

**From:** [MDHHS-WICVendor](#)  
**Subject:** IMPORTANT CHANGES TO MICHIGAN WIC VENDOR POLICIES  
**Date:** Wednesday, July 28, 2021 2:15:00 PM

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Dear Vendor,

The Michigan WIC Program is excited to announce that all Vendor-related policies can now be found online on the Vendor website ([www.michigan.gov/WICVendor](http://www.michigan.gov/WICVendor)) in an easy to navigate [WIC Vendor Policy Manual](#). The goal of this manual is to increase the accessibility and transparency of WIC Program Vendor policies. Each policy contains links to corresponding documents and forms that are identified as exhibits.

An outline of the policy manual and an overview of changes can be found below.

If you have any questions, please call our office at (517) 335-8937 or email the Vendor Relations Unit at [MDHHS-WICVendor@michigan.gov](mailto:MDHHS-WICVendor@michigan.gov).

| POLICY   | EFFECTIVE  | OVERVIEW   |
|--|------------|--|
| <b>1.0 – Administration</b><br>1.01 – Use of the Policy Manual<br>1.02 – Overview of the WIC Program<br>1.03 – Communication with Vendors  | 07/01/2021 | <b>Changes:</b> <ul style="list-style-type: none"> <li>Includes email as a primary means of communicating with Vendors</li> </ul>  |
| <b>2.0 – Vendor Contracting</b><br>2.01 – Vendor Applications & Authorization<br>2.02 – Vendor Selection Criteria<br>2.03 – Vendor Peer Groups<br>2.04 – Vendor Limitation Policy<br>2.05 – Application Determination & Contract Execution<br>2.06 – Contract Expiration & Termination<br><br><b>Exhibits</b><br>2.01A – Map of Vendor Contract Cycles<br>2.01B – WIC Vendor Application<br>2.01C – WIC Pharmacy Vendor Application<br>2.01D – Pre-authorization Report<br>2.01E – Quality Exception Pre-authorization report<br>2.01F – Pharmacy Pre-authorization Report<br>2.02A – WIC Vendor Minimum Stock Requirements<br>2.05A – WIC Vendor Contract<br>2.05B – WIC Pharmacy Vendor Contract<br>2.05C – Contract Amendment | 07/01/2021 | <b>Changes:</b> <ul style="list-style-type: none"> <li>Clarified difference between applications received during and outside of the Open Application Period</li> <li>Added chain contract application language</li> <li>Reorganized Vendor Selection Criteria and added pharmacy-specific language</li> <li>Removed full-line grocer requirements</li> <li>Created peer group policy language to reflect new structure</li> <li>Included language on denials and participant access</li> <li>Updated contract execution process</li> <li>Clarified types of contract terminations</li> </ul> |
| <b>3.0 – Pharmacy Vendors</b><br>3.01 – WIC Pharmacy Vendors   | 07/01/2021 | All new text   |

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| <p><b>4.0 – Vendor Training</b></p> <p>4.01 – Training of WIC Vendors<br/> 4.02 – Initial Training of New Vendors<br/> 4.03 – Training for Authorized Vendors</p>  | <p>07/01/2021</p>  | <p><b>Changes:</b></p> <ul style="list-style-type: none"> <li>• Added requirements for training staff</li> <li>• Added details to pre-authorization requirements</li> <li>• Updated training participation requirements</li> <li>• Updated training content to reflect federal requirements</li> </ul> |
| <p><b>5.0 – Vendor Compliance</b></p> <p>5.01 – Overview of Vendor Compliance<br/> 5.02 – High-Risk Vendor Identification<br/> 5.03 – In-Store Monitoring Visits<br/> 5.04 – Inventory Audits<br/> 5.05 – Compliance Buys<br/> 5.06 – Vendor Complaints</p> <p><b>Exhibits</b></p> <p>5.03A – Monitoring Visit Report<br/> 5.03B – Quality Exception Monitoring Visit Reports<br/> 5.03C – Pharmacy Monitoring Visit Report<br/> 5.05A – Compliance Buy Report<br/> 5.05B – Compliance Buy Donation Report<br/> 5.05C – WIC Formula Action Log<br/> 5.06A – WIC Vendor Complaint Request<br/> 5.06B – USDA Discrimination Complaint Form</p> | <p>08/01/2021</p> <p>(Updated Monitoring Visit Reports effective 07/01/2021)</p> | <p><b>Changes:</b></p> <ul style="list-style-type: none"> <li>• Clarification of types of compliance activities</li> <li>• Added details to monitoring visit process</li> <li>• Added details to inventory audit process</li> <li>• Added details to compliance buy process</li> </ul>                 |
| <p><b>6.0 – Vendor Sanctions</b></p> <p>6.01 – Vendor Sanction Schedule Overview<br/> 6.02 – Vendor Program Violations<br/> 6.03 – Adverse Actions Against Vendors</p> <p><b>Exhibits</b></p> <p>6.01A – WIC Vendor Sanction Schedule</p>  | <p>08/01/2021</p> <p>(New Sanction Schedule effective 07/01/2021)</p>            | <p><b>Changes:</b></p> <ul style="list-style-type: none"> <li>• Updated the Sanction Schedule (previously known as Sanction Policy)</li> <li>• Clarified the three levels of violations</li> </ul>   |
| <p><b>7.0 – Vendor Sanctions</b></p> <p>7.01 – Appeals Policy Overview<br/> 7.02 – Adverse Actions Subject to Appeal<br/> 7.03 – Administrative Reviews<br/> 7.04 – Administrative Hearings</p> <p><b>Exhibits</b></p> <p>7.03A – Administrative Review Request Form<br/> 7.03B – Administrative Hearing Request Form</p>  | <p>08/01/2021</p>  | <p><b>Changes:</b></p> <ul style="list-style-type: none"> <li>• Restructured the hearing and review procedures as policy</li> <li>• Clarified actions subject to appeal</li> <li>• Created new hearing and review request forms</li> </ul>   |

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