

**MDHHS-5941-Q, QUALITY EXCEPTION WIC VENDOR  
MONITORING VISIT REPORT**

Michigan Department of Health and Human Services  
(Revised 3-23)

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**SECTION 1**

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

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

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

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

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**SECTION 2 - PRICE CHECK**

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Specific Product	Shelf Price	Scanned Price
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Food Group	Minimum Stock Requirements			Prices Displayed		Spoiled Expired Past Date, etc.	Comments
	Required	Met (✓)	Not Met # Stock	Yes (✓)	No (✓)		
Fruits	\$40 Retail Value or 30 pounds <b>8 Varieties</b> , at least 4 varieties fresh	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Vegetables	\$40 Retail Value or 30 pounds <b>8 Varieties</b> , at least 4 varieties fresh	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Whole Grains	<b>16 Units</b> , at least 8 units of bread	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Peanut Butter	<b>8 Units</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Beans, Lentils or Peas	<b>8 Units</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Fish	<b>24 Units</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Cereals	<b>24 Units</b> <b>12 Varieties</b> , <b>6 Whole Grain</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
64 oz Juices	<b>20 Units</b> , at least 4 flavors	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
48 oz or 11.5/12 oz Juices	<b>10 Units</b> , at least 4 flavors	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Infant Fruits and Vegetables	<b>144 Units</b> At least two varieties fruit and two varieties vegetable	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Infant Cereals	<b>12 Units</b> , at least 4 varieties	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Formula	<b>24 Units</b> 12.4 oz Advance, 12.6 oz Total Comfort, 12.5 oz Sensitive, and/or 12.4 oz Soy Isomil	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Eggs	<b>10 Units</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Whole Milk	<b>8 Units</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Low Fat and/or Fat Free Milk	<b>8 Units</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Yogurt	<b>8 Units</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Cheese	<b>10 Units</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Vendor Number \_\_\_\_\_

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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
2.  WIC Vendor authorization process
3.  Competitive prices and peer groups
4.  WIC-approved foods
5.  WIC transaction procedures and POS equipment
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 Schedule
15.  Administrative Hearing procedures and Review procedures
16.  Food quality requirements of the WIC Program
17.  Split tender policies and procedures

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**The Vendor was provided with 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 Schedule
  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
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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                       No

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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 and complete the online Michigan WIC Vendor Training course, please visit <https://courses.mihealth.org/PUBLIC/>.

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.

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

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AUTHORITY: P.A. 368 of 1978