

Michigan Department of Health and Human Services  
**WIC Vendor Monitoring Quality Exception Visit Report**

	Arrival Time:	Departure Time:
	Date of Visit:	# of Registers:
	MDARD #:	Visit Reason:
	MDARD Expiration:	Status:
	Email:	Phone:
	Person(s) Interviewed:	

CATEGORY	Minimum Stock Requirements			Prices Displayed		Spoiled Expired Past Date, etc.	Does the vendor have any displays stating WIC is accepted? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Required	Met	Not Met	Yes	No		COMMENTS
		(✓)	# Stock	(✓)	(✓)		
Milk whole	8 gallons						
Milk low fat and/or fat free	16 gallons						
Eggs	10 dozen						
Cheese 1 lb pkgs only	10 lbs						
Peanut Butter 16-18oz	8 jars						
Juice 48oz or 11.5 or 12oz	4 flavors/10 units						
Juice 64 oz	4 flavors/20 units						
Cereal	24 boxes, 12 brands, 6 whole grain						
Bread/Tortillas 16 oz only	12 loaves/packages						
Fresh Fruits	4 varieties						
Fresh Vegetables	4 varieties						
Fruits/Vegetables	\$50 or 20 lbs						
Enfml Infant/Gntlse Pwdr	24 cans total						
Infant Cereal 8 oz	12 containers						
Infant Fruit/ Vegetable	144 units total. Minimum 2 varieties single or mixed fruit and 2 varieties single or mixed vegetable						

SPECIFIC PRODUCT		SHELF PRICE		SCANNED PRICE	

Full Line Grocery Selection Criterion	Bread/Tortillas Met <input type="checkbox"/> Not Met <input type="checkbox"/>	Brown Rice Met <input type="checkbox"/> Not Met <input type="checkbox"/>	Fresh Fruits Met <input type="checkbox"/> Not Met <input type="checkbox"/>	Fresh Vegetables Met <input type="checkbox"/> Not Met <input type="checkbox"/>	Meat, Poultry, or Fish Met <input type="checkbox"/> Not Met <input type="checkbox"/>
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**The WIC Vendor Analyst provided training to the Vendor on the following items:**

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

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

- |                                       |  |
|---------------------------------------|--|
| 1. [ ] WIC Vendor Shelf Talkers       | 8. [ ] Michigan WIC English Food Guide(s)                    |
| 2. [ ] WIC Door Decal                 | 9. [ ] Michigan WIC Spanish Food Guide(s)                    |
| 3. [ ] WIC Vendor Handbook            | 10. [ ] Michigan WIC Arabic Food Guide(s)                    |
| 4. [ ] WIC Floor Decal                | 11. [ ] WIC Vendor Selection Criteria                        |
| 5. [ ] WIC Mobile Connect App Handout | 12. [ ] Administrative Review and Hearing Procedures         |
| 6. [ ] WIC Minimum Stock Requirements | 13. [ ] WIC Transaction Guide                                |
| 7. [ ] WIC Vendor Sanction Policy     | 14. [ ] Current WIC Vendor Newsletter <b>(cont. on back)</b> |

This Institution is an equal opportunity provider.

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

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Monitoring Visit Comments:

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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 <input type="checkbox"/> No <input type="checkbox"/>
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Please list where formula is sourced:

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Vendor Comments:

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To view program updates and access Michigan WIC Program resources, visit [www.michigan.gov/wicvendor](http://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](mailto: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.

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Vendor Signature	Print Name	Title	Date
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WIC Vendor Analyst	Print Name	Date
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