



# WIC VENDORS' UPDATE – GROCERY STORE EDITION August 2011

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WIC website address: [dhhs.ne.gov/wic](http://dhhs.ne.gov/wic)

## FORMULA CHANGES EFFECTIVE AUGUST 2011

### Gentlease

- Gentlease 12 ounce powder can size changes to 12.4 ounce powder can size.
- During the transition months the WIC check will include both sizes.

PARTICIPANT ID 654321	PARTICIPANT NAME TAYLOR, JALANI	AGENCY/CLINIC 001/01	NO. 12345678	FIRST DATE TO USE JUL 15, 2011
	NEBRASKA WIC PROGRAM 301 CENTENNIAL MALL 30 LINCOLN, NE 68509	SOLUTRAN Distribution Payment Activities SECURITY STATE BANK HOWARD LAKE, MN 55349 75-1248/919 A00T # 014 607	NE WIC USE ONLY 12345678	PURCHASE DATE / / LAST DATE TO USE AUG 14, 2011
FOR PURCHASE OF AUTHORIZED WIC FOODS ONLY			FI TYPE WAL	PRY TO THE ORDER OF
5 CAN Gentlease Powder 12 oz or 12.4 oz			PURCHASE AMOUNT	
***** ***** ***** ***** ***** ***** ***** ***** ***** *****			CORRECTION ONLY	
			DOLLARS	CENTS
			\$	
			NOT PAYABLE WITHOUT VENDOR ID STAMP	
			AUTHORIZED SIGNATURE (MUST BE SIGNED AT RETAIL COUNTER)	
			MUST DEPOSIT WITHIN 60 DAYS FROM FIRST DATE TO USE	

5 CAN Gentlease Powder 12 oz or 12.4 oz

- Either can size is allowed with this check.
- UPC for 12 ounce size = 30087 8693428
- UPC for 12.4 ounce size = 30087 5100691



## FORMULA CHANGES EFFECTIVE AUGUST 2011 continued...

### EleCare



- The word "infant" has been added to the label.
- Can size remains the same.
- Descriptor on the check is changed to:  
4 CAN EleCare Infant DHA/ARA Pwd 14.1 oz
- UPC remains the same.

UPC EleCare Infant DHA/ARA  
Powder 14.1 ounce = 0 70074 53511 1

### EleCare Vanilla

- EleCare Vanilla is now EleCare Junior and is available in vanilla and unflavored powder.
- Can size remains the same.
- Descriptor on the check is changed to:  
4 CAN EleCare Jr Van or Unflav Pwd 14.1 oz
- New UPC's

UPC Elecare Jr Vanilla 14.1 ounce  
powder = 0 70074 56586 6

UPC Elecare Jr Unflavored 14.1 ounce  
powder = 0 70074 55254 5





## **FORMULA CHANGES EFFECTIVE AUGUST 2011 continued....**

### **Vital Junior**

- Vital Junior is now called PediaSure Peptide 1.0 calorie.
- Size did not change – still an 8 ounce bottle; 24 bottles to a case.
- Descriptor on the check is changed to:

24 BOT PediaSure Peptide 1.0 Cal 8 oz

- **New UPC's**
  - UPC PediaSure Peptide 1.0 Calorie Vanilla**  
8 ounce bottle = 0 70074 62120 3
  - UPC PediaSure Peptide 1.0 Calorie Strawberry**  
8 ounce bottle = 0 70074 62122 7
  - UPC PediaSure Peptide 1.0 Calorie Unflavored**  
8 ounce bottle = 0 70074 62124 1

### **Enfagrow Premium Toddler, Enfagrow Gentlease Toddler, & Enfagrow Soy Toddler**

- Now have "Milk Drink" added to the label.
- UPC's stay the same.



**Enfagrow Premium Toddler 24 oz powder**  
**UPC = 30087 1401518**



**Enfagrow Gentlease Toddler 24 oz powder**  
**UPC = 30087 1461420**



**Enfagrow Soy Toddler 24 oz powder**  
**UPC = 30087 1409446**



## **WIC Training Reminder!**

Every year training is to be provided to each authorized WIC retailer. This year, annual training is being completed by sending this WIC training review to you. As your store's contact you are required to ensure that all staff involved in WIC transactions are trained and informed about the WIC Program. This training is to be documented and may be reviewed by WIC staff during monitoring visits. An example of a form to record training is included in your Cashier Training Toolkit which you or your store representative received at your store's contract training session.

Training resource materials for you to use include the following.

Your **Nebraska WIC Vendor Handbook** is an easy to use reference tool for you and your employees and should be regularly reviewed.

- It outlines your major responsibilities as a Nebraska WIC retailer and is a guide to the WIC rules.
- The contents of your handbook include: WIC BASICS, WIC FOODS, MINIMUM INVENTORY, WIC CHECKS, WIC VENDOR SANCTIONS, and your WIC VENDOR AGREEMENT.

There are training resources specifically designed for your cashiers such as the **Cashier Training Toolkit, Cashier Training Video, Nebraska WIC Approved Food List Booklet, and the Cashier's Guide to WIC – an interactive CD.**

- **Cashier Training Toolkit:** This guide provides instructional planning tools and training activities that can be duplicated and used in your own store's cashier training program.
- **Cashier Training Video:** This training tool is designed to help cashiers understand the WIC program and to better work with WIC clients. The video is included in the Cashier Training Toolkit.
- **Nebraska WIC Approved Food List Booklet:** Place one of these at each register as an additional reference tool for your cashiers.
- **Cashier's Guide to WIC:** An interactive CD that helps cashiers apply selecting the correct WIC foods and completing the WIC transaction.

The **BOOKKEEPER'S GUIDE TO WIC** is a resource that is especially helpful for your bookkeeping staff as it outlines the steps to follow for processing WIC checks and for problem checks. It is included in the **Vendor Handbook**.

An Employee Training Planning Guide follows to assist you in planning and delivering an effective and efficient training. If you would like assistance in utilizing any of these resources or in setting up a training program/session for your employees, please contact your Local Agency WIC Vendor Manager.



# Employee Training Planning Guide

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## **Introduction**

Proper training of employees can increase customer satisfaction, reduce errors and save your store time and money. Your contract requires that you provide training on the WIC program and related procedures to involved employees – primarily cashiers and bookkeepers. Specific WIC training activities have been developed to make it easier for you to plan and deliver effective and efficient training programs.

## **Step 1: Select Training Activities**

### **Cashier Training**

Use the sheet titled “Cashier Training Activity Selection Guide” included in your **WIC Cashier Training Toolkit** to help you select the training activities for your training program. You can add your own activities and/or modify the activities provided to fit your situation, but please use the sheet titled, “WIC Cashiers Learning Objectives” to ensure that all listed objectives are included in your final training program design.

### **Bookkeeper Training**

Find the sheet titled “Bookkeeper’s Guide to WIC” included in the **Vendor Handbook**. Use this sheet, the WIC training video and other reference materials from the Vendor Handbook to help you design a training program for your store’s bookkeeper(s).

## **Step 2: Conduct Training**

Deliver training using the materials provided. Each training activity includes an instructor’s sheet with suggestions for preparation and delivery.

## **Step 3: Give Assessment and Award Certificates (optional)**

It is recommended that you provide the post-training assessment to employees as a method of assuring quality in training events. A 20-question assessment is included. Please maintain the security of this assessment. A certificate for completing the training and passing the assessment also is included in this toolkit. Although the assessment and certificate are not to be interpreted as guarantees of proficiency, they are useful training tools. The certificate also can be found on the state WIC Web site. The online file can be downloaded and edited to add the employee’s name and date of completion.

## **Step 4: Document Training of Employees**

Once training is complete, record the training event. A training log is provided in the **WIC Cashier Training Toolkit**. You are not required to use this form, but your store is required to maintain documentation of the training. This documentation must be ready for your vendor manager to review at any time. An electronic copy of the training log is acceptable; a hard copy is not required. The electronic version is available as a downloadable file on the state WIC Web site.

