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August 7, 2007

Topics: **Annual Missouri WIC Vendor Newsletter**

Dear WIC Retail Vendor:

The Missouri WIC Program, in compliance with Federal regulation 7CFR Part 246.12, is issuing an Annual Missouri WIC Vendor Newsletter. This newsletter is to serve as an update notice for the Department of Health and Senior Services, WIC program in lieu of face-to-face annual training. WIC has revised the Missouri *WIC Vendor Manual* that goes into effect **September 1, 2007**. Enclosed is a copy of the revised *WIC Vendor Manual,* the new WIC Check Processing Procedures Card, the revised WIC Approved Food List brochures, a supply of WIC shelf tags, WIC Door Decals, and a supply of Cashier Procedure Cards.

Revised WIC Vendor Manual: The current *WIC Vendor Manual* was revised to reflect the changes outlined below.

- Business Stability Selection Criteria in Section 2 of the *WIC Vendor Manual* has been revised to clarify the selection criteria for a new WIC Vendor applicant that purchases a current authorized WIC vendor store.
- WIC Check Appeals Process in Section 4 of the *WIC Vendor Manual* and the Approval Request for Non-Paid WIC Checks (WIC-77) located in Appendix F have been updated. WIC Vendors who submit WIC checks to the state office on appeal will also have to include a copy of an invoice along with the WIC check and receipt in order for payment to be considered. The appeal process is located in Section 4.3 of the *WIC Vendor Manual.*
- Rejected Missouri WIC Checks with Missing/Illegible Vendor Numbers in Section 5: WIC Check Errors of the *WIC Vendor Manual* now outlines new fine guidelines when a store has twenty-five (25) or more rejected WIC checks in a month due to a Missing/Illegible Vendor Number.
- Civil Money Penalty (CMP) in Section 5 of the *WIC Vendor Manual* outlines the change in penalty fees that were decreased from $25,000 per violation and $50,000 per investigation to $11,000 per violation and $44,000 per investigation. All violations and fines are located in Section 5 of the *WIC Vendor Manual.*

WIC Approved Food List: The WIC Approved Food List is being updated to incorporate recent product availability of some food items. The revised WIC Approved Food List goes into effect **October 1, 2007** through **September 30, 2008**. Please destroy any copies of the previous WIC Approved Food List that expires on **September 30, 2007** and notify your store personnel of the following changes.

- Price Saver Cold Cereals: These products have been discontinued and may no longer be available to the stores that stock this store brand of cereals. Please be aware of this change if you stock this item so that you can ensure you are still meeting the stocking requirements for cold cereals.
- Seneca Frozen Juices: There has been a change of ownership for this company and therefore some stores may or may not be able to purchase the Apple and Grape flavors in the near future. Please be aware of this change if you stock this item so that you can ensure that you are still meeting the stocking requirements for frozen juice.

Price Increase Notice: Between July 5, 2007 and July 13, 2007 the WIC program sent information to WIC Vendors regarding the increase in milk and cheese prices. All Missouri WIC Vendors **must** allow the full purchase of WIC Approved Foods even if the total sale amount is above the maximum price authorized on the WIC check. You may mark your prices down below the maximum on the check or send the check(s) to the state WIC office for review following the WIC check appeal process. **DO NOT deposit over limit checks into the bank.**

Vendor Stamp Issues: New WIC Vendors who have received WIC Vendor stamps from the state WIC office within the past year and are experiencing peeling or undue wearing (due to differences in the size of the stamp blocks) please contact the state WIC office. Our stamp manufacturer recommends that vendors use a felt stamp pad with Spectrum ink because it is the least corrosive for use with the vendor stamps. They **do not** recommend the following inkpads:

- Pre-inked pads that are oil based, i.e., X-Stamper, EverMark, StampEver or Brother brands.
- Alcohol based inks, i.e., Checkwriter or numbering machine inks.
- Micropore brand of inks

Vendor Training Updates: There is updated WIC Vendor training information available at the WIC website located at www.dhss.mo.gov/wic/ or you may contact the state WIC office to request a copy. The following training materials have been developed for WIC Vendors to use to train their store personnel:

- *Phil's Up with WIC Training Series*: *"What is WIC?", "What Happens at the Clinic?" and "Using Your WIC Checks at the Store"*. These training materials will be available in September 2007 on DVD, VHS or on online at the WIC website.
- The Cashier Self-Paced Training Manual has been revised and will be available on the WIC website or by contacting the state WIC office.
- **NEW!** WIC Check Processing Training Manual that can be used to train store personnel who prepare WIC checks for deposit will be available on the WIC website or by contacting the state WIC office. A training video is also being developed and should be available to WIC vendors by January 2008.
- **NEW!** WIC Check Processing Procedures Card (a copy is enclosed) has been developed for stores to post in their cash offices for store personnel to use as a tool while reviewing WIC checks for deposit. A copy is also located in Appendix K of the *WIC Vendor Manual*. If you need additional copies, please contact the state WIC office.

If you have any questions, you may contact Bridgett Henderson, WIC Vendor Agreements and Training, at (573) 751-6204. It is an automated system, so at the prompt select "2" and then "1" and ask for Bridgett. Thank you.

Sincerely,

Randy J. Walton
WIC Vendor Coordinator
WIC and Nutrition Services
RW:bh
Enclosures
c: Vendor File