

WIC VENDOR MONITORING VISIT REPORT
Michigan Department of Health and Human Services
MDHHS-5941-V (4-21)

Arrival Time	Departure Time	Date of Visit	Number of Registers
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Visit Reason

MDARD Number	MDARD Expiration	Status
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Email	Phone
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Person(s) Interviewed

Does the Vendor have any displays stating WIC is accepted? Yes No

Vendor Store Description (i.e., size, inventory, accommodations, service population, accessibility, geographic barriers, etc.)

PRICE CHECK

Specific Product	Shelf Price	Scanned Price
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Food Group	Minimum Stock Requirements			Prices Displayed		Spoiled Expired Past Date, etc.	Comments
	Required	Met (☒)	Not Met # Stock	Yes (☒)	No (☒)		
Formula, Enfamil Infant/Gentlease	12 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Fruits	\$20 Retail Value or 15 pounds 4 Varieties , at least 2 varieties fresh	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Vegetables	\$20 Retail Value or 15 pounds 4 Varieties , at least 2 varieties fresh	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Whole Grains	8 Units , at least 4 units of bread	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Cereals	12 Units 6 Varieties, 3 Whole Grain	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Eggs	5 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Fish	12 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Infant Cereals	6 Units , at least 2 varieties	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Infant Fruits and Vegetables	72 Units At least one variety fruit and one variety vegetable	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Beans, Lentils or Peas	4 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Peanut Butter	4 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Whole Milk	4 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Low Fat and/or Fat Free Milk	4 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Yogurt	4 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Cheese	5 Units	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
64 oz Juices	10 Units , at least 2 flavors	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
48 oz or 11.5/12 oz Juices	5 Units , at least 2 flavors	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

The WIC Vendor Analyst provided training to the Vendor on the following items:

1. Purpose and goals of the WIC Program
2. WIC Vendor application process
3. Competitive prices and peer groups
4. WIC-approved foods
5. WIC transaction procedures
6. Minimum stock requirements
7. WIC Program incentive policies
8. WIC Program pricing requirements
9. Purchase requirements and recordkeeping
10. Vendor complaint process
11. Vendor trainings, communications, and newsletters
12. Procedures for appealing a reduced payment
13. WIC Vendor Selection Criteria
14. Terms of the WIC Vendor Sanction Policy
15. Administrative Hearing procedures and Review procedures
16. Food quality requirements of the WIC Program
17. Split tender policies and procedures

The WIC Vendor Analyst provided to the Vendor on the following resources:

1. WIC Vendor Shelf Talkers
2. WIC Door Decal
3. WIC Vendor Handbook
4. WIC Floor Decal
5. WIC Mobile Connect App Handout
6. WIC Minimum Stock Requirements
7. WIC Vendor Sanction Policy
8. Michigan WIC English Food Guide(s)
9. Michigan WIC Spanish Food Guide(s)
10. Michigan WIC Arabic Food Guide(s)
11. Policy 2.02 Vendor Selection Criteria
12. Policy 7.0 Appeals Policy
13. WIC Transaction Guide
14. Current WIC Vendor Newsletter

Monitoring Visit Comments

If MI-Bridge, e-WIC, or other EBT cards are identified on the store premises, complete the following items.

Number of cards confiscated by Vendor Analyst

Vendor trained on procedure for returning cards

Yes No

List where formula is sourced

Vendor Comments

To view program updates and access Michigan WIC Program resources, visit www.michigan.gov/wicvendor

To access a Michigan WIC training video, view <https://youtu.be/dgEKUlp0Dv8>

To contact the Michigan WIC office, call 517-335-8937 or email mdhhs-wicvendor@michigan.gov

This report, including any violations cited and comments on both front and back pages, has been reviewed with me and the Vendor has received a copy.

Vendor Signature	Print Name	Title	Date
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WIC Vendor Analyst	Print Name		Date
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This institution is an equal opportunity provider.

AUTHORITY: P.A. 368 of 1978