

MEMORANDUM

MEMO TO: All Utah WIC Vendors
FROM: Nicole Reames
Benefits Delivery and Integrity Coordinator
Utah WIC Program
DATE: July 6, 2018
MEMO #: FY 2018-06
SUBJECT: **Renewal of Utah WIC Vendor Agreement**

The current Utah WIC Vendor Agreement period will expire for all authorized vendors as of September 30, 2018 regardless of when the vendor received their initial authorization. Please read this memo in full before starting the Vendor Application/Agreement process. The new agreement period will be: October 1, 2018 – September 30, 2021.

In order to complete the reauthorization process, please complete the following: ***Please send all forms at one time to the State WIC office in the envelope provided or by email wicvendors@utah.gov. Sending forms separately will delay the process.***

A) **Utah WIC Vendor Application**

- The Vendor Application is located at www.wic.utah.gov/vendors/vendor-agreement.
- The Vendor Application can be printed and completed by hand or filled in electronically and saved as a file to be sent by email to wicvendors@utah.gov.
- Complete all fields of the Vendor Application.
- **DO NOT** separate any pages of the application.
- Sign the last page of the Vendor Application. Your signature indicates that all information given is true and correct.

B) **Utah WIC Vendor Agreement**

- The Vendor Agreement is located at www.wic.utah.gov/vendors/vendor-agreement.
- **READ** the agreement in full.
- **Please note: As part of the WIC Vendor Agreement, the vendor must agree to and comply with the policies listed at <https://wic.utah.gov/vendors/vendor-agreement/>. The state policies, all WIC federal regulations and guidance are incorporated by reference in the agreement.** The Vendor agreement contains new food stocking requirements, vendor selection criteria, and other new policies that will take effect on October 1, 2018. Policies are subject to change

and are reviewed and updated annually through the State Plan process. Due to the coming transition to EBT, many policy sections have two versions, one that will continue to be used while the state issues benefits on paper checks, and another version of the policy that will be implemented during pilot and statewide rollout of EBT.

- **SIGN AND DATE** the last page of the Vendor Agreement.
- The signature page of the Agreement is the only page of the agreement that needs to be sent to the Utah WIC office through the mail.

C) **Copy of an infant formula invoice from within the past ninety (90) days**

- **INCLUDE** a copy of an infant formula invoice or receipt for Similac and Gerber Good Start Soy products. Ensure the copy has the name of the wholesaler or distributor that is supplying the infant formula. ***The invoice must contain a listing of the required (contract) infant formula – Similac Advance and Gerber Good Start Soy. The vendor CANNOT self-declare this information. Please note that effective October 1, 2018 the contract formula may change as per our NASPO formula contract.***
- If a copy of an infant formula invoice or receipt is not received, the agreement cannot be processed until the WIC State Agency receives the appropriate documentation.

D) **Complete the WIC Vendor Price Survey**

- The WIC Vendor Price Survey is located on our website at www.wic.utah.gov/vendors/Price-Survey.
- Instructions on how to fill out the survey are also included at the web link listed above.
- You may fill out one survey for all stores within an ownership group/retail chain, as long as all of the pricing is the same in all stores. If pricing is different between the stores, please fill out one price survey per store.
- The price survey should be included in the same mailing or email as the Vendor Application and Agreement.

Please return the following forms within the same mailing or email by September 1, 2018:

- ✓ Complete and signed Vendor Application
- ✓ Complete and signed last page of the Vendor Agreement (please do not send the whole agreement)
- ✓ Copy of invoice/receipt of infant formula purchase
- ✓ Price Survey

If the retailer fails to document any information on these forms or fails to provide any of the above mentioned documents, the State WIC office will return the form(s) for completion.

Each store location must complete a separate vendor application and vendor agreement.

Failure to submit the required forms by **September 1, 2018** will mean the vendor will be terminated from the WIC program as of October 1, 2018. Expiration of an agreement with a food vendor is not subject to appeal. Neither the State Agency, nor the food vendor has an obligation to renew the agreement.

Please return all forms and documents through email (wicvendors@utah.gov) **or** by mail to the following address:

Utah WIC Program
Attn: Vendor Coordinator
PO Box 141013
Salt Lake City, UT 84114-1013

Thank you for your participation in the Utah WIC Program and ensuring the health of mothers and children in need. If you would like assistance in completion of your renewal or if you have any questions regarding the renewal, please contact the State WIC Agency at the in-State toll free number at 1-877-942-5437 and ask for the vendor coordinator.