



# Vendor News

For Michigan Store Owners, Managers, and Cashiers

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## Application Period for Southeast Cycle Contracts

As you were notified in December 2016 Newsletter, application for vendors in the southeast cycle were due February 15, 2017. All timely applications are currently being reviewed for accuracy and completeness. If an application is missing information or requires clarification, it will be returned to the vendor for appropriate action.

All applicants will receive written notification of a decision regarding their application no earlier than May 2017. Approved vendors will be offered a three year contract beginning July 1, 2017 through June 30, 2020. Vendors who are not selected for WIC authorization will be notified in writing and placed on a waiting list.

New vendors selected for authorization will be required to successfully complete a pre-authorization site visit. However, new vendors may not process WIC transactions until they receive a fully executed contract signed by the Department. A WIC representative will contact any new vendors to schedule a site visit.

Vendors who were previously authorized for WIC, and who receive a new contract, do not require a site visit. As a reminder the counties involved in this process are:

***Lenawee, Livingston, Macomb, Monroe, Oakland, Washtenaw & Wayne***

## Know Your 7-Digit WIC Vendor Number

You may think your WIC Vendor number is a 4-digit number. In fact, it is actually a 7-digit number. An easy way for you to quickly identify your WIC vendor number is by checking your WIC transaction receipt. Your 7-digit "WIC Merchant ID" will print at the top or bottom of the receipt. Your 7-digit WIC vendor number will either end with **000** for an independent WIC vendor; or end with a unique three-digit number indicating a WIC chain vendor. If you need to contact the WIC EBT Vendor Help Desk for any reason, (including use of a Manual WIC Voucher), you must provide your entire 7-digit WIC vendor number when you call.



## **MEAD JOHNSON 32 OZ. READY TO USE FORMULA PACKAGING CHANGE**

Michigan WIC has been notified by Mead Johnson that the Ready to Use (RTU) Enfamil Infant and Enfamil Gentlease formulas in 32 oz. bottles are being discontinued sometime after May 1, 2017. Beginning May 1, 2017, Michigan WIC will begin issuing these products in 8 oz. RTU six-packs. While RTU formula is issued to WIC infants infrequently, WIC customers that do have RTU formula benefits will need an adequate supply of formula, in some cases up to 18 six-packs per month. Please take this into consideration if you receive any requests for RTU formula at your store. As a reminder, RTU formula is not a minimum stock requirement. If requests are received, we strongly encourage you to consider making it available.

## **BEECH-NUT INFANT CEREAL TRANSITION**

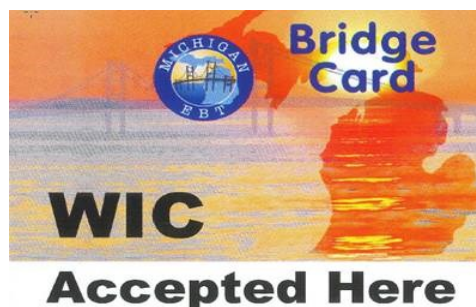
Recently, Beech-Nut introduced a new line of rice, oatmeal and multigrain infant cereals. These products are labeled as Beech-Nut Complete Rice, Beech-Nut Complete Oatmeal and Beech-Nut Complete Multigrain. A new product, Beech-Nut Sensitive Oatmeal, was also introduced. These products are packaged in new 8 oz. PLASTIC containers and have new UPC codes. The new UPCs have already been added to the WIC approved product list. The current rice, oatmeal and multigrain infant cereals offered by Beech-Nut will continue to be WIC authorized after the transition.

## **SHOW THE PRICE OF AN AUTHORIZED WIC ITEM**

Vendors please remember that it is a WIC contract violation if you do not display the price of a WIC approved item. WIC clients have the right to see what you are charging for a particular item before making the purchase with their WIC benefits. It doesn't matter if the product is a box of cereal, a 64 oz. container of juice or fresh fruits and fresh vegetables. Each individual item must be priced or the price must be displayed near the item on a sign or displayed on a sign on the door of a cooler (for items such as milk, cheese and eggs). Even if, for security purposes, you store your infant formula in another location other than the shelf, the amount you are charging for the formula must be visible to the client, either by displaying a sign with the price or by pricing each individual item. As mentioned above, failure to do this is a violation of Section III #6 of the WIC Vendor Contract and can result in a sanction of 3 points per food category, up to a maximum of 15 points per visit.

## **WIC SIGNAGE**

Please ensure that your store has signage posted that informs your customers that you accept WIC. It is recommended that the sign be located near the entrance of the store to allow WIC clients the ability to quickly determine that your establishment participates in the WIC Program. Red and white "WIC Accepted Here" signs can be obtained from the State WIC Office. Call 517-335-8937 to request replacement or additional signs. "WIC Accepted Here" signs with the picture of the Michigan Bridge Card can be obtained by calling the WIC EBT Vendor Help Desk at 1-888-529-1693. Self-made signage is also acceptable. Self-made signage is also acceptable, however, please see your WIC Vendor Contract, page 5, #10 regarding proper use of the WIC logo & acronym.





## **Purchasing Infant Formula for Resale to WIC Customers**

Important reminder- the Michigan WIC Program requires that all WIC authorized vendors **MUST only purchase infant formula from wholesalers, distributors, and retailers licensed by the Michigan Department of Agriculture and Rural Development (MDARD) or from infant formula manufacturers registered with the Food and Drug Administration.**

MDARD is available to answer any questions as to whether a wholesaler, distributor, or retailer is properly licensed or general questions you may have regarding licensing requirements and procedures. You may contact the MDARD in a variety of ways:

Contact by phone: 1-800-292-3939

Contact by e-mail: [mda-info@michigan.gov](mailto:mda-info@michigan.gov)

Website: <http://michigan.gov/mdard>

Find a Licensed Michigan Business: [MDARD Licensing, Certification and Registration](#)

If you are unable to confirm MDARD licensure status or have any questions regarding this requirement, please call the WIC Vendor Relations Unit at 517-335-8937. This line will be answered by a live person from 8:00am – 5:00pm Monday through Friday.

**Also, you must retain all purchase records, receipts, and invoices for WIC approved foods for at least three (3) years.**

Requirements for inventory and purchase records can be found on Page 7, Section IV of your WIC Vendor Contract. These requirements will be strictly enforced and inventory records not meeting them will not be accepted. Accordingly, it is strongly suggested that WIC vendors provide their infant formula suppliers with a copy of these requirements.

If you have any questions about any of these policies, please call the WIC Program at 517-335-8937 or visit our website at [www.Michigan.gov/wic](http://www.Michigan.gov/wic).

### **Infant Formula Manufacturers Registered with the FDA**

Mead Johnson  
Mead Johnson Nutritionals  
2400 West Lloyd Expressway  
Evansville, IN 47721

Nestle USA  
Nestle Infant Nutrition  
12 Vreeland Road Box 697  
Florham Park, NJ 07932

Abbott Laboratories  
Abbott Nutrition  
3300 Stelzer Road  
Columbus, OH 43219

Nutricia North America\*  
*(Formerly Scientific Hospital Supplies (SHS) North America)*  
Nutricia North America  
9900 Belward Campus Drive Suite 100  
Rockville, MD 20850

*\*SHS International, based in the UK, manufactures most of  
Nutricia North America Products. Nutricia North America  
distributes the products in the US*

## **WIC Program Integrity**

The WIC Program continuously works to contain costs and ensure delivery of nutritious WIC foods to its WIC participants. To assist in this effort, vendors are offered the following reminders:

- Vendors must **follow UPC scanning procedures** listed in Section III #7 of the WIC Vendor Contract. These procedures allows your POS system to determine if the food selection being sold to WIC participants is WIC approved. It is vital to the success of the WIC Program and to the nutritional health of all WIC participants that they receive only those WIC food benefits for which they have been approved. These procedures also removes the burden from the cashier of needing to make a determination if the item is WIC authorized.

Vendors should **reference the training DVD** provided with the December 2016 newsletter.

Also see: Michigan WIC EBT vendor manual

Cash Value Benefit procedure supplement

EBT Quick Reference Guide

- Vendors are required to **maintain minimum stock requirements** at all times, as stated in Section III, #5 A of your WIC Vendor Contract. Accessibility and availability of nutritious WIC approved foods is very important to the success of the WIC Program, These requirements are designed to ensure that WIC participants have adequate access to WIC approved foods at any WIC authorized grocer.
- Vendors must **maintain purchase and inventory records**, as required in Section IV of your WIC Vendor Contract. This allows the WIC Program to substantiate payments made to vendors as reimbursement for WIC approved foods sold to WIC participants.

*If you need any assistance or guidance in helping you meet these or any other requirements, please contact the WIC Program at 517-335-8937.*

## **Do Not Accept Out-Of-State WIC Coupons**

On occasion, WIC clients who have been issued WIC coupons from another state will attempt to redeem these coupons at an authorized Michigan WIC retailer. Michigan WIC vendors **cannot accept** out-of-state WIC coupons for purchase of WIC foods. Should a client attempt to use their out-of-state WIC coupons, please refer the client to the local WIC office for potential temporary transfer of WIC benefits to Michigan.



**OPEN COMMENT PERIOD**

The Department of Health & Human services will accept written comments regarding the operation of the Michigan WIC Program between March 1, 2017 and April 30, 2017.

The public comment period provides an opportunity for WIC clients and vendors to comment or make suggestions regarding current WIC policies and procedures. This is the time to voice any concerns you may have regarding the WIC Program.

Please submit written comments to:

**Michigan Department of Health & Human Services  
WIC Program, Lewis Cass Bldg., 6th Floor  
320 S. Walnut  
Lansing Michigan 48913**

**ALSO PLEASE DISPLAY THE ENCLOSED FLYER  
IN A PROMINENT LOCATION IN YOUR STORE**

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination; complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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