

# WIC Vendor e-Bulletin

July 2021

Welcome to the July 2021 Washington State Department of Health WIC Vendor e-Bulletin. Please share this with all staff involved in WIC. Have staff **READ, INITIAL, and place in WIC Training binder.**

You can find a copy of this document and back issues of e-Bulletins on our DOH WIC website: <http://www.doh.wa.gov/YouandYourFamily/WIC/WICVendors>.

Contact us at [WICRetailManagement@doh.wa.gov](mailto:WICRetailManagement@doh.wa.gov) or 1-800-841-1410 Ext. 2 if you have questions or need assistance.

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## *MINIMUM INVENTORY REQUIREMENTS CHANGE – BABY FOOD MEATS*

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As you know, each WIC authorized vendor is required to carry specific amounts of WIC approved foods in certain varieties and sizes. We have made a change to remove baby food meats as part of that requirement. However, the selected baby food meats are still a WIC approved food and may be part of a WIC customers benefit package. You can review the updated Minimum Inventory Requirements (MIR) below or download the MIR at: <https://www.doh.wa.gov/Portals/1/Documents/Pubs/960-138-MinimumInventoryRequirements.pdf>

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## *MAINTAINING VENDOR SELECTION CRITERIA*

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As a WIC authorized vendor, it is essential to meet and maintain the Vendor Selection Criteria throughout the contract term. Vendor Selection Criteria, which includes the WIC Minimum Inventory Requirements (MIR), ensures your store meets the definition of a Full-Line Grocery. Full-line Grocery requirements include a minimum variety and amounts of items (non-WIC foods) that must be available to shoppers at all times. These requirements ensure WIC authorized stores can support the primary shopping needs of WIC customers. These requirements are periodically monitored by our friendly Vendor Management Specialists. To review these requirements, please visit <https://www.doh.wa.gov/YouandYourFamily/WIC/WICVendors/Authorization>.

As a reminder, the MIR items must always be available on premise for purchase (see items listed in the table below). These items can be identified using WIC shelf tags. It is helpful for WIC participants when WIC foods are easily identified. The program provides WIC shelf tags to authorized vendors free of charge. If you need additional shelf tags, please email us and we'd be happy to send you some.

# WIC Vendor e-Bulletin

July 2021

## Minimum Inventory Requirements:

Food Category	Approved Sizes	Minimum Required Inventory
<b>Baby Cereal</b>	8 oz or 16 oz box or flip-lid container	32 oz total; including at least 2 boxes or containers of 8 oz baby cereal
<b>Baby Food – Fruits and Vegetables</b>	4 oz glass jar or 4 oz plastic container	Any combination of 32 oz total jars or plastic containers; 4 varieties
<b>Breakfast Cereal</b>	9 oz to 36 oz box	12 boxes total; 3 varieties; including at least 1 whole grain cereal
<b>Cheese</b>	8 oz to 2 LB packaged cheese. String, block, or shredded.	Six 1 LB blocks total; 3 varieties
<b>Dried or Canned Beans/Peas/Lentils</b>	16 oz bag or 15-16 oz can	64 oz total; 2 varieties
<b>Eggs</b>	1 dozen (Small, medium, large, extra-large, or jumbo)	6 cartons
<b>Fish – Canned</b>	Tuna, 2.5 oz to 6 oz can or pouch, Pink salmon, 5 oz to 14.75 oz can Sardines, 3.75 oz to 4.4 oz	12 cans total; 2 varieties
<b>Fruits and Vegetables</b>	Bags or packages, whole or cut fresh or frozen	At least 20 total varieties of fresh or frozen fruits or vegetables, including at least 5 varieties of fruits, and at least 5 varieties of vegetables.
<b>Infant Formula</b>	See WIC infant formula reference materials	9 cans Similac Advance 12.4 oz powder
<b>Juice for Women</b>	46 oz can, 46 oz plastic bottle, or 11.5 oz / 12 oz frozen container	Any combination of 6 total cans, plastic bottles, or frozen containers; 3 varieties
<b>Juice for Children</b>	64 oz plastic bottle	6 bottles total; 3 varieties
<b>Milk</b>	Quart, half-gallon, or gallon container. Dry milk – 3.2 oz to 64 oz. Evaporated milk – 12 oz	10 gallons total; including a total of at least 5 gallons 1% or nonfat milk; any combination of approved sizes
<b>Peanut Butter</b>	16 oz jar	6 jars total; 2 varieties
<b>Whole Grain Choices</b>	Brown rice, bulgur, or oatmeal, 16 oz to 32 oz bag; soft tortillas, 8 oz to 32 oz package; whole wheat pasta, 16 oz to 32 oz bag or box; 100% whole wheat/whole grain bread, 14 oz to 32 oz package	128 oz total; including at least 2 different options: and at least 2 loaves of 100% whole wheat bread, or 100% whole wheat hamburger or hot dog buns.

July 2021

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## *CASH VALUE BENEFIT (CVB) TEMPORARY INCREASE*

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The recent passing of the American Rescue Plan, a \$1.9 trillion COVID-relief package, included \$880 million in funding for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), including \$490 million to enhance WIC benefits for four months and \$390 million in outreach, innovation, and program modernization funding. These short-term benefit enhancements include a significant monthly increase in Cash Value Benefits (CVB) used to purchase fresh or frozen fruits and vegetables. All participants eligible for CVB's will be given a total of \$35 CVB each month from June 2021 through September 2021.

This is a significant benefit increase for all eligible participants and will help to promote healthy food choices. We are asking our WIC vendors to help promote this additional benefit by reminding participants of this increase whenever possible.

With the increase in CVB from June through September, the importance of produce mapping must be mentioned.

**Importance of Produce Mapping:** Fresh Fruits and Vegetables with or without a UPC are not included in the WIC Approved Product List. These items must be mapped to an approved Product Lookup Code (PLU) identifying these food items available for purchase. A fresh fruit or vegetable which isn't allowed for purchase by WIC customers at your point of sale (POS) system may not be properly mapped in the POS system. Once properly mapped the product can be allowed as a WIC purchase. Notify your store's front-end manager or POS provider to update the produce mapping for these items. We have a list of approved PLUs on our website.

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## *VENDOR TRAINING REQUIREMENTS*

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To meet the contractual training requirements of the WIC Nutrition Program, there are a few ways to keep informed about WIC.

1. All store employees involved with WIC are expected to read the Annual Training Document that is emailed once per year. Each store is required to keep a record of employees who read this document.
2. The e-Bulletin is sent out quarterly and posted on our website. Please share e-Bulletins with all employees involved with Washington WIC. This includes cashiers, stockers and bookkeepers. This can be initialed by staff and placed in your training binder after everyone has reviewed it.
3. Each store must send at least one employee to an interactive training provided by the State WIC office once per contract period. This is a train-the-trainer concept, which includes documentation of those employees trained once the attendee returns.

# WIC Vendor e-Bulletin

July 2021

Each store must keep training logs (training binder) that is available for a staff member to locate when a Vendor Management Specialist is in your store and asks to see it. This should identify when the training event took place and specifically which staff (name/title) were trained. Please note this is a federal program requirement. Failure to maintain training records or submit these upon request may result in a Notice of Violation for the first instance of failure. A second instance may result in \$100 fine and any subsequent instances could result in termination of your WIC vendor contract and 1-year disqualification.

The Vendor Training Guide is used to train your employees involved in WIC business. It's available on our website or you can email us for a printed copy.



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## *2021 INTERACTIVE ON-LINE TRAINING SCHEDULE*

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Each Authorized WIC Vendor must have at least one representative attend an Interactive WIC training once per contract period. The current contract period began on April 1, 2021 and ends September 30, 2023.

You're in luck! There is plenty of time to meet the interactive training requirements for this contract period. To make it easier to meet these requirements, we are offering monthly online interactive trainings throughout 2021. Visit the WIC Vendor Training page to register for one of the training dates listed below.

[WIC Vendor Training Information :: Washington State Department of Health](#)

or at: <https://www.doh.wa.gov/YouandYourFamily/WIC/WICVendors/Training>

Date	Time
Wednesday August 11, 2021	2:00pm-3:30pm
Wednesday September 22, 2021	9:00am-10:30am
Wednesday October 13, 2021	2:00pm-3:30pm
Wednesday November 10, 2021	9:00am-10:30am
Wednesday December 8, 2021	2:00pm- 3:30pm

Everyone is welcome to attend. Whether you're a new employee or need a refresher, these trainings will cover all aspects of being a WIC authorized vendor.

# WIC Vendor e-Bulletin

July 2021

If you have any questions about these trainings, please contact us at [WICRetailManagement@doh.wa.gov](mailto:WICRetailManagement@doh.wa.gov). If you would like to register but don't have access to a computer, please call us at 1-800-841-1410, ext. 2. We will be happy to register you.

In-person trainings have not been scheduled at this time due to WA gathering size restrictions. Once larger in-person gatherings are allowed, we will post these training dates and locations on the WIC vendor training page at: <https://www.doh.wa.gov/YouandYourFamily/WIC/WICVendors/Training>.

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## WIC SHOPPER APP FEATURES

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Are you familiar with the WIC Shopper app? It is a great tool that you can use on a smart phone or tablet. Some of the features that can help store staff answer questions about WIC foods are:

1. Scan food items to verify if a food item is a WIC approved food item;
2. Report any food item you have questions about by using "I Couldn't Buy This!" feature or email us at [wawicfoods@doh.wa.gov](mailto:wawicfoods@doh.wa.gov).
3. Review the WIC Shopping Guide under "WIC Allowed Foods"

When we make a change to any food item, whether it be adding or removing a food, the WIC Shopper app is updated automatically. To use the WIC Shopper app, please follow the instructions below.

### USE THE APP TO:



Scan foods using **Scan Barcode** to see what's WIC allowed.



View the **WIC Allowable Food** list.



**Report a food** that you think is WIC allowed and you can't buy it.



Look for **Yummy Recipes**.



Get simple tips in **Life Hacks!**



Find a **WIC office** or a **WIC store**.



Use the **Produce Calculator** and **Cereal Calculator** while you shop.

### HOW TO INSTALL THE APP:



Download **WICShopper** from your app store.



Select **Washington**.

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July 2021

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## CONTACT US

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Please contact us if you need assistance or have any questions. We enjoy hearing from you.

Email: [WICRetailManagement@doh.wa.gov](mailto:WICRetailManagement@doh.wa.gov)

Phone: 1-800-841-1410 Ext. 2

Website: <https://doh.wa.gov/YouAndYourFamily/WIC/WICVendors>

**Need reports, technical assistance or have a question?**

**Call us or email us at 1-800-841-1410 or [WICRetailManagement@doh.wa.gov](mailto:WICRetailManagement@doh.wa.gov).**

This institution is an equal opportunity provider. **Washington State WIC Nutrition Program does not discriminate.** For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).



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