



October 31, 2012

Dear Store Manager:

Federal regulations require State WIC Agencies to collect vendor shelf prices at least every six months. "Price Sheets" and minimum required stock inventories help the Alaska WIC Program make sure that the WIC-approved foods are available for participants across the state, at a reasonable cost to the program. Please use the checklist below to help you submit a complete Price Sheet.

We recognize that filling out Price Sheets and counting inventory takes valuable time from other store operations, and we are working to address your concerns while meeting program requirements. For this Fall 2012 Price Sheet, we are requiring:

- All of the price information for the WIC items as listed on the Price Sheet.**

- Your current A, B, or C store inventory of only the items marked in red on the Price Sheet, which include:**
 - Cheese
 - Canned beans
 - Eggs (fresh or dried)
 - Evaporated milk
 - UHT milk
 - Infant fruits & vegetables
 - Infant meats
 - Infant formulas
 - Estimated value of fresh fruits & vegetables in store

If you are below minimums on any WIC foods, please list those items on page 14, and provide the ordering and delivery information.

- Emailed Price Sheet:** For those vendors with access to email and Microsoft Excel, you will receive the price sheet by email. Fill in all of the boxes that apply to you by following the instructions. Remember to save often so you don't lose your data.

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When your price sheet is complete, simply email it back to the State WIC program at **wic@alaska.gov**. If you are experiencing any issues with the electronic price sheet then please call 907-465-3100 for assistance.

Mailed Price Sheet: For those vendors without access to email and Microsoft Excel, you will receive the price sheet by mail. Please use the self-addressed envelope to return your price sheet to the State WIC office.

Deadline: Price sheets must be emailed or postmarked by **December 4, 2012**. Failure to send in your price sheet may result in sanctions imposed by the State.

Exemption Request Form: Vendors may request an exemption from stocking a limited number of WIC food items if:

- No WIC participants (or a very small number) currently use the foods, or
- There are “sell by/use by” date limitations that would prevent a vendor from maintaining unexpired stock of the food item.

If your store has an exemption for any item, you do not need to reapply for a new exemption for the same item. To request an exemption please submit a completed WIC Food Exemption Request Form to your Local WIC Agency/Clinic. After receiving the Local Agency’s recommendation, our office will notify you within 30 days whether your request has been approved.

We appreciate your participation in the WIC Program and we welcome your calls. Please feel free to contact us at any time with questions or to offer feedback about the program. You can contact me at sandra.harbanuk@alaska.gov, or Alice Albrecht, at alice.albrecht@alaska.gov, or Gina Roust, at gina.roust@alaska.gov, or call (907) 465-3100.

Sincerely,

Sandy Harbanuk
Vendor Coordinator