



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

**Department of  
Health and Social Services**

DIVISION OF PUBLIC ASSISTANCE  
Family Nutrition Programs  
Juneau

130 Seward Street, Suite 508  
PO Box 110612  
Juneau, Alaska 99811-0612  
Main: 907.465-3100  
Fax: 907.465-3416

June 5, 2015

Dear WIC Vendor:

Federal regulations require State WIC Agencies to collect vendor shelf prices to help make sure that the WIC-approved foods are available statewide at a reasonable cost to the program. The prices charged by your store directly affect your reimbursement by the program, so it is important that you provide them by the **deadline of June 26, 2015.**

We recommend that you review the revised Minimum Stock Requirements for WIC food items and the new WIC Approved Food List before completing your price survey. WIC Approved Food List booklets will be mailed to each vendor this month.

The Minimum Stocking Requirements are available on our website at:  
<http://dhss.alaska.gov/dpa/Pages/nutri/wic/vendors/default.aspx>

The new WIC Approved Food List is available on our website at:  
<http://dhss.alaska.gov/dpa/Pages/nutri/wic/participants/wicfoodlist.aspx>

If any required item is out of stock, please include with your price survey an order form or invoice showing that the item has been ordered and record the shelf price on the survey.

In July 2014 we made some important changes to our price survey process. Here is a reminder of those changes.

- 1) We no longer require you to provide an inventory of your required WIC foods with your list of prices.
- 2) We are collecting shelf prices for all WIC food items that you carry, even if out of stock.
- 3) The price survey is in Excel, and must be submitted electronically to [wic@alaska.gov](mailto:wic@alaska.gov). If needed, apply for an exemption in order to submit a paper form by mail. All exemption forms must be received **no later than June 19<sup>th</sup>** so that we can send you a paper form in time to meet the price survey deadline.

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- 4) The price for each item will be averaged with the prices from other stores in the same peer group. The maximum allowable reimbursement (MAR) will be calculated according to peer group average prices, plus a percentage added across the board.
- 5) It is critical for you to submit your prices by the **June 26, 2015 deadline** so that they are included in the averaging that affects your reimbursements.
- 6) Prices will be collected three times per year to make sure we allow for increases in wholesale costs and business expenses in your region.
- 7) Minimum stocks will be inventoried during routine monitoring visits and random minimum stock surveys throughout the year.

If you have any questions about the June Price Survey, please contact the WIC Vendor Management Unit at (907) 465-3100, or by email at [wic@alaska.gov](mailto:wic@alaska.gov).

Sincerely,

A handwritten signature in blue ink that reads "Sandy Harbanuk". The signature is written in a cursive style with a large initial "S".

Sandy Harbanuk, M.A.  
Vendor Coordinator