

MDHHS-5941-P, WIC PHARMACY VENDOR MONITORING VISIT REPORT

Michigan Department of Health and Human Services

(Revised 3-23)

SECTION 1

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

Visit Reason

Email

Phone

Person(s) Interviewed

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

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

SECTION 2

CONTRACT COMPLIANCE CATEGORY	WIC Pharmacy Requirement	Met (✓)	Not Met (✓) or quantity	Comments	
Price Displays	WIC-approved formula available for purchase have a price visible on the item, container, shelf, or sign	<input type="checkbox"/>	<input type="checkbox"/> _____		
Formula Dates	WIC-approved formulas are not spoiled, expired, or outdated	<input type="checkbox"/>	<input type="checkbox"/> _____		
Formula Price Verification	Specific Product	Met (✓)	Not Met (✓)	Shelf Price	Scanned Price
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

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 formulas and 2-day sourcing requirement
5. WIC transaction procedures and POS equipment
6. WIC Program incentive policies
7. WIC Program pricing requirements
8. Purchase requirements and recordkeeping
9. Vendor complaint process
10. Vendor trainings, communications, and newsletters
11. Procedures for appealing a reduced payment
12. WIC Vendor Selection Criteria
13. Terms of the WIC Vendor Sanction Schedule
14. Administrative Hearing procedures and Review procedures
15. Food quality requirements of the WIC Program

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 Vendor Sanction Schedule
7. List of Michigan WIC-Authorized Formulas
8. Policy 2.02 Vendor Selection Criteria
9. Policy 7.0 Appeals Policy
10. WIC Transaction Guide
11. Current WIC Vendor Newsletter

Monitoring Visit Comments

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

List where formula is sourced

Vendor Comments

To view program updates and access Michigan WIC Program resources, visit 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.

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

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.
This institution is an equal opportunity provider.
AUTHORITY: P.A. 368 of 1978