

# Vendor Viewpoint Newsletter

June 2024



## WIC AGREEMENT

The Vendor Viewpoint Newsletter 2024 highlights portions of the WIC Agreement throughout the year. In this issue, the highlight focuses on minimum stocking requirements. The excerpt below is from the 2021 – 2024 Vendor Agreement outlining the requirements to maintain required types and amounts of WIC authorized foods.

### C. VENDOR AGREES TO:

Maintain the required types and amounts of WIC authorized foods at all times. The required types and amounts of WIC authorized foods are found in the most current Nevada Department of Health and Human Services, Division of Public and Behavioral Health, WIC Program Vendor Manual. The authorized special supplemental foods are also contained on the list of Authorized WIC foods. Updates or changes made to any WIC Authorized foods during the contract period will be made available on our website at: <https://nevadawic.org/>

Maintain the minimum required stock from the date it submits its application to be a vendor and, if authorized, throughout the entire agreement.

## SANCTION POINTS

Sanction points are assigned to vendors who fail to meet WIC requirements, violate WIC policies, or fail to meet the terms of the WIC agreement. The number of points assigned for each violation and sanctions are:

Violation Points	Sanction
0-4	Warning Letter
5-9	\$50.00 fine
9-10	\$100.00 fine
11-15	6-Month Suspension
15 +	Termination of Agreement and 1-year disqualification

Administrative and Procedural Violations	Points
1. Failure to display the current price on an authorized WIC food item, shelf or nearby sign.	2
2. Failure to have at least one (1) lane open at all times to process WIC EBT transactions.	2
3. Having foods on the shelf with expired "sell by" dates.	2
4. Not Displaying all "WIC ACCEPTED HERE" door decals supplied by Nevada WIC.	2
5. Refuse to allow the purchase of authorized WIC food.	2
6. Refuse to honor manufacturer's coupon or store special for approved WIC item.	2

Administrative and Procedural Violations	Points
7. Requiring Identification other than the EBT PIN used with the WIC EBT Card.	2
8. Improper storage of foods requiring refrigeration.	3
9. Refuse to allow WIC staff access to inventory records.	3
10. Charge WIC participants for authorized WIC foods obtained with WIC EBT benefits.  <i>**This does not include allowing the participant to pay the amount above their cash value benefit when purchasing fresh fruits and vegetables.</i>	5
11. Collect sales tax on a WIC food purchase.	5
12. Contact WIC participants to attempt to collect funds that will not be or were not paid to the vendor by the WIC Program.	5
13. Failure to have required minimum stock of WIC foods.	5
14. Failure to maintain an acceptable record of inventory of WIC foods.	5
15. Failure to provide required information or documentation regarding annual food sales, food stamp sales, invoices or other record of purchases.	5
16. Give change to a WIC Participant during a WIC EBT transaction.	5
17. Require other cash purchases as a condition to use WIC EBT benefits.	5
18. Allow the return of food items purchased with WIC EBT benefits in exchange for food items not authorized by the WIC program or for WIC food items not listed on the WIC participants' food instrument.	11
19. Failure to attend mandatory vendor training.	15
20. Failure to submit payment for monetary claims within 30 days of notification.	15
21. Discriminate on the basis of race, color, national origin, sex, handicap, age, or WIC participation.	15

Administrative and Procedural Violations	Points
22. Use of the WIC logo or the acronym "WIC" on any advertising, including signs and banners, without written approval from Nevada WIC and the USDA.	15

## PRODUCE MAPPING

The 2024-2027 WIC Agreement, starting October 1, 2024, requires all produce to be mapped to an existing UPC or PLU in the WIC Approved Product List (APL). Please start this process in advance to have in place by October 1, 2024. Resources for produce mapping can be found at <https://nevadawic.org/vendors/training-resource-materials/>. Other resources can be found at: <https://www.ifpsglobal.com/>

All fruits and vegetables, including organic, are allowed given there are no additional ingredients included such as dressings, croutons, dips, etc.



## SAVE THE TRAINING DATES

Vendor training dates:

- English - July 23, July 24, July 25, and July 29
- Spanish - July 30 and July 31

A representative from each store is required to attend the live webinar via video conference on Microsoft TEAMS. A corporate representative may attend on behalf of the store if documentation is provided showing that the information has been shared with each individual store's staff and cashiers. Registration forms for the live webinar dates will be emailed to each store manager or corporate representative by July 10, 2024. If a session has no registrants, the webinar will be cancelled.

## CASHIER QUESTION

*Can participants purchase frozen fruits or vegetables?*

- Yes. WIC participants may purchase any frozen fruits and vegetables as long as there are no additional ingredients are included, such as fats, sauce, cheese or seasonings.

WE WANT TO HEAR FROM YOU!

Send your questions to:

[DPBHWICVendor@health.nv.gov](mailto:DPBHWICVendor@health.nv.gov)

Or

Nevada State WIC Program  
680 W. Nye, Ste. 205  
Carson City, NV 89703

**You can find helpful information about the Nevada WIC program requirements at:**

<http://nevadawic.org/vendors>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of

communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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