

Alaska WIC Vendor Monitoring Report



Store Name _____ Reviewed by: _____

Vendor No. _____ Date of review: _____

Store representatives present at review (names & titles) _____

Section A. Facility Checklist			
	Y	N	Comments
1. Facility is clean & well-organized.	<input type="checkbox"/>	<input type="checkbox"/>
2. Facility is adequate for the number of participants with access to store.	<input type="checkbox"/>	<input type="checkbox"/>
3. All food items are stored on shelves or tables; no food is stored on floor.	<input type="checkbox"/>	<input type="checkbox"/>
4. Perishable items are stored under proper conditions & temperatures.	<input type="checkbox"/>	<input type="checkbox"/>
4. "Alaska WIC Checks Accepted Here" poster is displayed.	<input type="checkbox"/>	<input type="checkbox"/>
5. WIC food items are identified with shelf labels.	<input type="checkbox"/>	<input type="checkbox"/>

Section B Food Item Checklist			
	Y	N	Comments
1. Store stocks a full line of grocery items including meat, dairy, produce (fresh, frozen, canned), & dry goods.	<input type="checkbox"/>	<input type="checkbox"/>
2. All food items are within sell-by dates; no expired foods found.	<input type="checkbox"/>	<input type="checkbox"/>
3. Damaged, torn, or dented food containers are removed from inventory.	<input type="checkbox"/>	<input type="checkbox"/>
4. Inventory is sufficient overall to meet participants' needs.	<input type="checkbox"/>	<input type="checkbox"/>
5. Vendor has inadequate stock of one or more items to fill current orders. (List any items on order – ask to see orders.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Items not on order but need to be ordered.	<input type="checkbox"/>	<input type="checkbox"/>

Other observations:

Section C. Manager Interview

What type of training on WIC rules and procedures do you provide to your staff, and how often?

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	Y	N	Comments
1. Do your cashiers use the WIC Food List to verify eligibility of food items at the register?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do your cashiers compare the Participant's signature with the Signature on the WIC check?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you post the quarterly WIC WIC Vendor Newsletter for your staff to read?	<input type="checkbox"/>	<input type="checkbox"/>
4. How do you make sure that you maintain adequate stocks of WIC food items for the number of participants who shop here?		
5. Do you provide any incentive items for WIC customers to increase WIC business?	<input type="checkbox"/>	<input type="checkbox"/>

Do you need any of the following supplies?

- We Accept WIC Poster Complaint Form
- WIC Shelf Labels Vendor Manual
- WIC Food Lists Other? _____

Request to examine any undeposited WIC checks that are in the store.

	Y	N	
6. Were all of the checks accepted within the valid dates?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do any of the checks have missing participant signatures, purchase price, dates, corrected, or uncorrected errors? <i>Describe any problems with checks.</i>	<input type="checkbox"/>	<input type="checkbox"/>

8. Please record the following for three checks.			
		Does the purchase price make sense with current shelf prices?	
		Y	N
Check number:	Purchase Price:	<input type="checkbox"/>	<input type="checkbox"/>
Check number:	Purchase Price:	<input type="checkbox"/>	<input type="checkbox"/>
Check number:	Purchase Price:	<input type="checkbox"/>	<input type="checkbox"/>

Reviewer's Findings & Recommendations:

Corrective Actions Required:

Training was provided on the following topics:

Vendor questions, recommendations, or training requests for the Alaska WIC office:

Manager Notice and Agreement:

I have reviewed this report and agree to take any required corrective actions within 15 days.

Manager Name _____ Manager's Signature _____

Signature of Reviewer _____ Date _____