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Instructions for Local WIC Agency

Federal regulation requires at least 5% of vendors to be monitored each year. Please review the supplies and procedure below and contact the Vendor Unit with any questions or concerns.

Supplies:

- Monitoring Paperwork for the appropriate store category (A, B or C)
- WIC Approved Food List
- Calculator
- Training materials

Procedure:

1. Contact the State Vendor Unit prior to visiting the Vendor to verify stocking exemptions, stocking category and training needs.
2. Call the store prior to your visit to set up a time when the manager (or person-in-charge) will be on site and available.
3. Meet with the store manager to introduce yourself and explain what will happen during the visit.
4. Ask to see any WIC checks that have been accepted by the store recently, verify the amount with shelf prices and write down the check information on the monitoring form.
5. Interview the store manager using the questions on the Monitoring Form.
6. Count WIC items on store shelves and record inventory counts on the Minimum Stock Requirements page. Be sure to check expiration dates of WIC items while counting.
7. Notify the store manager of any minimum stock shortages and expired items. For items below the minimum stock, ask to see any back-up stock in a storeroom, or for proof that the item is on order.
8. Review proper checkout procedures with the store manager and a head cashier, if possible. Provide any other training that is needed, and document it on the Monitoring Form.
9. Ask the manager to sign the Monitoring Form, to acknowledge that the monitoring results were discussed.
10. Mail the original copy of the Monitoring Form to the WIC Vendor Unit Staff and keep a copy at the Local Agency. You may scan or fax a copy of the Monitoring Form to the WIC Vendor Unit prior to mailing the original.

Please note: if vendors have questions that you are unsure about answering, please document the question or issue and let the vendor know that the State Vendor Unit will follow up with them.