vendor over another, except under special circumstances, such as the need for special formulas available through specific vendors.
- D. The LWP may contact vendors regarding availability of special formula and special milk.