

STATE OF ALASKA

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

OFFICE OF CHILDREN'S SERVICES

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<http://hss.state.ak.us/ocs/nutri/WIC/Default.htm>

Reply to: **All Local Agencies Memorandum No-06-14**

Date: March 10, 2006

Information-

Policy- X

TO: X-LA WIC Coordinators
X-Satellites

Action-

FROM: Kathleen Wayne
State WIC Director

Routine (hard copy only) - X

Urgent (fax and hard copy)-

SUBJECT: Revised WIC Stock Forms and Procedures for WIC Local Agencies and Vendors

As Chris Kelly discussed during the teleconference on March 9, 2006, several revised and/or new forms are being sent to WIC vendors with the March 2006 Vendor Newsletter. Additional information about these forms and procedures is provided in this memo.

Minimum Stock Requirements (revised) – The Enfamil Lipil and Prosobee Lipil infant formulas have been added. The minimum quantities required to be stocked at all times have been reduced from approximately enough for four participants to two. If these minimum quantities are not on the shelf, the vendor could get penalty points. Specific minimum quantities have been listed for UHT, evaporated and powdered milk to make it easier to determine if the required minimum is in stock. The note explaining that small, rural vendors are exempt from the minimum stock requirements for infant formulas, unless requested by the local WIC agency, has been revised. Also, language has been added at the bottom of the form about the option for small, rural vendors to request exceptions to the Minimum Stock Requirements for certain WIC foods. (See below for more information.)

Price Sheet (revised) – Vendors are being requested to complete an “abbreviated” Price Sheet and return to the State WIC office by March 31, 2006. The Price Sheet does not include all authorized WIC food items. Instead, it contains a “market basket” of the food items that are most commonly stocked by Alaska vendors. Vendor staff are experimenting with this format to see if it provides sufficient information to make competitive price determinations. In case you get questions from vendors, please assure them that all of the foods shown on the Authorized Food List are still allowed, even if not included on this price sheet.

Vendor Request for WIC Stock Exception (new form) – This form is intended to help State agency staff and local agencies in rural areas keep better track of which vendors have been granted exceptions to the Minimum Stock Requirements for certain WIC foods. (Note: This form is not intended to be used for exceptions to infant formula stock requirements since small, rural vendors are automatically exempt from stocking infant formula, unless told otherwise). The foods for which exceptions may be granted include fresh milk, dried beans and canned salmon. The vendor must provide justification for the exception. For instance, vendor does not have enough cooler capacity to stock fresh milk, or village customers do not buy dried beans. Rural vendors are being asked to submit this form to the State agency now, even if they believe they have already been granted an exception. The bottom of the form includes space for the

Local Agency's recommendation; this may be completed by LA staff or by State agency staff after conferring with the LA. Copies of the approved/denied requests will be provided to local agencies.

WIC Request for Vendor to Stock Infant Formula (new form) – This form is intended to improve State and LA record-keeping about rural vendors who have been requested to stock particular infant formulas. To promote good relations with small, rural vendors the State has agreed to exempt them from stocking all of the infant formulas when they might never be sold and eventually would expire and have to be discarded. Therefore local WIC agency needs to maintain communications with local vendors and advise them if infants in the community need particular infant formulas. If requested to stock an infant formula, the vendor is supposed to have it stocked within five (5) business days. It is very helpful for vendors if the LA can give them an estimate of the quantity of each required infant formula that they need to have on hand each month. In order to enforce sanctions for vendors not complying with Minimum Stock Requirements, we need to know which items the vendor has been requested to keep in stock. When the LA completes this form to request a vendor to stock a particular infant formula, a copy should also be sent to the State WIC agency.

During future routine vendor monitoring and/or training, please be sure to review these new forms and procedures with your vendors, if applicable. These forms will be posted on the WIC website and incorporated into Vendor Manuals, Policy & Procedures, etc. as soon as possible. The vendor management staff will appreciate your feedback on the usefulness of these forms, as well as any suggestions for future improvements.

If you have any questions about this information, please contact the Vendor Coordinator, Chris Kelly, at 465-8630 or Assistant Vendor Coordinator, Diane VanEpps, at 465-4704.