

2015 Alaska WIC Vendor Manual

Appendix A – Directory of WIC Local Agencies
(as of January 2016)

WIC Local Agencies and Mail Directory~last update 1/28/2016

I:\Support Staff\Directories\LA WIC Program Mailing Directories

501 - MUNICIPALITY	501 - EAGLE RIVER	501 – JBER ELMENDORF	501 - ANMC. Physical	502 - RCPC	
Pam Phillimore, WIC Coordinator Municipality of Anchorage 825 L Street, Suite 215 Anchorage, Alaska 99501 Pam Phillimore 343-4662 Client 343-4668 Main:343-4773 Fax:343-4672 phillimorePJ@muni.org M-F 9:15am – 5:15pm Wednesdays 1:15 – 5:15 pm	Pam Phillimore, WIC Coordinator Eagle River Town Center – WIC Program 12001 Business Park Blvd, Suite 137 Eagle River, Alaska 99577 Pam Philimore 343-4662 Client: 343-1520 Main: 343-1521 Fax:343-1524 PhillimorePJ@muni.org Hours – Same as MUNI	Pam Phillimore, WIC Coordinator JBER Military WIC Clinic 9497 20 th Street JBER, Alaska 99506 Main: 343-4430 Fax: 580-5528 phillimorePJ@muni.org Hours – Same as MUNI	Pam Phillimore, WIC Coordinator ANMC Primary Care Center 4320 Diplomacy Dr. Anchorage , AK 99508 Main: 343-4440 Fax: 562-1952 phillimorePJ@muni.org Hours – Same As MUNI except Wednesdays – NE, VP Only	Megan Hajworonsky - WIC Program Manager RCPC-WIC Program 726 26 th Avenue, Suite 2 Fairbanks, Alaska 99701 Main: 456-2990 Fax:456-2980 Taryn: 378-1983 tbliss@rcpcfairbanks.org M-F 8am – 4pm client services M-F 8am – 5pm office hours	
503 - SEARHC - JUNEAU	503 – SEARHC - KETCHIKAN	503- SEARHC - SITKA	503 – SEARHC- METLAKATLA	504-YKHC	505 - NORTON SOUND
Kathy O’Gara, Program Coordinator Vacant, Clinical Coordinator Anna White, Nut Educator SE AK Reg. Health Consortium 3100 Channel Drive, Suite 300 Juneau, Alaska 99801 Main:463-4099 Fax:463-6672 Toll Free: 1-800-330-2229 Wic-cert@searhc.org M-T 8am to 4:30pm	Emma at location Ketchikan WIC Office 3054 Fifth Avenue Ketchikan, Alaska 99901 Main:225-3392 Fax:247-3392 Toll Free: 1-800-854-0878 Wic-cert@searhc.org M-F 8:30am to 4:00pm Wednesdays 2:00pm to 4:00pm	Jessika Beam/Kathy O’gara Sitka WIC Office 222 Tongass Drive Rm 68 Sitka, Alaska 99835 Main:966-8352 Fax:966-8806 Forwarded to Juneau SEARHC	Christina Martinez at location Metlakatla Indian Community Human Resources Building 92 Upper Milton Street, Rm. 4 P.O. Box 8 Metlakatla, Alaska 99926 Main:886-5872 Fax: 886-5876 kidcare@aptalaska.net	Amber Colvin, WIC Coordinator Yukon-Kuskokwim Health Corporation 800 Chief Eddie Hoffman Hwy. P.O. Box 287 Bethel, Alaska 99559 Main:543-6459 Fax:543-6406 Toll Free: 1-800-764-6459 Amber_Colvin@ykhc.org M-T 8:00am – 4:00pm clients Friday Noon – 4:00pm clients M-F 8:00am – 5:00pm office hours	Katie Gonzales , WIC Coordinator Pauline Marble, CPA Norton Sound Reg. Health Corp. 1000 Greg Kruschek Avenue P.O. Box 966 Nome, Alaska 99762 Client: 443-3299 Katie: 443-3374 Fax: 443-9723 www.nortonsoundhealth.org cgonzales@nshcorp.org M – F 8:00am – 5:00pm
506 - AFS - WASILLA	506 - AFS – PALMER	506 - AFS – KENAI/SEWARD	506 - AFS - HOMER	507 - NORTH SLOPE	508 - TCC/CAIHC
Karen Cutler, WIC Clinical Coordinator Susan Pougher, WIC Program Coordinator Wasilla-Alaska Family Services 899 West Commercial Drive Wasilla, Alaska 99654 Main:376-4080 Fax:373-0640 Coordinator: 373-4459 karenc@akafs.org susanp@akafs.org wicoutreach@yahoo.com M – F 8:00am – 4:30pm	Karen Cutler, WIC Clinical Coordinator Susan Pougher, WIC Administrator Palmer-Alaska Family Services 1825 South Chugach Street Palmer, Alaska 99645 Main: 746-4080 Fax:746-1177 karenc@akafs.org susanp@akafs.org M – W, F – 8:00am – 4:30pm Thursdays Closed	Karen Cutler, WIC Clinical Coordinator Susan Pougher, WIC Administrator Alaska Family Services-Kenai/Seward 601 Frontage Road Suite 209 Kenai, Alaska 99611 Main: 283-4172 Fax: 283-4174 Toll Free: 1-800-687-4172 kenaiwic@yahoo.com M – F 8:00am – 4:30pm	Karen Cutler, WIC Clinical Coordinator Susan Pougher, WIC Administrator Homer WIC Clinic 3446 Main Street Homer, Alaska 99603 Main:235-5495 Fax:235-0655 debbieg@akafs.org M – F 8:00am – 4:30pm	Vacant, WIC Coordinator Vacant, WIC Nutrition Specialist North Slope Borough WIC Program 579 Kingosak Street P.O. Box 69 Barrow, Alaska 99723 Main:852-0410 Fax:852-3766 linda.miner@north-slope.org wic@north-slope.org M-F 8:30am – 5:00pm	Anne Burtness, WIC Coordinator TCC/CAIHC - WIC Program 1717 West Cowles, Room 1528 Fairbanks, Alaska 99701 Main:451-6682 ext. 3778 Fax:459-3921 Toll Free:1-800-478-6682 ext. 3778 Anne.burtness@tanachiefs.org wic@tanachiefs.org M – F 8:00am – 4:00pm Wednesdays Noon – 4:00pm
509 - BRISTOL BAY	510 - KODIAK AREA	514 Aleutians/ Pribilof Islands	512 Valdez/Cordova	515 – MANILAQ	516 –South Central Foundation
Suzie Nunn- WIC Coordinator Bristol Bay Area Health Corp. (BBAHC) 6000 Kanakanak Road P.O. Box 130 Dillingham, Alaska 99576 Main: 842-2036 Fax: 842-2039 Toll Free: 1-888-842-2037 snunn@bbahc.org M – F 8:00am – 5:00pm	Stephanie Jenkins, WIC Coordinator Kodiak Area Native Association (KANA) 2414 Mill Bay Road 3449 Rezanof Drive (Mailing) Kodiak, Alaska 99615 Main:486-7312 Fax: 486-1346 Stephanie.jenkins@kanaweb.org M – F 8:00am – 4:30pm	Krista Jordan, WIC Coordinator Aleutians WIC Program State of Alaska – DHSS\DPA\WIC 3601 C Street, suite 814 Anchorage, AK 99524-0249 Main: 269-3459 Fax: 269-1032 Krista.jordan@alaska.gov M – F 8:00am – 4:00pm	Krista Jordan, WIC Coordinator Valdez/Cordova WIC Program State of Alaska – DHSS\DPA\WIC 3601 C Street, suite 814 Anchorage, AK 99524-0249 Main: 269-3459 Fax: 269-1032 Krista.jordan@alaska.gov M – F 8:00am – 4:00pm	Tracy Gregg, WIC Coordinator Maniilaq Association-WIC Program 750 Bison Street P.O. Box 256 Kotzebue, Alaska 99752 Main: 442-7181 Fax:442-7303 Toll Free:1-800-431-3321 ext 7181 tgregg@maniilaq.org M – F 8:30am – 5:00pm	Liz Walsh, Acting WIC Coordinator Angel Miller, Front Desk Staff SCF -WIC Program 4320 Diplomacy Dr, Ste. 2634 Anchorage, Alaska 99508 Main: 729-6390 Fax:729-4356 anmiller@southcentralfoundation.com

2015 Alaska WIC Vendor Manual

Appendix B1 – Current Approved Food List

Procedures for WIC Shoppers:

Before you shop

- ▶ Print your name and the names of all household participants, and the names of alternates authorized to shop for you, on the ID page.
- ▶ Make sure the names of all WIC shoppers for your household are on the booklet, and that they have signed the booklet.
- ▶ Look at the first and last dates to use that are printed on your check(s). Make sure you shop with the correct month's checks.
- ▶ Bring the Food List / ID booklet with you to the store. The store is not allowed to accept WIC checks from a shopper who does not have the ID Folder.

At the store

- ▶ Select the right amount and package sizes of the WIC foods listed on your checks. You cannot go over the amount or ounces listed.
- ▶ If you are buying infant formula, you must purchase the full amount listed on the check.
- ▶ It is your responsibility to purchase only the items listed in the Food List.

Checking out

- ▶ Always treat store employees courteously.
- ▶ Before beginning each transaction, group WIC food items by check.
- ▶ Tell the cashier that you are using WIC checks, and give them your Food List / ID Folder.
- ▶ Make sure that the date is entered on the check and that the cashier writes in the purchase total **before** you sign the check.
- ▶ Verify that the purchase amount written on the check is correct. Take your cash register receipt.
- ▶ The cashier must verify your signature on the check against your ID Folder.
- ▶ If you have a problem at the store, talk with the store manager or contact your clinic.

Encouraging breastfeeding

Your breastmilk is all your newborn needs!

Did you know?

- ▶ Babies have tiny tummies. Moms make just the right amount of milk for their new baby. Feeding only your milk tells your body to make more milk for your growing baby.
- ▶ Breastmilk is normal for babies, moms, families and the environment.

Did you know?

There are increased risks by not breastfeeding.

Babies

- ▶ Artificially fed babies are ill more often and more seriously
- ▶ Artificial milks are harder to digest
- ▶ Babies fed artificial milks are at increased risk of SIDS, ear infections, RSV, diarrhea, and have increased rates of diseases such as diabetes, asthma, heart disease, and cancer

Moms

Feeding your baby artificial milk:

- ▶ May not promote weight loss after pregnancy
- ▶ Increases risk for chronic disease including osteoporosis and cancer
- ▶ Not as convenient, safe, clean or at the right temperature as breastmilk

Families

- ▶ Artificially fed babies are ill more often so moms and dads miss more work, spend more time and money on health care costs
- ▶ Artificially feeding babies costs the environment by artificial milk production pollution, build up of bottles, cans, artificial nipples in the landfill, and transportation costs of artificial milk

What WIC participants say about breastfeeding...

“Healthier for my baby, no preparing milk and breastmilk is free!”, “It was a way to be closer to my daughter when I went back to work.”, “What you taught me must have worked because it’s going great!”

- ▶ New parents have questions! WIC is here to answer those questions. WIC can also share information about expressing your milk to feed your baby. Learn more about breastfeeding: Call WIC at (907) 465-3100

Referrals

Ask your WIC staff about services in your area. The Alaska Department of Health and Social Services has a web page with information about the Supplemental Nutrition Assistance Program (SNAP, formerly known as Food Stamps), Alaska Temporary Assistance Program (ATAP), Immunizations, Child Support Enforcement (CSE) and Medicaid/DKC at: <http://hss.state.ak.us/>. Early Periodic Screening, Diagnosis and Treatment (EPSDT) information can be found at: http://hss.state.ak.us/dhcs/EPSDT_hcs.htm



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Healthy Families

- ▶ Are active every day
- ▶ Eat a variety of colorful fruits and vegetables
- ▶ Cook together, eat together, and make mealtime a family time
- ▶ Use low fat milk with meals and snacks
- ▶ Drink water in place of sweet drinks
- ▶ Make half of their grains whole
- ▶ Try new foods

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WHOLE GRAINS

Any combination of approved bread, rolls, brown rice, pasta and/or tortillas up to the amount of whole grains listed on the check. Only products that are listed on this Food List are allowed.



Whole Grain Bread

Must be listed here. May be purchased with tortillas and/or brown rice to add up to total amount on check.

Approved **12-16 oz. (1 lb.)** Whole Wheat Breads

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Earl of Sandwich
100% Whole Wheat Bread
16 oz.



Grain Basket
14 Grain Harvest Bread
16 oz.



Kroger
100% Whole Wheat Bread
16 oz.



Rubschlager
European Style Whole Grain
16 oz.



Rubschlager
100% Whole Wheat
16 oz.



Roman Meal
100% Whole Wheat
16 oz.



Franz
100% Whole Wheat
16 oz.



Sara Lee Classic
100% Whole Wheat
16 oz.



Sara Lee Soft & Smooth
100% Whole Wheat
16 oz.



Safeway
100% Whole Wheat Bread
16 oz.

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Fred Meyer
100% Whole Wheat Bread
16 oz.



Orowheat
Multi-Grain Sandwich Thins
12 oz.



Safeway
Whole Wheat Dinner Rolls
12 oz.



Sara Lee
Whole Wheat Hamburger Buns
12 oz.



Fred Meyer
100% Whole Wheat
Hot Dog Buns 14 oz.

More on next page.



Fred Meyer
100% Whole Wheat
Hamburger Buns
14 oz.



Fred Meyer
100% Whole Wheat
Hoagie Buns
14.5 oz.

Approved 17-32 oz. Whole Wheat Breads



Safeway
100% Whole Wheat
22 oz.



Great Value
100% WW
24 oz.



Orowheat
100% Whole Wheat
24 oz.



Kroger Country Oven
Sandwich Bread
100% Whole Wheat
24 oz.



Franz
100% Whole Wheat
24 oz.



Cascade Pride
100% Stone Ground
Wheat Bread
24 oz.



Sara Lee
100% Whole Wheat
with Honey
24 oz.



Alaska Golden Pride
100% Whole Wheat
24 oz.



Franz Oregon Trail
100% WW
26 oz.



Country Oven
100% WW Bread
24 oz.



Fred Meyer
100% Tender Twist
24 oz.



Country Oven
100% WW Hamburger Buns
24 oz.



Orowheat
Whole Wheat Hamburger Buns
21 oz.

Approved Tortillas up to 16 oz.

Corn Tortillas: Must be listed here. White or Yellow Corn, soft only; 100% whole grain; up to 16 oz. package. May be purchased with brown rice, pasta and/or whole grain bread to add up to total amount on check.

Approved corn tortillas



Reser's
Corn Tortilla



Don Pancho
White Corn Tortilla



La Burrita
Corn Tortilla



Don Pancho
Corn Tortilla



La Banderita
Corn Tortilla



Carlita
Corn Tortilla



Guerrero
Corn Tortilla



Mission
Corn Tortilla



Taco Loco
Corn Tortilla

Whole Wheat Tortillas: Up to 16 oz. package. Must say "Whole Wheat" or "100% Whole Wheat" on label. May be purchased with brown rice, pasta and/or whole grain bread to add up to total amount on check.

Approved whole wheat tortillas:



Guerrero
Whole Wheat Tortilla



Carlita
Whole Wheat Tortilla



Ortega
Whole Wheat Tortilla



Mission
Whole Wheat Tortilla
16 oz.



Ortega
Whole Wheat Tortilla
16 oz.

Approved 16 oz. Brown Rice

Any brand of plain brown rice in box or bag. No fats, oils, sodium, or sugars.

Allowed

- ▶ Instant, quick or regular cooking, long or short grain, or organic.

Not Allowed

- ▶ Bulk brown rice.



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Whole Wheat Pasta: Must be 100% whole wheat spaghetti, rotini, penne, orzo, other shapes, 16 oz. size only

Approved 16 oz. whole wheat pasta:



O Organics



Westbrae Natural



Bella Terra



DELALLO



Simple Truth Organic



Hodgson Mill



Racconto

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FRUITS & VEGETABLES



Shopping with your Fruit & Vegetable Vouchers (FVVs)

Use your Fruit & Vegetable Vouchers (FVVs) to buy fresh, frozen, or canned fruits and vegetables. You may spend up to the dollar amount printed on the FVV (\$8, \$10, or \$15) for these foods.

Remember that between June 1 and October 31 you can use your FVVs at Farmers' Markets and Farmstands that display a WIC Accepted here poster! Ask your clinic for more information.

Fresh Fruits & Vegetables

Allowed

- ▶ Any eligible brand/variety and container size or type
- ▶ Bagged salads and vegetables
- ▶ Any variety of potatoes
- ▶ Fruits/vegetables pre-cut/cleaned and packaged in the store for individual use
- ▶ Fruit or vegetable mixtures, whole or cut
- ▶ Organic



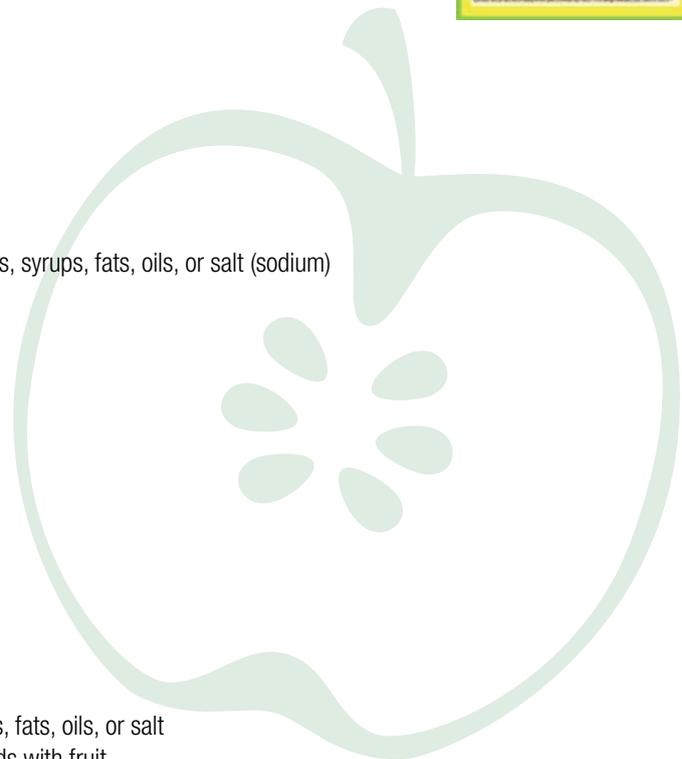
Canned or Frozen Fruits and Vegetables

Allowed

- ▶ Any variety of canned/shelf-stable container, or frozen, with no added sugars, syrups, fats, oils, or salt (sodium)
- ▶ Any variety of potatoes
- ▶ Beans such as green or wax beans (canned or frozen)
- ▶ Beans such as black or pinto, or black-eyed peas (frozen only)
- ▶ May be regular or lower sodium
- ▶ Fruit or vegetable mixtures allowed
- ▶ Spaghetti sauce or salsa allowed if no added meat, sugar, fats, or oils
- ▶ Unsweetened or no sugar added applesauce

Not Allowed Fresh, Frozen, or Canned

- ▶ Edible blossoms or flowers
- ▶ Separate herbs/spices
- ▶ Dried fruits or vegetables, fruit-nut mixtures, fruit leathers or roll-ups
- ▶ Vegetable pasta or rice mixtures
- ▶ Hash browns, French fries, tater tots, or potatoes O'Brien with added sugars, fats, oils, or salt
- ▶ Ornamental or non-edible vegetables and fruits, fruit baskets, or baked goods with fruit
- ▶ Frozen or canned with added sugars, fats, oils, syrups, salt, cream or sauces
- ▶ Ketchup or other condiments, pickled vegetables, or olives
- ▶ Soup or pizza sauce
- ▶ Canned legumes (pinto, butter, black, Great Northern, etc.)

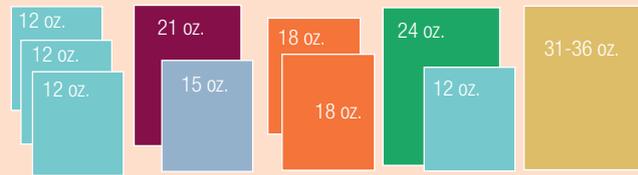


CEREALS

Any combination of approved hot and/or cold cereals up to 36 oz. total.

Ways to Buy 36 oz. of Cereal

(or as close as possible without going over)



Hot Cereal

Only cereals on this list allowed. Minimum pkg. size 11.8 oz. for hot cereal. All oatmeal must be in individual packets.

- ▶ **Quaker Oats:** Oatmeal
- ▶ **Malt O' Meal:** Original
- ▶ **Cream of Wheat:** Whole Grain, Original 2 1/2 Minute, Original 1 Minute, Original 10 Minute, Instant
- ▶ **Better Oats flavored oatmeal:** Apples & Cinnamon, Maple & Brown Sugar
- ▶ **Ralston or Western Family:** Regular or Instant Oatmeal
- ▶ **Cream of Rice** Gluten free

Instant Grits and Instant Cream of Wheat in individual packets are allowed. No other single serving boxes or packets.

Other approved hot cereals.



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Cold Cereal

Approved Brands of Corn Flakes, Crispy Rice, Bran Flakes, Oats, & Frosted Shredded Wheat. Minimum pkg size 12 oz.

- ▶ **Essential Everyday:** Corn Flakes, Crispy Rice, Bran Flakes, Oat Squares, Honey Oats and More Almonds, Toasted Oats, Frosted Shredded Wheat
- ▶ **Kroger/Fred Meyer:** Corn Flakes, Crispy Rice, Honey Oats and More Almonds, Toasted Oats, Frosted Shredded Wheat
- ▶ **IGA:** Corn Flakes, Crispy Rice, Frosted Shredded Wheat, Toasted Oats, Bite Sized Frosted Shredded Wheat
- ▶ **MOM:** Crispy Rice, Honey & Oat Blenders with Almonds, Frosted Mini Spooners
- ▶ **Ralston:** Corn Flakes, Crispy Rice, Bran Flakes, Tasteos, Frosted Shredded Wheat
- ▶ **Carrs/Safeway:** Corn Flakes, Crispy Rice, Bran Flakes, Oats and More with Almonds, Frosted Shredded Wheat
- ▶ **Western Family:** Corn Flakes, Crispy Rice, Bran Flakes, Oats and More with Almonds, Toasted Oats, Frosted Shredded Wheat
- ▶ **Great Value:** Corn Flakes, Crispy Rice, Bran Flakes, Toasted Oats

Other approved cold cereals.



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JUICE

Must be 100% juice with 120% of Daily Value Vitamin C per 8 oz. serving. **Refrigerated plastic bottles are not allowed.**



CONCENTRATE

11.5 oz. – 12 oz. **For children only**

▶ Apple:

Frozen 12 oz.



Essential Everyday, Kroger/Fred Meyer, Great Value, IGA, Safeway, Seneca, Treetop, Western Family

▶ Orange:

Regular, Pulp Free, Added Pulp, Country Style, Low Acid, Calcium Fortified



Frozen 12 oz.

Essential Everyday, Kroger/FM, Great Value, IGA, Minute Maid (Blends Allowed), Safeway, Western Family

▶ Grapefruit:

Regular, White, Pink, or Ruby Red



Frozen 12 oz.

Great Value, Minute Maid, IGA, Safeway, Western Family, Kroger/FM

▶ Pineapple:

Frozen 12 oz.

Dole (100% Juice Blends allowed)



▶ Grape:

White, Purple

Frozen 12 oz.

Welch's (Yellow pull strip only) Western Family, Kroger/FM, Essential Everyday



▶ Juice Blends: (100% Juice)

Frozen 12 oz.

Dole, Old Orchard, Welch's Grape/Raspberry



▶ Welch's 100% Juice:

Pourable 11.5 oz.

Any Flavor



SHELF STABLE OR REFRIGERATED

64 oz. only. Any container. **For women only.**



Apple:

Great Value, Seneca Treetop, Western Family, Essential Everyday (Cider OK), IGA (Cider OK)

Orange:

Regular, Pulp Free, Added Pulp, Country Style, Low Acid, Calcium Fortified

Essential Everyday, Great Value, Safeway, Western Family

Grapefruit:

Regular, White, Pink, or Ruby Red

Great Value, IGA, Kroger/FM, Safeway, Texusun, Western Family, Essential Everyday, Langers (Ruby Red only)

Pineapple:

Kroger/FM, Great Value, IGA, Safeway, Western Family, Essential Everyday, Dole (100% juice blends allowed)

Grape:

White, Purple

IGA, Safeway, Essential Everyday, Western Family, Welch's, Kroger/FM

Tomato/Vegetable:

Regular, low sodium, or spicy

Essential Everyday, Kroger/FM, Great Value, IGA, Safeway, Western Family, Campbells Tomato & V8, V8 also in Calcium Enriched & Essential Antioxidants, Shoppers Value

DAIRY



Milk

Must buy the largest size available in the store, least expensive brand. If largest size, least expensive brand will expire within 7 days, the next least expensive brand may be purchased.

Allowed

- ▶ Fresh 2%, 1%, or fat free (nonfat) milk, must buy the type listed on the check.
- ▶ UHT (shelf stable) or ultra-pasteurized milk **only if no other type of fresh milk is available, or if listed on the check.**
- ▶ Lactose-free or reduced (for example, Lactaid), evaporated, or dry ONLY if listed on the check.
- ▶ Buttermilk, ONLY if listed on the check.
- ▶ Acidophilus or protein fortified.

Not Allowed

- ▶ Chocolate, or other “non-dairy,” fruit-flavored, or organic milk
- ▶ Containers smaller than ½ gallon, unless store has no gallons or ½ gallons.
- ▶ Goat milk

Yogurt

Allowed

Plain yogurt, 32 oz. (quart). No whole yogurt, flavored, Greek, or organic. No containers smaller than 32 oz.

The following brands and types only:



Brown Cow, Fat Free



Dannon, Fat Free



Darigold, Lowfat



Essential Everyday,
Fat Free, Lowfat



Fred Meyer, Fat Free



Great Value, Fat Free, Lowfat



Mountain High,
Fat Free, Lowfat



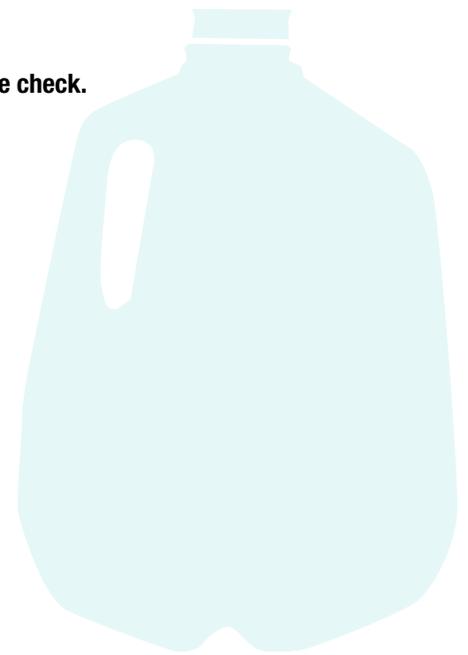
Nancy's, Fat Free, Lowfat



Safeway/Lucerne, Fat Free,
Lowfat



Western Family,
Fat Free, Lowfat



Tofu

Must be 16 oz. The following brands and types only:



Azumaya
Extra firm
Firm
Silken



House Foods (Premium)
Extra firm
Firm
Medium Firm



Nasoya
Lite Silken
Silken (Organic)



O Organic
Silken

Eggs

One Dozen

Small, medium, or large. Must be lowest cost that is available in store.

Allowed

- ▶ Any brand except as listed below.
- ▶ Ova Easy dried eggs only if fresh eggs are not available (4 oz. package of dried eggs = 1 dozen fresh eggs).

Not Allowed

- ▶ Brown eggs, extra large, jumbo, low-cholesterol, organic, Eggland's Best Brand, "Naturally Nested" or free range eggs.

Cheese

Package size 16 oz. only; 16 oz. = 1 lb.

Allowed

- ▶ Must buy least expensive brand.
- ▶ Domestic American, Kraft Deluxe American loaf, Cheddar (mild or medium only), Colby, Colby-Jack, Monterey Jack, Mozzarella (regular only) and Swiss. Low fat and/or low sodium allowed.
- ▶ American is the **ONLY** sliced cheese allowed (can be individually wrapped).

Not Allowed

- ▶ Cheese food, product or spread; shredded, grated, string, sharp or extra sharp, imported, deli, organic, soy, goat, or raw.
- ▶ Cheese with flavorings or added ingredients.



PROTEIN



Beans

Allowed

- ▶ Any type/brand: mature dry beans, peas, lentils, or mixed, in 16 oz. package.
- ▶ Canned: any type/brand of mature beans, regular or low sodium. Minimum sugar added for processing allowed. Can be no smaller than 15 oz. and no larger than 16 oz.
- ▶ Baked beans ONLY if listed on the check. No added meats.
- ▶ Refried beans without added sugars, fats (fat-free), oils, vegetables or meats.

Up to 64 oz. of canned beans may be substituted for 16 oz. dry.

Not Allowed

- ▶ Green beans, immature beans, green peas, snap peas, orange beans, wax beans, baked beans (unless specified on check), pork & beans, beans containing added sugars, fats, meats or oils.
- ▶ Bulk
- ▶ Organic products
- ▶ Bean soup mix

Beans Any brand allowed, types shown below are for example only.



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Fish

Allowed

- ▶ **Canned pink salmon:** 5 oz., 6 oz., 7.5 oz., and 14.75 oz. Skin and bones allowed.
- ▶ **Canned tuna:** plain 6.25 oz. or less packed in water. (No Albacore or white).
- ▶ **Sardines:** 3.75 oz. and 15 oz., water or oil packed, added flavors allowed. Skin and bones allowed.
- ▶ **Canned mackerel:** Atlantic, chub Pacific, or Jack mackerel. 15 oz. only.

Not Allowed

- ▶ Albacore or white tuna.
- ▶ King mackerel

Fish Any brand allowed, types shown below are for example only.



Pink Salmon
5, 6, 7.5, and 14.75 oz.

Canned Tuna
plain 6.25 oz. or less
packed in water.

Sardines
3.75 and 15 oz., water or
oil packed,
added flavors allowed.

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Peanut Butter

Allowed

- ▶ Any type creamy, chunky, low sodium, low sugar, or natural. 16-18 oz.
- ▶ Must be least expensive brand of its type.

Not Allowed

- ▶ Low-fat, organic, Honey Roasted, bulk, grind your own, or peanut butter with added marshmallows, jelly or honey.

Peanut Butter Least expensive brand peanut butter, 16-18 oz. jar



INFANT NUTRITION



Fruits & Vegetables

Allowed

- ▶ Stages 2, 2 1/2 and 3 Fruits and Vegetables. Sizes: 4 oz., 6 oz., or 4 oz. 2-packs (8 oz.)
- ▶ Beech-Nut, Gerber, Nature's Goodness, Parent's Choice
Single ingredient or combinations of single ingredients. For example: pears, peaches, strawberry-banana, squash, sweet potatoes & apples, garden vegetables, etc.

Not Allowed

- ▶ Organic
- ▶ Additives, such as DHA/ARA
- ▶ Guava, mango, papaya varieties
- ▶ Mixtures with rice, milk, or cereal

Bananas (up to 4) may be substituted for a portion of jarred fruits and vegetables.

Infant Meats (for exclusively breast-fed infants)

Allowed

- ▶ Any variety of commercial infant food meat or poultry, as a single major ingredient, with added broth or gravy. Texture may range from pureed through diced

Not Allowed

- ▶ Added sugars or salt (i.e. sodium)
- ▶ Infant food combinations (i.e. meat and vegetables) or dinners (e.g. spaghetti and meatballs) are allowed
- ▶ Organic
- ▶ Additives, such as DHA/ARA



Infant Cereal

Allowed

- ▶ Beech-Nut, Gerber, or Nature's Goodness only
- ▶ Package size 8 oz. or 16 oz. only
- ▶ Any combination of allowed cereal: Barley, Oatmeal, Rice, or Mixed, Multi-grain

Not Allowed

- ▶ Added fruit or single serving boxes, infant cereal in jars
- ▶ Organic
- ▶ Additives, such as DHA/ARA

Fruits & Vegetables Beech-Nut, Gerber, Nature's Goodness, Parent's Choice Stage 2, 2 1/2 and 3 Fruits and Vegetables without added ingredients.

Any combination that adds up to 64 oz.



Beech-Nut, Gerber and Parents Choice 2nd Stage

Gerber 2 pack

Gerber 3rd Stage

Infant Food Quantities

64 oz. (Fruit and Vegetables)	16 (4 oz.) jars, or
	10 (6 oz.) jars + 1 (4 oz.) jar, or
	8 (4 oz.) jars + 4 (8 oz.) containers (2-paks 4 oz. ea.)
May substitute up to 4 bananas: 4 oz. infant fruits or vegetables = 1 banana	
17.5 oz. (Meats)	7 (2.5 oz.) jars
20 oz. (Meats)	8 (2.5 oz.) jars

Infant Food Quantities - 64 oz. Infant fruits and vegetables

No Bananas	Sixteen 4 oz. jars
	Ten 6 oz. jars plus one 4 oz. jar
	Eight 2 pks (4 oz. each)
	Fifteen 4 oz. jars
	Ten 6 oz. jars
	Seven 2 pks (4 oz. each) plus one 4 oz. jar
	Fourteen 4 oz. jars
	Seven 2 pks (4 oz. each)
	Thirteen 4 oz. jars
	Eight 6 oz. jars plus one 4 oz. jar
	Six 2 pks (4 oz. each) plus 4 oz. jar
	Twelve 4 oz. jars
	Eight 6 oz. jars
	Six 2 pks (4 oz. each)

Infant Cereal Beech-Nut, Gerber.



Gerber Oatmeal



Beech-Nut Oatmeal



Beech-nut Rice

Package size 8 oz. or 16 oz. only. Any combination of allowed cereal: Barley, Oatmeal, Rice, or Mixed Multigrain

Your rights and responsibilities

You have rights and responsibilities as a WIC participant. The names and addresses of you and your child may be given to agencies such as Medicaid, Denali Kid Care, Food Stamps, Heating Assistance, Temporary Assistance, Child Care, Infant Learning, Head Start and Public Health Nursing Programs for referral and outreach. Programs listed above may give the WIC program name(s), address, income, identification and residency for you and your child to help check if you qualify for WIC.

Other WIC information may also be shared with health programs to see if you qualify for their program's services, to share needed health information with programs you are already participating in, and to help assess the overall health of Alaskan families through reports and studies. These same programs listed below may also share their information with WIC for the same purposes. You may ask WIC staff for more information about these programs. These programs include: Medicaid, Denali Kid Care, Pro Care, Head Start, Supplemental Nutrition Assistance Program (Formally known as the Food Stamp Program), Immunizations Program, Public Health Nursing, State Epidemiology and Infant Learning Program.

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- ▶ I will reapply for benefits as needed. I understand that WIC benefits are for participant use only.
- ▶ I will follow the WIC program and shopping rules that are on my food list.
- ▶ WIC is a Federal program. If I break the rules, make false statements, intentionally misrepresent, conceal, or withhold facts about my eligibility for the WIC Program, I understand that:
 - I or my child can be taken off WIC.
 - I will have to pay money back to WIC for foods, formula or breast pumps I should not have received. If I do not pay back the WIC program for foods and/or formula that I accepted or return loaned breast pumps that I was not eligible to receive, the state may use other types of legal options to collect payment, including small claims court, which could result in Permanent Fund Dividend (PFD) garnishment.
 - I can face civil or criminal prosecution under State and Federal law.

I understand my Rights and Responsibilities:

Responsibilities:

- ▶ I will treat WIC and store staff with courtesy and respect.
- ▶ All the information I give WIC is true and accurate. WIC staff can check this information.
- ▶ I will immediately report any changes in my income, family size, address, phone number or eligibility for Medicaid/Denali Kid Care, or the Food Stamp Program. I will also notify the WIC office if my checks are lost or stolen, or if I am no longer breastfeeding.
- ▶ I will get checks from only one clinic at a time. If I move out of Alaska, I will ask for a transfer.
- ▶ I will not sell, trade or give away WIC checks.
- ▶ I may be removed from the WIC program if I do not pick up, use my checks, or fail to return signed receipts for WIC checks or food boxes for two months in a row.
- ▶ I will allow WIC staff to take my or my child's height and weight and take a small amount of blood to check my or my child's iron level. I understand this information is needed to check nutrition needs and determine eligibility for WIC.
- ▶ I will come to my appointments or call ahead when I need to reschedule.

Rights:

- ▶ If I qualify for WIC, I will get checks to buy healthy foods. I understand that WIC does not give all the food or formula needed in a month. WIC foods help promote and support the nutrition well-being and help meet the needed intake of important nutrients or foods for myself and / or my child(ren).
- ▶ WIC will give me information for healthy eating and active living. WIC will provide me with breast feeding support.
- ▶ WIC will give me information to find a doctor and get immunizations for my child. I will be referred to other services.
- ▶ WIC staff will treat me with courtesy and respect.
- ▶ WIC will keep information about me and / or my child(ren) confidential and share only needed information to determine eligibility and for referral to other services.
- ▶ The rules for getting on WIC are the same for everyone. I can ask for a Fair Hearing if I do not agree with a decision about my WIC eligibility. WIC will tell me why my child or I do not qualify for the WIC Program.

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Do Not  WIC Foods

WIC Helps Moms and Moms-to-be:

- ▶ Become confident parents of healthy kids
- ▶ Learn how to shop, cook and eat healthy foods
- ▶ Be successful at breastfeeding
- ▶ Learn to increase physical activity
- ▶ Encourages children's immunizations
- ▶ Get information on other health services

WIC makes a difference in your life! Thank you for joining the WIC family today. Contact your local WIC office if you have questions, comments or suggestions.

Don't smoke, drink alcohol, or take drugs. They can harm you. They can harm your baby. If you want to stop smoking, drinking, or taking drugs, talk to your WIC counselor.

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Appendix B2 – Current Approved Food List Insert (as of December 2015)

FRESH MILK

Allowed

Fresh whole, 2%, 1%, or fat free (nonfat) milk, must buy the type listed on the check.

SOY MILK

Allowed

Brands and forms listed below are authorized only if soy beverage is listed on checks.

Pacific Natural Foods Ultra Soy; Plain or vanilla flavored. Quart size only; Shelf-stable (UHT)

8th Continent; Plain or vanilla flavored. Quart or Half-Gallon sizes only; Shelf-stable (UHT) or refrigerated



INFANT MEATS

Allowed

Gerber and Beech Nut varieties of infant meat as a single major ingredient, with added broth or gravy. Texture may range from pureed through diced. No organic.



REFRIED BEANS

Allowed

16 oz. Only.

Only brands and forms listed below are authorized.

Bearitos, fat free

Casa Fiesta, No Fat

Goya, fat free

Ortega, fat free

Bush's, fat free

Fred Meyer, fat free

La Preferida, fat free



WHOLE GRAINS

Also Allowed:



24 oz. Country
Oven 100%
Whole White
Wheat Bread



18 oz. Country
Oven 100%
Whole Wheat
Dinner Rolls



16 oz. Kroger/Fred Meyer
100% Whole Wheat Tortilla

JUICE

Allowed

16 oz frozen concentrates (for children only)

Brands and flavor varieties authorized for 11.5-12 oz containers are also authorized for 16 oz.

46-48 oz shelf stable or refrigerated (for women only)

Brands and flavor varieties authorized for 64 oz containers are also authorized for 46-48 oz.

Kroger/Fred Meyer apple juice also approved for 46-48 oz and 64 oz containers.

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Appendix C – Minimum Stock Requirements (as of March 1, 2016)



Alaska WIC Program
 Div. of Public Assistance
 P.O. Box 110612
 Juneau, AK 99811
 Phone: 907-465-3100
 Fax: 907-465-3416
 E-mail: wic@alaska.gov

Alaska WIC Minimum Stock Requirements

Effective March 1, 2016

Below are the required stocking levels for all WIC products. These minimum stocking requirements must be met at all times in accordance with your store's Vendor Agreement. Please review the Alaska WIC Approved Food List for further detail of WIC approved foods.

Stocking levels are verified during routine monitoring visits. The stocking levels are based on the number of checkstands that your store has; see below to determine if your store is an A, B or C stocking level. If you have questions please call your Alaskan WIC Vendor Management Unit at (907) 465-3100.

- A Store** = 1 to 3 Checkstands
- B Store** = 4 to 6 Checkstands
- C Store** = 7 or more Checkstands

Food Item	Allowed	Required Stock
INFANT FORMULA	Authorized WIC contract formulas: <u>Powder:</u> Similac Advance (12.4 oz) Gerber Good Start Soy (12.9 oz) Similac Sensitive (12 oz)	A: 32 cans Similac Advance Early Shield Powder 12 cans Gerber Good Start Soy Powder 12 cans Similac Sensitive Powder B: 44 cans Similac Advance Early Shield Powder 20 cans Gerber Good Start Soy Powder 20 cans Similac Sensitive Powder C: 44 cans Similac Advance Early Shield Powder 20 cans Gerber Good Start Soy Powder 20 cans Similac Sensitive Powder

Food Item	Allowed	Required Stock
INFANT CEREAL	<p>8 oz or 16 oz size -- Minimum stock levels are for all approved varieties</p> <p>Authorized WIC brands:</p> <ul style="list-style-type: none"> - Gerber - Beech Nut <p>Not Allowed:</p> <p>No added fruit or formula No DHA/ARA added No organic No single servings No yogurt No high protein No organic</p>	<p>A: 6 (8 oz) box At least one variety must be Rice.</p> <p>B: 12 (8 oz) box At least one variety must be Rice.</p> <p>C: 24 (8 oz) box At least one variety must be Rice.</p>
INFANT MEAT	<p>2.5 oz size -- Meat or poultry must be the major ingredient, may have added broth or gravy.</p> <p>Authorized WIC brands:</p> <p>Gerber Beech Nut</p> <p>Not Allowed:</p> <p>No added sugars No added salt (i.e. sodium) No organic No additives, such as DHA/ARA No infant food combinations (i.e. meat and vegetables) No infant food dinners (e.g. spaghetti and meatballs)</p>	<p>A: 36 - 2.5 oz jars (90 oz total)</p> <p>B: 72 - 2.5 oz jars (180 oz total)</p> <p>C: 72 - 2.5 oz jars (360 oz total)</p>

Food Item	Allowed	Required Stock
INFANT FRUITS AND VEGETABLES	<p>4 oz., 6 oz., or 8 oz. (two-pack) -- Must stock at least 2 fruit varieties and 2 vegetable varieties.</p> <p>Approved brands:</p> <ul style="list-style-type: none"> - Gerber - Beech Nut - Parent's Choice <p>Must be single ingredient or combinations of single ingredient (fruit and vegetable) baby food. White potato is not allowed as the first ingredient, but is allowed as another ingredient in baby food mixtures such as mixed vegetables.</p>	<p>A: 512 oz total</p> <p>B: 768 oz total</p> <p>C: 768 oz total</p>
POWDERED MILK	<p>25.6 oz <u>and</u> 9.6 oz sizes</p> <p>25.6 oz. box = 8 quarts constituted</p> <p>9.6 oz. = 3 quarts constituted</p> <p>Vendor may request an exemption from the State Vendor Management Unit</p>	<p>All groups:</p> <p>12 (25.6 ounce) containers</p> <p>12 (9.6 ounce) containers</p>
EVAPORATED MILK	<p>12 oz. cans</p> <p>Whole, 1% and/or Fat-free</p> <p>Any least expensive brand</p>	<p>All groups:</p> <p>30 cans – 1% and/or Fat-free</p> <p>10 cans – Whole</p>

Food Item	Allowed	Required Stock
FRESH MILK	<p>Gallons required</p> <p>Refrigerated unflavored cow's fluid milk: Whole, 2%, 1% and/or Fat-free Least expensive brand and largest size available. Calcium or protein fortified allowed.</p> <p>Not Allowed: No organic or raw milk No flavored milk such as chocolate or fruit flavored No other non-dairy milks No sweetened condensed milk</p> <p>**Vendor may <i>not</i> substitute UHT for fresh milk without a fresh milk exemption.</p>	<p>A: 18 gallons of 1% and/or Fat-free 4 gallons of 2% 6 gallons of Whole</p> <p>B: 27 gallons of 1% and/or Fat-free 4 gallons of 2% 9 gallons of Whole</p> <p>C: 36 gallons of 1% and/or Fat-free 6 gallons of 2% 12 gallons of Whole</p>
LACTOSE FREE MILK	<p>32 oz., 64 oz., 96 oz.</p> <p>Lactose free or lactose reduced fresh milk Least expensive brand and largest size available</p> <p>Not Allowed: No chocolate flavored</p>	<p>A: Not required</p> <p>B: 6 gallons - can be half gallons or quarts (must have non-fat or 1% and whole milk varieties)</p> <p>C: 8 gallons - can be half gallons or quarts (must have non-fat or 1% and whole milk varieties)</p>

Food Item	Allowed	Required Stock
TOFU	16 oz. only Only the approved brands and firmness. Refrigerated or shelf-stable	A: Exempt unless requested by local agency. B: 6 packages C: 10 packages
UHT MILK	1 quart size only Fat-free, 1%, 2% and Whole milk varieties **If approved for a fresh milk exemption your store is required to stock a higher amount of UHT milk	All Groups: - 12 quarts 1% and/or Fat-free - 4 quarts 2% - 4 quarts whole Fresh milk exempt stores: - 108 quarts 1% and/or Fat-free - 12 quarts 2% - 36 quarts whole
YOGURT	32 oz. (1 quart) only Plain, Non-fat or 1% Not Allowed: Flavors	All Groups: 12 quarts

Food Item	Allowed	Required Stock
SOY BEVERAGE	<p>Quarts and Half-Gallon sizes</p> <p>Approved brands: - Quarts: Pacific Natural Ultra Soy plain or vanilla flavored, shelf stable - Half Gallons: 8th Continent plain or vanilla flavored, refrigerated</p> <p>Soy beverage will be specifically listed on the warrant</p> <p>Not Allowed: No chocolate flavor No light or fat-free</p>	<p>All Groups:</p> <p>16 quarts</p>
EGGS	<p>12 egg carton Any eligible brand White, whole, chicken eggs, small, medium, or large.</p> <p>One 4.5 oz package of Ova Easy Dried Eggs equals one dozen fresh eggs. Must carry Ova Easy only if freshness is a problem</p>	<p>All Groups:</p> <p>12 dozen</p>
CHEESE	<p>16 oz (1lb) size required</p> <p>Any eligible least expensive brand. American (slices), Cheddar, Colby, Colby-Jack, Monterey Jack, Mozzarella, and Swiss.</p> <p>Not Allowed: No cheese product or spread</p>	<p>A: 12 (1 lb) loaves</p> <p>B: 18 (1 lb) loaves</p> <p>C: 24 (1 lb) loaves</p>

Food Item	Allowed	Required Stock
JUICE	<p>Frozen Juices: 12 oz, or 16 oz. No added sweeteners</p> <p>Shelf Stable Juices: (used to fulfill plastic container requirement) 46-48 oz cans or plastic 64 oz plastic bottles No glass containers</p> <p>Pourable Concentrates: (can be used to fulfill plastic container requirement) 11.5 oz Must be pasteurized No added sweeteners Any flavor of Welch's</p>	<p>A: 18 (46-48 oz) cans/plastic OR (12 oz) frozen cans AND 12 (64 oz) plastic containers OR (16 oz) frozen cans</p> <p>B: 30 (46-48 oz) cans/plastic OR (12 oz) frozen cans AND 20 (64 oz) plastic containers OR (16 oz) frozen cans</p> <p>C: 30 (46-48 oz) cans/plastic OR (12 oz) frozen cans AND 20 (64 oz) plastic containers OR (16 oz) frozen cans</p>
CEREAL	<p>Minimum package size is 12 oz for cold cereal Minimum package size is 11.8 oz for hot cereal</p> <p>Any eligible brand</p> <p>No single serving boxes or packets except instant oatmeal, cream of wheat and grits.</p>	<p>At least 2 kinds of cold cereal and 1 kind of hot cereal. At least one must be whole grain.</p> <p>A: 24 boxes B: 36 boxes C: 36 boxes</p>

Food Item	Allowed	Required Stock
WHOLE GRAINS	<p>14-16 oz as listed on warrants.</p> <p>See specific brand and varieties on WIC food list.</p> <p>14-16 oz. BREAD: Whole Grain bread Whole Wheat bread</p> <p>14-16 oz. TORTILLAS: Whole Wheat Tortillas (soft only) Corn Tortillas</p> <p>16 oz. PASTA: Whole Wheat Pasta (100% whole wheat only)</p> <p>14-16 oz. RICE: Brown Rice (Any brand, plain brown rice. Packages or boxes. Organic is allowed.)</p>	<p>Whole Grain/Whole Wheat Bread</p> <p>A: 12 packages</p> <p>B: 12 packages</p> <p>C: 12 packages</p> <p>AND</p> <p>Tortilla, Brown Rice and/or Pasta</p> <p>All Groups: 12 packages, any combination of approved corn or wheat tortillas, brown rice, and/or whole wheat pasta.</p>
LEGUMES	<p>16 oz. boxes, bags and/or cans</p> <p>Any type/brand, mature legumes and peas, lentils, etc. or mixed. Regular or low sodium.</p>	<p>A: 3 lbs dry AND 36 cans</p> <p>B: 4 lbs dry AND 48 cans</p> <p>C: 12 lbs dry AND 48 cans</p>

Food Item	Allowed	Required Stock
CANNED FISH	<p>Any eligible brand, May be regular or low sodium</p> <p>Canned Tuna Size 6.25 oz can or less Plain only, packed in water, No pouches, no albacore or white</p> <p>Canned Pink Salmon 14.75 oz., 7.5 oz., 6 oz. or 5 oz. cans Skin and bones allowed</p> <p>Canned Sardines 3.75 oz. or 15 oz. cans</p> <p>Canned Mackerel 15 oz. only Atlantic, Chub Pacific, or Jack Mackerel. King mackerel not allowed</p>	<p>Can be a combination of containers of canned tuna, salmon, sardines, or mackerel.</p> <p>A: Must total 90 oz</p> <p>B: Must total 150 oz</p> <p>C: Must total 450 oz</p>
PEANUT BUTTER	<p>18 oz. only</p> <p>Any least expensive brand is eligible. Smooth to extra crunchy. Low sodium, low sugar, natural allowed</p> <p>Not Allowed:</p> <p>No Honey Nut roasted No organic No low fat or reduced fat No bulk or grind your own No added marshmallows, jelly, or honey</p>	<p>All Groups: 12 jars</p>

Food Item	Allowed	Required Stock
FRUITS AND VEGETABLES	<p>Must stock at least 2 fruit and 2 vegetable varieties</p> <p>Fresh, frozen, or canned.</p>	<p>Can be a combination of fresh, frozen, or canned adding up to total.</p> <p>A: Must total at least \$100</p> <p>B: Must total at least \$200</p> <p>C: Must total at least \$400</p>

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Appendix D – Peer Group Descriptions

Appendix D. Description of Peer Group System

Vendor Peer Group	Geographic Region	Store Size	Min. Stocks Group
GB1	Gulf/Bristol Bay (not on road system)	Small Stores (TFS < \$1,000,000)*	S
GB2	Gulf/Bristol Bay (not on road system)	Large Stores (TFS ≥ \$1,000,000)	M
INT1	Interior (on the road system)	Small Stores (TFS < \$5,000,000)	M
INT2	Interior (on the road system)	Large Stores (TFS ≥ \$5,000,000)	L
MC	Military Commissaries	Military Commissaries	M
NB1	Northern Interior Bush (not on road system)	Small Stores (TFS < \$1,000,000)	S
NB2	Northern Interior Bush (not on road system)	Large Stores (TFS ≥ \$1,000,000)	M
SC	Supercenter	Supercenter	L
SE1	Southeast Alaska	Small Stores (TFS < \$1,000,000)	S
SE2	Southeast Alaska	Large Stores (TFS ≥ \$1,000,000)	M
WB	Western Bush Alaska	Western Bush Alaska	S

*TFS = Total Annual Food Sales

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Appendix E – Penalty & Sanction Schedule

Policy Title	VENDOR PENALTIES AND SANCTIONS	Item	Imposition of penalties and sanctions
Policy Number		Effective Date	October 1, 2015

Purpose

To establish the penalties and sanctions imposed by the program for vendor violations, and the conditions under which they will be imposed.

Authority

7 CFR 246.12

Policy

Program regulations require penalties and sanctions to be imposed on authorized WIC vendors determined to be violating:

- WIC Program federal regulations
- The WIC Vendor Agreement
- The Vendor Manual
- WIC Program policies and procedures

The Program may sanction Vendors violating program requirements by imposing:

- Penalty points
- Monetary claims
- Civil money penalties (CMP)
- Termination or disqualification from the WIC Program, or
- A combination of sanctions

Vendor violations may be intentional or unintentional. DHSS may refer vendors who commit fraud and/or abuse of the WIC Program to federal, state, or local authorities for prosecution under applicable statutes.

The Program may sanction vendors for a combination of violations or any violations of the:

- Terms of the Vendor Agreement
- Federal or state statutes or regulations
- WIC Program policies and procedures and/or
- Other applicable statutes, rules, or regulations

Vendor violations and/or sanctions in preceding contract periods may impact Vendor qualifications for authorization in subsequent contract periods, including denial of an application for a WIC Vendor Agreement. However, violations of the WIC Program that occurred during the previous contract may not be carried over and used as a basis for sanctions during a subsequent contract period.

The Program has two levels of violations: those that result in State sanctions and those that result in federally mandated sanctions.

Subsection A: State Sanctions -Administrative, Procedural or Fraud and Abuse Violations

Under this subsection, Vendors are subject to penalty points and/or termination and disqualification, and any combination of sanctions. A violation under Subsection A will remain on the Vendor's record for sanction purposes for the remainder of the Vendor Agreement period.

If the Program determines that disqualification of a Vendor would result in inadequate participant access, a determination will be made whether to impose civil money penalties and allow the vendor to continue operation or place the affected participants in the Mail Out Vendor program.

Category I – State Sanctions				
Vendor Violation	1 st Violation	2 nd Violation	3 rd Violation	1-year disqualification
Refusal to allow purchase of authorized WIC food items	Warning letter	10	15	1-year disqualification
Refusal to honor manufacturer's coupons or store specials for WIC items	Warning letter	10	15	1-year disqualification
Failure to submit payment for monetary claims within 30 days of notification	Warning letter	10	15	1-year disqualification
Failure to provide WIC client with a cash register receipt	Warning letter	10	15	1-year disqualification
Allowing the return of WIC items in exchange for cash or any other item other than that which is prescribed on the check	Warning letter	10	15	1-year disqualification
Failure to match signature on check to participant folder	Warning letter	10	15	1-year disqualification
Failure to maintain the required minimum stock of WIC foods for a single item	Warning letter	10	15	1-year disqualification
Failure to maintain the required minimum stock of WIC foods for three or more items at the same time	10	15	1-year disqualification	
Failure to offer program participants the same courtesies offered to other customers	Warning letter	10	15	1-year disqualification
Improper storage of foods requiring refrigeration	Warning letter	10	15	1-year disqualification
Offering expired food for sale	Warning letter	10	15	1-year disqualification
Offering food with significantly damaged containers for sale	Warning letter	10	15	1-year disqualification
Failure to submit a complete price survey (price sheet) and minimum stock inventory by the deadline	10	15	1-year disqualification	

Failure to maintain inventory records for a period of 3 years	15	1-year disqualification		
Offering incentive items solely to WIC participants	Warning letter	10	15	1-year disqualification
Allow the return of food purchased with WIC food instruments in exchange for cash, credit, or non-food items	15	1-year disqualification		
Failure to provide required information regarding annual food sales, food stamp sales, tax documents, invoices or other records of purchase upon request	15	1-year disqualification		
Refusal to allow WIC staff to examine documents which are required to be presented upon request in accordance with the vendor agreement or state and federal regulations	15	1-year disqualification		
Allowing the purchase or substitution of unauthorized food items purchased with a WIC check	Warning letter	10	15	1-year disqualification
Attempting to collect from participants funds which were not reimbursable from the State WIC program	15	1-year disqualification		
Selling non-WIC items in exchange for a WIC food instrument, except Category II violation	Warning letter	10	15	1-year disqualification
Requiring WIC participants to pay extra money in addition to the check value to purchase WIC foods	15	1-year disqualification		
Requiring WIC participants to pay sales tax on authorized supplemental foods obtained with WIC checks	15	1-year disqualification		
Unauthorized use or misuse of WIC acronym, logo or facsimile	Warning letter	15	1-year disqualification	
Purchase infant formula from a source that is not listed on the Alaska WIC Program's list of infant formula manufacturers, wholesalers or distributors	15	1-year disqualification		
Discriminate on the basis of race, color, disability, age, national origin, gender, religion, or other class protected by 1-year disqualification state or federal status	15	1-year disqualification		
Assessment of a civil money penalty for hardship in the SNAP	15	1-year disqualification		

Subsection B: Mandatory Federal Sanctions

Federal regulations at 7 CFR 246.12 require mandatory federal sanctions be imposed for violations listed in this section and also require that a pattern of incidences of a violation be established before imposing a mandatory sanction. A pattern of instances for the violations listed below is listed in the table.

Where more than one instance constitutes a pattern, the Program, in its sole discretion, will determine whether a warning letter after the initial instance would compromise an investigation.

Category II – Federally Mandated Sanctions		
Vendor Violation	1 st Violation	2 nd Violation
<p>A pattern of claiming reimbursement for the sale of an amount of a specific WIC food item which exceeds the store’s documented inventory of that WIC food item for a specific period of time.</p> <p>Two instances constitute a pattern for this violation.</p>	3-year disqualification	
<p>A pattern of charging WIC customers more for WIC food items than non-WIC customers or charging WIC customers more than the current shelf or contract price; or</p> <p>A pattern of receiving, transaction and/or redeeming WIC checks or cash value vouchers outside of authorized channels, including the use of an unauthorized vendor and/or an unauthorized person; or</p> <p>A pattern of charging for WIC food items not received by the participants</p> <p>Two instances constitute a pattern for these violations.</p>	Letter of Investigation (unless the letter would compromise the investigation)	3-year disqualification
One incident of the sale of alcohol or alcoholic beverages or tobacco products in exchange for WIC checks or cash value vouchers	3-year disqualification	
One incident of buying or selling WIC checks or cash value vouchers for cash (trafficking); or one incident of selling firearms, ammunition, explosives, or controlled substances as defined in 21 U.S.C. 802 in exchange for WIC warrants or cash value vouchers	6-year disqualification	
A vendor is convicted of trafficking in WIC checks or cash value vouchers or selling firearms, ammunition, explosives, or controlled substances as defined in 21 U.S.C 802 in exchange for WIC checks or cash value vouchers	Permanent disqualification	

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Appendix F – Administrative Review Process

Alaska WIC Administrative Review Process

Authorized WIC vendors have the responsibility to comply with WIC program regulations, policies and procedures. As indicated in the Vendor Agreement, the State Agency may impose sanctions on vendors for non-compliance. These sanctions range from a warning letter to permanent disqualification from participation in the WIC program. Refer to Section 3.0 of the Vendor Agreement and Chapter 6 of the Vendor Manual for a full description of the sanctions. Vendor's Right to Administrative Review.

The Local Agency and/or State Agency must provide written notice of any adverse action taken against a vendor. The notice must specify the action being taken, the effective date of the action, the reasons for the actions, and explain the vendor's right to an administrative review and the procedures to follow to obtain an administrative review. Notice must be given prior to an adverse action being taken; with the exception of disqualification due to conviction of trafficking WIC food instruments.

A. Effective Date of Adverse Actions against Vendor.

The State Agency must make adverse actions effective no earlier than 15 days after the date of the notice of adverse action and no later than 45 days after the date of notice of adverse action or, in the case of an adverse action that is subject to administrative review, no later than the date the vendor receives the review decision.

Decisions rendered under the administrative review procedures are the final state agency action. If a decision is rendered as a result of a hearing and the vendor expressed an interest in pursuing a higher review of the decision, the State Agency shall explain the right to pursue the judicial review of the decision. Alaska statutes allow individuals to file suit against the State of Alaska in District Courts.

B. Requesting an Administrative Review

A vendor wishing to appeal an adverse action must submit a written request for a review of the action. The request must be made within fifteen (15) days of receipt of the notice of adverse action. The request for review must state the reason(s) for the request and include any supporting information or documentation. The requestor should also specify the level of review sought, as described in Section C, Parts 1 and 2, below. Requests for administrative review should be addressed to:

Director
Division of Public Assistance
P.O. Box 110640
Juneau, AK. 99811-0640

Appealing an action does not relieve the food vendor of responsibility for continued compliance with the terms of any written agreement or contract with the State Agency or Local Agency.

Participating vendors who are disqualified from the program must reapply for authorization to participate. Vendor applicants who are denied participation at application may appeal the denial, but shall **not** participate in the program while awaiting decision.

The State Agency shall not deny or dismiss a request for an administrative review unless:

- The request is not received in writing by the State within the time limit of 15 days from receipt of the notice of adverse action.
- The request is withdrawn in writing by the appellant or representative.
- The appellant or a representative fails, without good cause, to appear at any scheduled hearing.
- The request for review is regarding an adverse action that is not subject to administrative review.

When a vendor is disqualified due in whole or in part to violation in 7 CFR 246.12(I) (1), such notification must include the following statement: “This disqualification from WIC may result in disqualification as a retailer in the Supplemental Nutrition Assistance Program (SNAP). Such disqualification is not subject to administrative or judicial review under the Alaska WIC Program.”

C. Administrative Review Levels

1. Informal Review by Director, Division of Public Assistance

The vendor submits a written request for an administrative review of the decision. The vendor may request an abbreviated review by the Director of the Division of Public Assistance or an administrative hearing. The request should include the requestor’s name, mailing address, telephone number, and email address, if any, and it should also:

- a. Identify the specific decision requested to be reviewed; and
- b. State in clear and concise terms the reason for the request and
- c. The reason(s) why the adverse action should be reversed, and include any supporting documentation.
- d. The State Agency replies in writing to the requesting party either denying the review and stating the reason for denial, or allowing the administrative review to proceed.

If the requesting party has requested an abbreviated review, the Director of the Division of Public Assistance notifies the requesting party of the schedule for the abbreviated review and when a decision will be made. Written notification of the review decision, including the basis for the decision will be provided to the vendor. The written notification need not amount to a full opinion or contain formal findings of fact and conclusions on law. The written notification should be provided within 90 days from the date of receipt of a vendor’s request for an administrative review. This time frame is only an administrative requirement for the State Agency and does not provide a basis for overturning the State Agency’s adverse action if a decision is not made within the specified time frame.

2. Administrative Hearing

If the requesting party requests an administrative hearing, the Director notifies the requestor at least 15 days in advance of the time and place of the pre-hearing conference or administrative hearing. The administrative hearing will be conducted according to the provisions of the Alaska Administrative Procedure Act, AS 44.62.330-630.

As part of the administrative hearing, the State Agency must provide the vendor with the following:

- a) The opportunity to appeal the adverse action within a time period specified by the State Agency in its notification of adverse action;
- b) Adequate advance notice of the time and place of the administrative hearing to provide all parties involved sufficient time to prepare for the hearing;
- c) The opportunity to present its case and at least one opportunity to reschedule the administrative hearing date upon specific request;
- d) The opportunity to cross examine adverse witnesses;
- e) The opportunity to be represented by counsel if desired;
- f) The opportunity to examine, prior to the hearing, the evidence upon which the State Agency's action is based;
- g) An impartial decision-maker whose determination is based solely on whether the State Agency has correctly applied federal and State statutes, regulations, policies, and procedures governing the program, according to the evidence presented at the administrative hearing; and
- h) Written notification of the hearing decision, including the basis for the decision. The written notification need not amount to a full opinion or contain formal findings of fact and conclusions on law. The written notification should be provided within 90 days from the date of receipt of a vendor's request for an administrative review. This time frame is only an administrative requirement for the State Agency and does not provide a basis for overturning the State Agency's adverse action if a decision is not made within the specified time frame.

D. Adverse Actions Subject to Administrative Review

Adverse Action	Administrative Review by DPA Director	Administrative Hearing
<p>The denial of authorization to become a WIC vendor based on:</p> <ul style="list-style-type: none"> • The vendor selection criteria for competitive price; • The vendor selection criteria for minimum variety and quantity of authorized supplemental foods; • The determination that the vendor is attempting to circumvent a sanction; • A State Agency-established vendor 	Allowed	Allowed

Adverse Action	Administrative Review by DPA Director	Administrative Hearing
selection criteria if the basis of the denial is a WIC vendor sanction or the Alaska Supplemental Nutrition Assistance Program withdrawal of authorization or disqualification; <ul style="list-style-type: none"> • The State Agency’s vendor limiting criteria. 		
The denial of authorization to become a WIC vendor based on the vendor selection for criteria for a current Alaska Supplemental Nutrition Assistance Program disqualification or CMP* for hardship.	Allowed	Not Allowed
The termination of a current WIC Vendor contract for cause.	Allowed	Allowed
The termination of a current WIC Vendor contract because of a change in ownership or location or cessation of operations.	Allowed	Not Allowed
The disqualification of a current WIC vendor based on the imposition of a CMP in lieu of disqualification based on a Alaska Supplemental Nutrition Assistance program disqualification.	Allowed	Not Allowed
The disqualification of a current WIC vendor based on the disqualification or CMP in lieu of disqualification based on a mandatory sanction imposed by another WIC State Agency.	Allowed	Not Allowed
Application of peer group criteria.	Allowed	Not Allowed
The imposition of a fine or CMP in lieu of disqualification.	Allowed	Not Allowed
Above 50% status determination.	Allowed	Not Allowed
The disqualification of a current WIC vendor for cause.	Allowed	Not Allowed

*CMP = Civil Money Penalty, similar to a fine.

E. Adverse Actions Not Subject to Administrative Review

- The vendor selection criteria for business integrity;
- The validity or appropriateness of the State Agency's vendor limiting or selection criteria;
- The validity or appropriateness of the State Agency's client access criteria and client access determinations;
- The State Agency's determination whether a vendor had an effective policy and program in effect to prevent trafficking and that the ownership of the vendor was not aware of, did not approve of, and was not involved in the conduct of the violation;
- The disqualification of a current WIC vendor based on a trafficking conviction;
- The expiration of a vendor's contract;
- Disputes regarding food instrument payments and vendor claims (other than the opportunity to justify or correct a vendor overcharge or other error, as permitted by 7 CFR 246.12(k)(3));
- The State Agency's determination whether to notify a vendor when an investigation reveals an initial violation for which a pattern of violations must be established in order to impose a sanction; and
- The State Agency's determination to include or exclude an infant formula manufacturer, wholesaler, distributor or retailer from their list.

2015 Alaska WIC Vendor Manual

Appendix G – WIC Bookkeeper Tips

WIC Book Keeper Tips

How to prepare your WIC checks for deposit

Step 1: Verify the WIC check is filled out completely

Prior to deposit these **3 things** must be on your WIC checks:

The Alaska WIC Program
Supports Breast Feeding - 130 Seward St., Suite 508 - Juneau, AK 99801

00197655 75-1248 00063614
919 804113

PARTICIPANT NAME - WIC ID#	FIRST DATE TO USE	DATE OF SALE	LAST DATE TO USE
GRETTA GREEN 00089954	11/6/2013	11/24/13	12/5/2013

QTY	DESCRIPTION	AMOUNT OF SALE
2	GALLON(S) FAT-FREE, 1% OR 2% FRESH MILK	\$ 36.32
1	PKG(S) -16 OZ-WIC APPROVED CHEESE	
1	DOZEN WIC APPROVED EGGS or 4.5 OZ PKG DRY	
36	OUNCE(S) WIC APPROVED CEREAL	
1	CAN(S) -16 OZ-FROZEN CONCEN JUICE or 64 OZ PLASTIC CONTAINER	
XXX END OF ORDER XXX		WIC VENDOR STAMP

Vendor - Do not accept unless you have an Alaska WIC Contract. Not to Exceed \$200.00
To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

Mama Green
Signature of Participant or Authorized Representative

⑈00063614⑈ ⑆091912482⑆ 804113⑈

✓ Date of Sale

✓ Amount of Sale

✓ Shopper's signature

Step 2 : Stamp the WIC checks with you Vendor Stamp

The Alaska WIC Program
Supports Breast Feeding - 130 Seward St., Suite 508 - Juneau, AK 99801

00197655 75-1248 00063614
919 804113

PARTICIPANT NAME - WIC ID#	FIRST DATE TO USE	DATE OF SALE	LAST DATE TO USE
GRETTA GREEN 00089954	11/6/2013	11/24/13	12/5/2013

QTY	DESCRIPTION	AMOUNT OF SALE
2	GALLON(S) FAT-FREE, 1% OR 2% FRESH MILK	\$ 36.32
1	PKG(S) -16 OZ-WIC APPROVED CHEESE	
1	DOZEN WIC APPROVED EGGS or 4.5 OZ PKG DRY	
36	OUNCE(S) WIC APPROVED CEREAL	
1	CAN(S) -16 OZ-FROZEN CONCEN JUICE or 64 OZ PLASTIC CONTAINER	
XXX END OF ORDER XXX		WIC VENDOR STAMP

Vendor - Do not accept unless you have an Alaska WIC Contract. Not to Exceed \$200.00
To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

Mama Green
Signature of Participant or Authorized Representative

Stamp Here

⑈00063614⑈ ⑆091912482⑆ 804113⑈

Step 3 : Deposit your WIC checks!

WIC is an equal opportunity provider. To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

Questions? Call us at (907) 465-3100

WIC Book Keeper Tips

How to correct errors on WIC checks

Use the steps below to correct an error in either the Date of Sale or the Amount of Sale on WIC checks.

Only the sale date and sale amount may be corrected. No other alterations are allowed.

Step 1: Draw a single line through the error

The Alaska WIC Program
Supports Breast Feeding - 130 Seward St., Suite 508 - Juneau, AK 99801

00197655

75-1248
919
804113

00063614

PARTICIPANT NAME - WIC ID# 00089954
GRETTA GREEN

FIRST DATE TO USE 11/6/2013
DATE OF SALE 11/7/13
LAST DATE TO USE 12/5/2013

Vendor must deposit within 60 days from the first date to use

QTY	DESCRIPTION
2	GALLON(S) FAT-FREE, 1% OR 2% FRESH MILK
1	PKG(S) -16 OZ-WIC APPROVED CHEESE
1	DOZEN WIC APPROVED EGGS or 4.5 OZ PKG DRY
36	OUNCE(S) WIC APPROVED CEREAL
1	CAN(S) -16 OZ-FROZEN CONCEN JUICE or 64 OZ PLASTIC CONTAINER
	XXX END OF ORDER XXX

AMOUNT OF SALE
\$ ~~39.47~~

WIC VENDOR STAMP

Mama Green
Signature of Participant or Authorized Representative

Vendor - Do not accept unless you have an Alaska WIC Contract: Not to Exceed \$200.00
To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

⑈00063614⑈ ⑆091912482⑆ 804113⑈

Step 2: Make the correction and initial near the change made

The Alaska WIC Program
Supports Breast Feeding - 130 Seward St., Suite 508 - Juneau, AK 99801

00197655

75-1248
919
804113

00063614

PARTICIPANT NAME - WIC ID# 00089954
GRETTA GREEN

FIRST DATE TO USE 11/6/2013
DATE OF SALE 11/7/13
LAST DATE TO USE 12/5/2013

Vendor must deposit within 60 days from the first date to use

QTY	DESCRIPTION
2	GALLON(S) FAT-FREE, 1% OR 2% FRESH MILK
1	PKG(S) -16 OZ-WIC APPROVED CHEESE
1	DOZEN WIC APPROVED EGGS or 4.5 OZ PKG DRY
36	OUNCE(S) WIC APPROVED CEREAL
1	CAN(S) -16 OZ-FROZEN CONCEN JUICE or 64 OZ PLASTIC CONTAINER
	XXX END OF ORDER XXX

AMOUNT OF SALE
\$ 34.97 JD
~~39.47~~

WIC VENDOR STAMP

Mama Green
Signature of Participant or Authorized Representative

Vendor - Do not accept unless you have an Alaska WIC Contract: Not to Exceed \$200.00
To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

⑈00063614⑈ ⑆091912482⑆ 804113⑈

Step 3: Prepare your WIC check for deposit using the instructions on the next page!

WIC is an equal opportunity provider. To report WIC fraud, call (800) 424-9121, or visit www.usda.gov/oig/hotline.htm

Questions? Call us at (907) 465-3100

2015 Alaska WIC Vendor Manual

Appendix H – Infant Formula Approved Suppliers List



Alaska WIC Approved Infant Formula Suppliers



Wholesale Suppliers

AIRSA

907 E. Dowling Rd. #13
Anchorage, AK 99518
(907) 565-4500
(907) 565-4505 fax

SPAN ALASKA ENTERPRISES

550 W 64th Ave, STE 200
Anchorage, AK 99518
(907) 273-4600
(907) 273-4805

COASTAL PACIFIC FOOD DISTRIBUTORS

1604 Tillie Lewis Drive
Stockton, CA 95206
(209) 465-0605

COSTCO WHOLESALE CORPORATION

999 Lake Drive
Issaquah, WA 98027
(907) 349-2335

FRED MEYER STORES, INC.

P.O. Box 42121
Portland, OR 97242

JB GOTTSTEIN

5600 Debarr Road, STE 100
Anchorage, AK 99504
1-800-478-2277

Wal-Mart

702 SW 8th St
Bentonville, AK 72712

McKesson Drug Co.

5491 Electron Drive, STE A
Anchorage, AK 99518

QUALITY SALES FOODSERVICE

1900 Phillips Field Road
Fairbanks, AK 99701

SUPERVALU HOLDINGS, INC.

P.O. Box 5506
Bismarck, ND 58506

ALASKA NATIVE INDUSTRIES COOPERATIVE

ASSOCIATION (ANICA, INC.)
4025 Delridge Way SW, STE 300
Seattle, WA 98106
(206) 767-0333

UNIFIED GROCERS

3301 S. Norfolk
Seattle, WA 98118
(206) 762-2100

FRONTIER EXPEDITORS

355 E. 76th Ave, STE 102
Anchorage, AK 99518

Formula Manufacturers

ABBOTT NUTRITION

625 Cleveland Avenue
Columbus, OH 43215
1-800-227-5767
www.abbottnutrition.com

BRISTOL MEYERS SQUIBB

Mead Johnson Nutritional
2400 West Lloyd Expressway
Evansville, IN 47721
(812) 429-5000
www.meadjohnson.com

NESTLE USA – NUTRITIONAL PRODUCTS DIVISION

800 North Brand Blvd
Glendale, CA 91203
(818) 549-7131
www.nestleusa.com

PBM NUTRITIONALS, LLC

P.O. Box 2109
147 Industrial Park Road
Georgia, VT 05468

SOLUS PRODUCTS, LLC

8910 Purdue Road, STE 230
Indianapolis, IN 46268