

1.0 Administration

Effective Date: 07-01-2021

1.01 Use of the Vendor Policy Manual

PURPOSE: This manual contains Vendor policies for use by WIC-authorized Vendors that redeem WIC food instruments for WIC-approved foods and by Vendor Relations and Program Integrity staff that administer the Michigan Special Supplemental Nutrition Program for Women, Infants and Children (MDHHS/WIC, also called the Department).

DEFINITIONS:

WIC Vendors are retail food stores or pharmacies authorized to redeem WIC food instruments.

WIC food instruments are electronic benefits stored on a WIC electronic benefit transfer (EBT) card used to purchase approved supplemental foods. Also called WIC benefits.

Approved supplemental foods means those supplemental foods approved by the State agency for issuance to eligible WIC clients. Also called WIC-approved foods.

A. Policy

1. The policies in this MI-WIC Vendor Policy Manual pertain to Vendor-specific policies and are for use by WIC-authorized Vendors and Michigan WIC state staff in the Vendor Relations and Program Integrity Section.
2. The policies in this manual are organized according to an overall numerical system. The first number provides chapter designations. Decimal numbers which follow designate specific policies. Example: This policy is 1.01, meaning chapter 1 and policy 01, 1.01 Use of the Vendor Policy Manual.

Chapter and policy numbers appear in the upper left corner of each page. Page numbers are sequential by policy and indicate the total number of pages for that policy. These are located in the lower right-hand corner of each page.

Policies also include an Effective Date in the upper right corner on page 1 of the policy. Policies will be posted to the WIC Vendor website no later than the Effective Date.

3. Supporting documentation:
 - a. Exhibits for a policy will follow the policy within the chapter. Exhibits are supporting forms and documents which more fully describe elements within policy and are considered part of the policy.
 - b. References may include federal regulations, FNS instructions, USDA policy memoranda, state and federal law and other documents. References are listed at the end of each policy.

- c. Cross-references refer to related policies or exhibits within the Vendor Policy Manual. Cross-references are also listed at the end of each policy.

4. Policy revision updates:

- a. Policies are posted to the MDHHS WIC Vendor website at www.michigan.gov/wicvendor. With changes, a synopsis of policy revisions will be e-mailed directly to Vendors. WIC Vendor Policy Manuals may be maintained in paper format or accessed electronically.
- b. WIC Vendors are expected to update all employees involved in stocking WIC-approved foods and transacting WIC benefits and implement policy revisions by the effective date listed in the Table of Contents document posted to the WIC Vendor website, www.michigan.gov/wicvendor.

References:

[7 CFR Part 246.2](#)

[7 CFR Part 246.3](#)