

NEBRASKA WIC VENDOR HANDBOOK

Grocery Store Version



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WIC VENDOR HANDBOOK

Produced by

Nebraska WIC Nutrition Program
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Available in Alternate Forms

dhhs.ne.gov/wic

SPECIAL THANKS to WIC store owners, managers and employees:

A special thank you from the WIC staff for your cooperation with the Nebraska WIC program. The WIC foods listed on the checks have been carefully selected to help meet the special nutritional needs of the mothers, infants and children we serve. Your role in providing these foods is a **VITAL** one in the delivery of service to mothers and their children across our State. It helps to improve the chances that every WIC mother will have a healthy pregnancy and that every WIC child will experience normal growth and development.

This handbook has been developed as a resource for all of your employees involved in WIC transactions. If you have questions about WIC foods or WIC procedures, or if you have any problems with the WIC Program or a WIC shopper, please feel free to contact your Local Agency WIC Vendor Manager. We appreciate your input and comments!

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WHAT IS WIC?

Proper nutrition and health care are very important to the growth and development of children. This is especially true during pregnancy and early childhood. The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Program was established by Congress in 1972 in recognition of this need for adequate nutrition in pregnancy and early childhood. WIC began in Nebraska in 1975. The WIC Program strives to prevent health problems before they occur by providing nutritious foods to pregnant, breastfeeding and delivered mothers, infants and young children.

- WIC PROVIDES SUPPLEMENTAL FOOD PACKAGES
- WIC PROVIDES NUTRITION AND HEALTH EDUCATION
- WIC ENCOURAGES REGULAR MEDICAL CARE

Funding for the WIC Program comes from the federal government through the United States Department of Agriculture. The funds are made available to the Nebraska Department of Health and Human Services, which provides grants to local agencies to operate WIC clinics throughout Nebraska. The WIC Program currently provides benefits to approximately 37,000 people per month in Nebraska.

It is the important combination of foods, education, and referrals to health care which gives WIC the ability to really make a difference!

WIC Vocabulary

To acquaint you with the WIC vocabulary, the following terms are defined.

Vendor: Retail merchants who participate in the WIC Program.

WIC Vendor Manager: The person in each Local Agency who works with the vendors.

State WIC Vendor Management Coordinator: The person at the Nebraska Department of Health and Human Services who works with the vendors and the local vendor managers.

Participants: Women, infants, and children who are certified to be eligible for WIC.

WIC check (also sometimes called a “food instrument”): The method of payment used by participants for WIC foods. There are two types of WIC checks.

- Regular WIC Check: The specific WIC supplemental foods and the quantities of those foods are identified on the check.
- Fruit and Vegetable WIC Check (also sometimes called a “cash value voucher”): A fixed dollar amount check which is used by the participant to obtain authorized fruits and vegetables.

Reference to a WIC check includes both the regular WIC check and the fruit and vegetable WIC check.

Food prescription: Specially selected foods identified on the WIC check for each participant.

Approved WIC supplemental foods: The only foods that can be purchased with WIC checks.

Sanction: An administrative action taken as a result of a violation in the WIC Program.

Supplemental Nutritional Assistance Program (SNAP): Formerly known as the Food Stamp Program.

WIC ELIGIBILITY

WIC is a preventative program that provides nutrition education and special foods to assist in obtaining an adequate diet for:

WOMEN	who are pregnant, breastfeeding or have recently had a baby
INFANTS	through the 12th month
CHILDREN	age 1 to age 5

Those persons qualifying for participation in the Nebraska WIC Program must meet the following criteria:

1. Meet income guidelines of the program.
2. Be a resident of the State of Nebraska.
3. Be determined to be at nutritional risk by a qualified nutritionist and/or nurse through a health and diet assessment. Risk factors may be: anemia, high risk pregnancy, abnormal growth, or poor dietary intake.

Eligibility for participation in the Nebraska WIC Program is reviewed periodically.

WIC BENEFITS

Supplemental Foods

WIC checks are either issued monthly, every 2 months, or up to every three months to WIC participants for the purchase of specific foods at stores authorized by WIC. The specific foods and quantities to be received by each participant are determined by the WIC health professional based on their specific need. The WIC foods available are not intended to provide a complete diet but to be good sources of the nutrients which are frequently lacking in the diets of the WIC population. The WIC Program provides foods high in nutrients including protein, Vitamin C, Vitamin A, calcium and iron. These nutrients help prevent anemia and increase the birth weight of infants. They are also needed for the mental and physical development of infants and children. The WIC foods provided were significantly updated in October 2009 to expand the foods available through WIC and align with current nutritional guidelines (notably the addition of whole grain bread, fresh fruits, fresh vegetables, low fat milk, canned beans, baby food, and brown rice). Foods which may be prescribed are the following.

Women & Children:

Fresh fruits and fresh vegetables
Milk
Natural cheese
Eggs
Soy beverage
Iron fortified cereal
Brown rice
100% whole wheat bread
Tortillas
Vitamin C fortified juices
Dried beans/peas
Canned beans
Peanut butter
Canned tuna and canned salmon, in special circumstances

Infants:

Iron fortified infant cereal
Iron fortified formula
Infant foods

Health Care

Referral to other community and health agencies for more comprehensive services is made when needed or requested by the WIC participant.

Nutrition/Health Education

WIC participants receive nutrition/health education through one to one counseling, small group discussions and classes. Education emphasizes the importance of proper nutrition to good health and assists the individual at nutritional risk in changing his/her eating habits resulting in improved nutritional status and better health.

ROLE OF THE VENDOR

WIC participants receive checks that are redeemed for foods and formulas at approved WIC retail stores (vendors). The regular WIC check has a prescription for specific types and amounts of foods listed on the front. The prescription on the fruit and vegetable WIC check is for authorized fresh fruits and fresh vegetables up to a certain maximum dollar amount. The retail clerk helps fill the prescription by making sure the participant receives exactly what is prescribed. Since WIC foods are designed to reduce complications of pregnancy due to poor nutrition and to promote the healthiest possible birth, growth and development of children, the vendor's role in the program is a VITAL one.

Nebraska has a system which allows participants to use their checks at any approved WIC vendor. Authorized grocery stores may accept checks for WIC foods and formula. Approved special purchase stores (pharmacies) are authorized to accept checks for special formula and medical formulas only. WIC checks are redeemed by participants, deposited by vendors and paid to the vendors' accounts.

The Nebraska WIC Program contracts with a fiscal intermediary for check processing services.

VENDOR SELECTION

The State Agency, as required by Federal Regulations, authorizes a limited number of WIC retail stores that will assure participant accessibility and allow Program staff to effectively monitor and review WIC retail store selection. Only stores authorized by the Nebraska WIC Program may redeem Nebraska WIC checks.

The Nebraska WIC Program considers for authorization those stores which offer a clean and sanitary environment for the WIC shopper, provide the nutritious WIC supplemental foods at a competitive price so as to make the most efficient use of Program funds, and assure adequate participant convenience and access.

The vendor application and the on-site visit are the tools used to determine vendor eligibility. Submission of a complete application by the vendor begins the review and selection process. A complete application includes the following:

- Current application with all answers complete and requested information submitted;
- Copy/sample cash register receipt; and
- A completed WIC Program Application Price Reporting List.

The Nebraska WIC Program has established the following criteria to select retail grocery stores who wish to participate in the Program:

1. **The vendor applicant must be a full service grocery store.**
 - A. Grocery Store: A full service grocery store must primarily be a retailer of groceries rather than of other merchandise such as gasoline, beverages, or snack foods.
 - i. No more than 20% of the retailer's gross annual total retail sales may be from alcoholic beverages.
 - ii. No more than 50% of the retailer's gross annual retail food sales (actual or anticipated) may be from the WIC Program.
 - iii. A full service grocery store must also stock all of the following categories of items and be able to provide upon request, the most recent inventory invoice(s) received, for 3 different varieties of food items, for each of the following food categories:
 - a) Fresh fruits;
 - b) Fresh vegetables;
 - c) Fresh or frozen meats and poultry (*prepackaged luncheon meats and deli sandwiches do not qualify*);
 - d) Canned and frozen vegetables;
 - e) Dairy products;
 - f) Cereals and breadstuffs;
 - g) Infant formula.
 - B. A grocery store applicant shall have available and provide all categories of Nebraska WIC approved foods including infant formulas and/or medical formulas eligible for use in the Nebraska WIC Program. A grocery store applicant may also have special formulas and/or medical formulas eligible for use in the Nebraska WIC Program without filing a separate application as a special purchase store (pharmacy).
 - C. Stores that only stock and sell WIC approved foods, also known as "WIC Only Stores", are not eligible for authorization as an approved Nebraska WIC vendor.
 - D. Vendor applicants may be required to submit supporting documentation to verify sales information.
2. The vendor must only **purchase infant formula from the approved sources** as maintained by the Nebraska WIC Program. These approved sources include:
 - A. Infant formula wholesalers, distributors, and retailers licensed and inspected by the regulatory authority in the jurisdiction, where they are located, whether it be a State or local authority, in accordance with State law; and
 - B. Infant formula manufacturers registered with the Food and Drug Administration (FDA) that provide infant formula.
3. The grocery store vendor is required to **purchase all categories of WIC approved foods from wholesalers and/or distributors licensed and inspected by the regulatory authority** in that jurisdiction, where they are located, whether it be a State or local authority, in accordance with State law.
4. The store cannot be:

- A. Currently disqualified from participating in the Supplemental Nutrition Assistance Program or the store has been assessed a Supplemental Nutrition Assistance Program civil money penalty for hardship and the disqualification period that would otherwise have been imposed has not expired.
 - B. Currently disqualified from the Medicaid Program or the WIC Program.
 - C. Have had a WIC application denied within the six months period preceding the date of application.
 - D. Been sold by its previous owner to the current WIC applicant in an attempt to circumvent a WIC sanction.
 - E. In violation of the use of the WIC Acronym and/or WIC Logo, which are service marks owned by the Department of Agriculture (USDA). The vendor cannot use these service marks in any manner on goods, containers, packaging, tags, labels, in advertising, or in other promotional materials.
5. **The store makes reasonable accommodations for shoppers who have disabilities.**
6. The applicant, current owners, officers, or store managers, during the last six years, have **not been convicted of nor had a civil judgment entered against them for any activity indicating a lack of business integrity.** Activities indicating a lack of business integrity include, but are not limited to, fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and obstruction of justice.
7. **For any store currently participating on the WIC Program, the store has implemented all required corrective actions resulting from monitoring** by the WIC State or local agency, including repayment of any overcharges to the WIC Program, and has attended any required training sessions due to the accumulation of 6 or more sanction points.
8. **The store must maintain regular business hours of at least eight hours per day, six days per week.** Daily operating hours shall be consistent from week to week, and shall be posted.
9. Each grocery store must **have a current State of Nebraska Food Establishment Permit** issued through the Nebraska Department of Agriculture.
10. **The store's appearance is sanitary,** with no evidence of a general lack of cleanliness, as determined during the WIC on-site visit. The following specific items are checked:
- A. No evidence of excess unremoved rubbish;
 - B. Floors clean, swept and free from dirt, grime, filth, and/or excess rubbish;
 - C. Floors in good repair (no holes in floor);
 - D. Garbage or refuse within the store premises is stored (covered) so that it is inaccessible to insects and/or rodents;
 - E. No evidence of insects and/or rodents within the store premises;
 - F. No evidence of thawing and then refreezing of foods (cans of frozen juice frozen together, cans of frozen juice are sticky, frozen packages of meat frozen together);

- G. Foods properly stored and/or refrigerated (frozen foods are frozen not soft, no evidence of frost build up on the freezer case or on the frozen food items);
 - H. No evidence of food spoilage;
 - I. No evidence of outdated formula, milk, eggs, bread, or cheese;
 - J. No evidence of damaged goods for regular sale;
 - K. No other clearly identifiable lack of cleanliness or safety.
 - L. Foods are fresh and wholesome, with no expired food products on the shelf.
11. **The store is a permanent fixed location** in Nebraska where the participants redeem their WIC checks. For example, a mobile food vendor or a farmer’s market would not be eligible for authorization as an approved Nebraska WIC vendor.
 12. **Minimum stock inventory is available** for all groups of WIC supplemental foods required for the type of store. The minimum stock inventory identifies the food items and quantities required. The minimum inventory is outlined in the last section of this application packet. Expired foods do not count as inventory.
 13. **The vendor has the capability to produce a dated cash register receipt or electronic journal entry** documenting each WIC sale and identifying what specific items were purchased when submitting problem WIC checks for review and possible reimbursement. This record must identify the store, date of purchase, product description, unit price for each item, and total. The vendor can produce this record for at least 60 days from the date of transaction.
 14. The **purchase price is plainly marked** on the product or shelf for each WIC approved supplemental food item.
 15. **Prices are not substantially different without reasonable explanation than those listed on the application as observed during the on-site visit.**
 16. **Correct and true information was submitted on the application.**
 17. **Prices, obtained during the store visit, are no more than 10% above the average price for a representative group of WIC supplemental foods for all stores within the same peer group** (a “peer group means a group of retailers who share similar characteristics established by the department). A vendor must maintain competitive prices for WIC approved supplemental foods throughout the contract period. Competitive prices are defined as follows.
 - A. Prices charged to WIC customers for WIC supplemental foods must be equal or less than those charged to all other customers.
 - B. WIC retailers must be competitively priced and remain within 10% of the average price for the WIC supplemental foods for all stores within their peer group.
 18. **For any store currently participating on the WIC Program, there has been adequate WIC redemption activity.** Adequate redemption is **at least 25 or more WIC checks redeemed** during the past 12 months of the current contract.
 19. **Must maintain an active e-mail account** that is capable of receiving WIC program information.

Failure to meet any of the above criteria provides cause to deny the application. The WIC vendor must comply with the vendor selection criteria throughout the agreement period, including any changes to the criteria. Using the current vendor selection criteria, the Nebraska WIC Program may reassess the vendor at any time during the agreement period. If the vendor fails to meet the current vendor selection criteria, the agreement will be terminated.

VENDOR TRAINING

Vendor training is required on an annual basis. Formal interactive WIC Vendor Agreement Training is required for each contract period. The vendor is required to provide and document training to all of their employees who process WIC checks in WIC procedures and regulations. Training may be required more frequently if a need exists as determined by the State WIC Office or the Local WIC Agency.

- A store may request training by the WIC staff at any time during the contract period.
- WIC staff is available to conduct training sessions to help inform and discuss proper WIC procedures and guidelines.
- Training materials are also provided by the WIC Program for the retailer to use in training staff on an on-going basis.
- Please feel free to contact your Local Agency WIC Vendor Manager to set up a training session for your store employees and/or to obtain training materials.

WIC STORE CONTACT

If the WIC store contact changes at any time, please notify the Local Agency WIC Vendor Manager so our files may be updated.

CONFIDENTIALITY OF VENDOR INFORMATION

Confidential vendor information is any information about a vendor that individually identifies the vendor, except for vendor's name, address, telephone number, Web-site, e-mail address, store type, and authorization status. The Nebraska WIC Program limits the disclosure of confidential information to:

- Persons directly connected with the administration or enforcement of the WIC Program or the Supplemental Nutrition Assistance Program,
- Persons directly connected with the administration or enforcement of any Federal or State law, and
- A vendor that is subject to an adverse action and the confidential information concerns the vendor subject to the adverse action and is related to the adverse action.

VENDOR MANAGER LIST

October 2015

Blue Valley Community Action
JoAnn Zimmerman
Fairbury Area Office
(402) 729-2278

Family Health Services
Miguel Orozco
Tecumseh Area Office
(402) 335-2988

Central Nebraska Community Services
Jessica Bratka
Loup City Area Office
(308) 745-0780

Family Service
Kim Cline
Lincoln Area Office
(402) 441-8655

Central District Health Department
Lisa Boeke
Grand Island Area Office
(308) 385-5188

Northeast Nebraska Community
Action Partnership
Pat Bohnenkamp
Norfolk Area Office
(402) 385-6300

Community Action Partnership
of Mid-Nebraska
Judy Schultz
Kearney Area Office
(308) 865-5356

Peoples Family Health Services
Deb Weir
North Platte Area Office
(308) 534-1678

Community Action Partnership
of Western Nebraska
VaLarry Buskirk
Gering Area Office
(308) 632-2540

Western Community Health Resources
Amy Bond
Chadron Area Office
(308) 432-8979

Douglas County Health Department
Lora Marshbanks
Omaha Area Office
(402) 444-1770

State WIC Office
Lisa Steinbach
(402) 471-2781

East Central District Health Department
Micaela Campuzano
Columbus Area Office
(402) 564-9931



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INTRODUCTION

WIC participants may only purchase certain types of foods with their WIC checks. These approved foods are described in the next few pages. They are also illustrated in the WIC Approved Foods List booklet provided for your cashiers and given to each WIC participant.

CEREALS

- Only these cereals are WIC approved for the Nebraska WIC Program.
- WIC approved cereals must contain a minimum of 28mg iron per 100grams of dry cereal.
- WIC approved cereals also contain no more than 6 grams of sugar in a one ounce serving.
- At least one-half of the total number of breakfast cereals must have whole grain as the primary ingredient and meet labeling requirements for making a health claim as a “whole grain food with moderate fat content”.
- Total quantity of cereal purchased must be equal to or less than the quantity indicated on the check.
- Whole grain cereals are designated with an * (asterisk) below.

COLD CEREALS

Package sizes less than 12 ounces are not allowed (except in hot cereal).

Always Save

- Crisp Rice
- * Frosted Shredded Wheat
- * Toasted Oats

Best Choice

- * Bran Flakes
- Corn Flakes
- Corn Crisps
- * Happy O's
- Honey Oats Clusters with Almonds
- Honey Oats Clusters
- * Live Life
- * Wheat Crisps
- * Wheat Flakes

Clear Value

- Corn Flakes
- Crisp Rice
- * Frosted Shredded Wheat
- * Toasted Oats

General Mills

- * Cheerios
- *Dora the Explorer
- * Kix

Great Value

- * Bran Flakes
- Corn Flakes
- Crisp Rice
- * Crunchy Oat Squares
- * Crunchy Nuggets
- * Frosted Shredded Wheat
- Toasted Corn
- * Toasted Whole Grain Oats
- * Toasted Multi-Grain
- Toasted Rice
- * Toasted Wheat

Hy-Vee

- * Bran Flakes
- Corn Flakes
- Crispy Rice Cereal Bag
- * Frosted Bite Size Shredded Wheat Blueberry
- * Frosted Shredded Wheat
- * Frosted Shredded Wheat, Strawberry Cream
- * Nutty Nuggets
- Oats & More with Honey
- * Simple Living (Oat Squares)
- Toasted Rice Squares
- *Wheat Flakes

COLD CEREALS continued...

IGA

- * Bran Flakes
- Corn Squares
- Corn Flakes
- * Frosted Shredded Wheat
- Rice Squares
- * Tostitos

Kelloggs

- * All-Bran Complete Wheat Flakes
- Corn Flakes
- * Frosted Mini Wheats Little Bites
- * Frosted Mini Wheats Original
- Rice Krispies

Kroger

- * Bran Flakes
- Corn Flakes
- * Frosted Shredded Wheat
- * Frosted Shredded Wheat, Blueberry
- * Frosted Shredded Wheat, Strawberry Cream
- * Nutty Nuggets
- Rice Bitz

Malt-O-Meal

- * Blueberry Mini Spooners
- Corn Flakes
- Crispy Rice
- * Frosted Mini Spooners
- Oat Blenders with Honey
- Oat Blenders with Honey & Almonds
- * Scooters
- * Strawberry Cream Mini Spooners

Market Pantry

- Corn Flakes
- * Frosted Shredded Wheat
- * Frosted Strawberry Shredded Wheat
- Honey & Oat Mixers
- * Toasted Oats

Our Family

- * Bran Flakes High Fiber
- Corn Flakes
- * Frosted Shredded Wheat
- * Frosted Shredded Wheat Strawberry Cream
- * Nutty Nuggets
- Oats & More with Honey
- Rice Biscuits

Post

- * Grape-Nuts
- * Grape-Nuts Flakes
- Honey Bunches of Oats-Almonds
- Honey Bunches of Oats with Cinnamon Bunches
- Honey Bunches of Oats Honey Roasted
- Honey Bunches of Oats Whole Grain Almond Crunch
- Honey Bunches of Oats Whole Grain Honey Crunch
- * Honey Bunches of Oats Whole Grain Vanilla Bunches
- * Honey Nut Shredded Wheat

Quaker

- Corn Bran Crunch

Signature Kitchens

- * Bite Sized Frosted Shredded Wheat
- * Bran Flakes
- Corn Flakes
- Crispy Rice
- * Live It Up!
- * Mini Wheats Frosted Bite Size
- * Toasted Oats

Shurfine

- * Bran Flakes
- Corn Flakes
- Crunchy Rice Squares
- * Frosted Shredded Wheat
- * Nutty Crunchers
- Lively Oats

HOT CEREALS

B & G Foods

Cream of Wheat 1 Minute
Cream of Wheat 2 ½ Minute
Cream of Wheat 10 Minute
Cream of Rice

CoCo Wheats

CoCo Wheats

Great Value

Instant Oatmeal

Hy-Vee

Creamy Wheat Enriched Farina
Instant Oatmeal Original Flavor

Kroger

* Instant Oatmeal Regular Flavor

Malt-O-Meal

Malt-O-Meal Chocolate
Malt-O-Meal Original

Our Family

Instant Oatmeal Regular Flavor

Quaker

Instant Grits Original Flavor

Shurfine

Regular Flavor Instant Oatmeal

WHOLE GRAIN BROWN RICE

- Brown rice is another great source of whole grains in the diet.
- Brown rice also provides dietary fiber.
- 14 to 16 ounce bag or box authorized, instant cooking.
- **16 ounce any brand** of regular cooking allowed.

NO white rice

NO bulk rice

NO organic

TORTILLAS

- 100 % whole wheat and corn tortillas are a great source of whole grains and fiber in the diet.
- 16 oz. package only.

NO hard shells

NO other sizes

Best Choice

Corn
Whole Wheat

Chi Chi's

White Corn
Whole Wheat

Don Pancho

White Corn
Whole Wheat

Frescado

Corn
Whole Wheat

Great Value

Whole Wheat

Guerrero

Corn
Whole Wheat

Herdez

Corn

Hy-Vee

Fajita Style Whole Wheat
Corn
Whole Wheat

IGA

Fajita Style Whole Wheat

Kroger

Whole Wheat

La Banderita

Corn
Fajita Style Whole Wheat
Whole Wheat

La Burrita

Corn

Mama Lupe's

Whole Wheat
Corn

Mission

Yellow Corn
Whole Wheat

Ortega

Whole Wheat

Our Family

Fajita Style Whole Wheat

Shurfine

Corn
Whole Wheat

100% WHOLE WHEAT BREAD

- 100 % whole wheat bread is a great source of whole grains in the diet.
- Whole wheat bread also provides dietary fiber.
- 16 oz. package only.

NO deli bread or buns
NO store bakery bread or buns
NO bagels
NO white bread or buns

Best Choice

100% Whole Wheat

Family Choice

100% Whole Wheat

Great Value

100% Whole Wheat

Hy-Vee

100% Whole Wheat

Our Family

100% Whole Wheat

Pepperidge Farm

Light Style 100% Whole Wheat
Stone Ground 100% Whole Wheat
Swirl 100% Whole Wheat Cinnamon with Raisins
Very Thin 100% Whole Wheat
Whole Grain Rye Seeded

Sara Lee

Classic 100% Whole Wheat

Signature Kitchens

100% Whole Wheat

Village Hearth

100% Whole Wheat

Signature Kitchens

100% Whole Wheat Hot Dog Buns

Open Nature

100% Whole Wheat Hot Dog Buns

DRY BEANS/PEAS/LENTILS

- Beans, peas, and lentils are a source of protein and iron in the diet.
- 1 pound bags only.
- **Store brand** only.
- Approved types:

Black	Crowder	Kidney	Mung Beans	Red
Blackeye Peas	Garbanzo	Lentils	Navy	Soy
Cow	Great Northern	Lima or Butter	Pinto	Split

NO bulk beans

NO mixed beans, soup mixes, or beans with seasoning or flavors added

NO organic

CANNED BEANS

- Beans, peas, and lentils are a source of protein and iron in the diet.
- 15 to 16 ounce size cans allowed.
- **Bush's brand** and **store brands** allowed in any single variety of mature beans or lentils with NO added sugars, fats, oils, and meats.
- Low sodium is okay.
- Approved types:

Black	Crowder	Kidney	Mung Beans	Red
Blackeye Peas	Garbanzo	Lentils	Navy	Soy
Cow	Great Northern	Lima or Butter	Pinto	Split

NO refried beans or chili beans

NO beans with added sugar, fat, oils, or meat(s)

NO baked beans

PEANUT BUTTER

- Peanut butter is a source of protein in the diet.
- Creamy or chunky or crunchy style may be purchased.
- 16 - 18 ounce jar only.
- **Store brand** only.

NO peanut butter with added ingredients such as honey or jelly or chocolate or Omega-3

NO peanut butter spread

NO organic peanut butter, natural or all natural peanut butter

NO individual serving size containers or squeeze tubes

EGGS

- Eggs are a good source of protein and iron in the diet. Protein and iron are necessary for normal growth and development.
- Eggs are economical, easy to prepare, and versatile.
- **Any brand** of medium or large eggs is allowed.
- Packages of 1 dozen

NO low cholesterol eggs or organic eggs

NO egg substitutes or specialty eggs

NO brown eggs

MILK

- Milk is a major source of calcium in the diet. It also provides protein and riboflavin.
- Pasteurized and fortified. The type of milk will be specified on the check.
- Must be purchased in the size of container specified on the checks.
 - (Half gallons may be substituted in an incidence that gallons are out of stock).
- **Store brand or private label**, except when store brand is not available then **brand name** milk is allowed.
- Approved types:

Skim (Fat Free)	2% (Reduced Fat)
1% (Low Fat)	Whole

NO flavored milk (such as chocolate or strawberry)

NO rice milk

NO organic milk

CHEESE

- Cheese is a good source of protein and calcium in the diet.
- 1 pound package (16 oz.) only.
- Reduced fat cheese in the allowed types is authorized.
- Domestic, from the dairy case (sliced or block only).
- **Store brand or private label** only.
- Approved types:

Colby	Muenster
Colby Jack	American Pasteurized Process Cheese
Monterey Jack	Swiss
Mozzarella	Reduced Fat Cheese
Cheddar	

NO individually wrapped slices

NO cheese food, cheese spread, or cheese product

NO shredded or string cheese

NO cottage cheese or cream cheese

NO added ingredients such as jalapeño, caraway seeds, smoke flavor, etc.

NO cheese dips or cheese balls

NO cheese & cracker packs

NO organic cheese

NO imported cheese

NO cheese products in squirt cans, squeeze bottles or jars

SPECIALIZED MILK/ALTERNATIVES

- Occasionally regular milk does not meet the food prescription of a WIC participant. In these cases a specialized milk or milk alternative will be printed on the check.
- Allowed in type, size, and quantity printed on check.

Milk Alternative: Soy Beverage

8th Continent Soy Original Flavor – ½ gallon container
8th Continent Soy Vanilla Flavor – ½ gallon container
Silk Original Soymilk – ½ gallon container

Specialized Milk Also Allowed – Any Brand

Lactose free milk	Evaporated
Acidophilus milk	Non-fat Dry Milk

JUICE

- WIC approved juices provide 120% of the Daily Value for Vitamin C in an 8 ounce serving.
- WIC approved juices must have no sugar added.
- Three forms of juice available: pourable concentrate, frozen juice concentrate, and 64 oz. bottles.
- Store brands and name brands allowed depending on flavor and form (see lists below).

NO individual sized containers
NO sweetened juices or organic juices
NO fruit drinks or cocktails
NO 64 ounce juice from the refrigerated case
NO 46 ounce bottles or infant juice

Pourable Juice Concentrate - 11.5 oz. Only

Welch's

Apple
Fruit Fantastic
Grape
Tropical Passion

WIC approved flavors are identified with the yellow bands

Frozen Juice Concentrate - 11.5 – 12 oz. Only

Always Save

100% Apple Juice

Best Choice

100% Apple Juice

Great Value

Apple 100% Juice

Market Pantry

Apple Juice

Signature Kitchens

100% Apple Juice

Old Orchard

Any Flavor with Green Pull Strip

Tree Top

Apple Juice

Welch's

100% Grape Juice

100% White Grape Juice

100% White Grape Raspberry

100% White Grape Peach

Store Brand or Private Label

Grapefruit Juice

Orange Juice

If Store Brand or Private Label grapefruit juice or orange juice not available, then brand name juice allowed.

(May buy calcium fortified juice)

Bottled Juice – 64 ounce only

Always Save

Apple Juice
Grape Juice

Best Choice

Apple Juice
Berry Blend Juice
Cherry Blend Juice
Fruit Punch Blend Juice
Grape Juice
Grape Blend Juice
Grapefruit Juice
Pineapple Juice
White Grape Juice
Tomato Juice
Vegetable Juice

Campbell's

Tomato Juice
Tomato Juice (Low Sodium)
V8 100% Vegetable Juice
V8 100% Vegetable Juice (Low Sodium)

Great Value

Apple Juice
Cranberry Blend
Cranberry Grape 100% Juice
Grape Juice
White Grape 100% Juice
White Grape Peach Juice
Tomato Juice
Vegetable Juice

Harvest Classic

Apple Juice

Juicy Juice

Apple Juice
Apple Raspberry Juice
Berry Juice
Cherry Juice
Grape Juice
Kiwi Strawberry Juice
Mango Juice
Orange Tangerine Juice
Punch Juice
Strawberry Banana Juice
Tropical Juice
White Grape Juice
Peach Apple Juice

Juicy Juice con't

Strawberry Watermelon Juice
Passion Dragonfruit Juice
Cranberry Apple Juice

Hy-Vee

100% Apple Juice
Premium 100% Apple Juice NFC
Apple with Calcium
100% Cranberry Juice
100% Cranberry Apple Juice
Grape 100% Juice
Pineapple
Just Juice Apple
Just Juice Berry
Just Juice Cherry
Just Juice Fruit Punch
Just Juice Grape
100% Raspberry Cranberry Juice
White Grape
Tomato Juice
Vegetable Juice

IGA

100% Apple Juice
100% Grape Juice
100% White Grape Juice
100% Tomato Juice
100% Vegetable Juice

Kroger

Apple Juice
Cranberry Juice
Grape Juice
Pineapple Juice
White Grape Juice
White Grape Peach
Vegetable Juice
Vegetable Spicy
Vegetable Low Sodium

Market Pantry

Apple 100% Juice
Tomato 100% Juice

Motts

Apple Juice

Bottled Juice – 64 ounce only

Old Orchard

Acai Pomegranate Juice
100% Apple Juice
Apple Cranberry Juice
Berry Blend Juice
Blueberry Pomegranate Juice
Cherry Pomegranate Juice
Cranberry Pomegranate Juice
100% Grape Juice
Kiwi Strawberry Juice
Mango Tangerine
100% Orange Juice
Peach Mango Juice
Pineapple 100% Juice
Red Raspberry Juice
100% White Grape Juice
Wild Cherry Juice

Our Family

100% Apple Juice
100% Juice Blend Grape
100% Grape Juice
100% Juice Blend Berry
100% Juice Blend Cherry
100% Juice Blend Fruit Punch
Pineapple Unswseetened
100% Tomato Juice
100% Vegetable Juice
White Grape Juice
Orange Juice

Signature Kitchens

Apple 100% Juice
Cranberry 100% Juice
Cranberry Grape 100% Juice
Cranberry Raspberry 100% Juice
Grape Juice
White Grape Juice

Shurfine

Apple Juice
Grape Juice (pgb)
Juice-A-Lot Berry
Juice-A-Lot Cherry
Juice-A-Lot Grape
Juice-A-Lot Punch
White Grape Juice
Tomato 100% Juice
Vegetable Juice

Tree Top

Apple Juice

INFANT CEREAL

- Dry cereals in 8 oz. containers without fruit allowed.
- **Any brand.**

NO organic infant cereal
NO added fruit, milk, yogurt, or formula
NO added DHA
NO jars, cans, single serving packets

INFANT FOODS

Fruits and/or vegetables

- Single ingredient fruits allowed.
- Single ingredient vegetables allowed.
- Combinations of single ingredients are allowed (i.e., apple & banana, or peas & carrots).
- **Brand name** foods allowed:

Single 4 ounce

- Beech-Nut
- Gerber
- Tippy Toes

Two Pack: 4 ounce

- Gerber (4 oz.)

NO organic
NO toddler or graduates
NO dinners, desserts, or cobblers
NO added sugars, starches, tapioca, yogurt, cereal, or salt
NO added DHA and/or ARA
NO added rice, pasta, noodles, cheese, or meat

Infant Meats

- Infant meats are provided for breastfed babies not receiving formula.
- 2.5 ounce containers only.
- Meat or poultry with added broth or gravy allowed.
- **Any brand.**

NO organic meats
NO graduates or dinners
NO added sugar or salt
NO added DHA and/or ARA
NO added rice, pasta, fruit, or vegetables
NO containers larger than 2.5 ounce

INFANT FORMULAS

- The formula will be specified on the WIC check.
- Absolutely no formula substitutions.

NO low iron formula

NO organic formula

CANNED LIGHT TUNA AND PINK SALMON

- Tuna and salmon are good sources of protein in the diet. Protein is necessary for normal growth and development.
- May be packed in water or oil.
- Chunk or flake light tuna may be purchased.
- Pink salmon may be purchased.
- **May allow any combination of sizes adding up to 30 ounces or less.**
- **Any brand** is allowed.

NO filets

NO individual snack pouches

NO red or sockeye salmon

NO albacore tuna

NO select, fancy, or white

NO flavored or seasoned with added ingredients

NO tuna packaged with other foods added such as relishes, crackers, etc.

NO vacuum packed tuna

FRESH FRUITS AND VEGETABLES

- Fresh fruits and vegetables provide vitamins and minerals that support a healthy, low-fat diet.
- Nearly all whole, pre-cut, shredded, or packaged fresh fruits and vegetables are allowed.
- Yams, sweet potatoes, and white potatoes are allowed.
- **Any brand** of salad and/or mixed greens in a bag is allowed.
- Organically grown fruits and vegetables are allowed.
- The following items are NOT allowed:
 - Salad bar items
 - Salad kits with added dressing
 - Added dips, creams, sauces
 - Added nuts, dried fruit, croutons
 - Herbs or spices (such as basil, cilantro, parsley, mint, dill)
 - Fruit & nut mixtures
 - Decorative fruits or vegetables
 - Fruit & vegetable baskets
 - Party trays
 - Canned, jarred, frozen, or dried fruit or vegetables

SIZE SUBSTITUTIONS

Substitutions are only allowed for the following category of WIC food **in the event** that the store is out of the size identified on the WIC check:

1. **MILK** - Half gallons of milk may be substituted in an incidence that gallons are out of stock. (Additionally, brand name milk can be provided if store brand/private label milk is not available.)

Substitutions will **NOT** be permitted for any other WIC authorized food.

For additional questions regarding substitutions contact the Local WIC Agency.

ALLOWABLE EXCHANGES

The vendor may not provide refunds or permit exchanges for authorized WIC foods obtained with WIC checks except for exchanges of an identical WIC food when the original WIC food is defective, spoiled, or has exceeded its “sell by”, or “best if used by”, or other date limiting the sale or use of the food item. An identical authorized WIC food means the exact brand and size as the original WIC food obtained and returned by the participant.

For additional questions regarding exchanges contact the Local WIC Agency.

The lists of brand names in this manual does not in any way constitute endorsement of any product by the Nebraska Department of Health and Human Services or the State of Nebraska.

The lists represent the current Nebraska WIC approved foods.



MINIMUM INVENTORY

Quarterly Food Price Reporting Lists page 3.2

Minimum Inventories page 3.5

QUARTERLY FOOD PRICE REPORTING LISTS

The WIC Food Price Reporting List is an important link in the food delivery portion of the Nebraska WIC Program. It is:

1. Used for monitoring purposes to compare reported prices with shelf prices.
2. Used to note availability of WIC foods.

One of the responsibilities of the Nebraska WIC vendor is to submit price lists promptly and to provide accurate information on the price lists. Section 1.e of the Nebraska WIC Program Retail Vendor Agreement states...

“Submit upon request an accurately completed WIC Food Price Reporting List by quarterly deadline and within two weeks of special request.”

Failure to accurately and promptly submit price lists will result in sanction points being levied.

The schedule for completion of the WIC Food Price Reporting List is as follows:

Price Lists Sent Out to Vendors	Price Lists Due Back from Vendors
October 1	October 15
January 1	January 15
April 1	April 15
July 1	July 15

Instructions for completing the WIC Food Price Reporting List:

1. Fill in your store name and vendor number.
2. Report prices only for the sizes indicated. If you do not stock a listed item or do not stock an item in the size indicated, leave the space blank.
3. Complete using actual shelf prices.
4. **Sign and date** the Food Price Reporting List.

Nebraska WIC Program Price List - Grocery Store

Store Name and WIC Retail Number:

Store Address:

Phone and Fax Number:

E-Mail Address:

Please give the actual price of those items you now have on the shelf. Do not include sale prices. Give prices only for the sizes indicated. If you don't stock a listed item in the size indicated, leave the space blank.

Dairy	Infant Formula
Milk (whole) – 1 gal Store Brand	Enfamil Premium Infant – 12.5 oz pwd
2% Milk – 1 gal Store Brand	Enfamil Premium Infant – 13 oz conc
1% Milk – 1 gal Store Brand	Enfamil ProSobee – 12.9 oz pwd
Skim Milk – ½ gal Store Brand	Enfamil ProSobee – 13 oz conc
Skim Milk – 1 gal Store Brand	Nutramigen with Enflora LGG – 12.6 oz pwd
8 th Continent Soymilk Original ½ gal	Pregestimil LIPIL – 16 oz pwd
Milk (lactose-reduced/free) ½ gal	Similac Expert Care Alimentum – 16 oz. pwd
Cheese, Pasteurized Processed American Cheese Sliced, Store Brand – 16 oz	PediaSure – 8 oz RTU – 6 pack
Cheese, Cheddar – Store Brand 16 oz	Enfamil AR – 12.9 oz pwd
Bottled Juice	Similac Expert Care NeoSure – 13.1 oz pwd
Campbell's Tomato Juice – 64 oz	Enfamil Gentlease – 12.4 oz pwd
Nestle Juicy Juice Apple – 64 oz	
Old Orchard Apple -64 oz	
Frozen Juice	Infant Cereal
Orange Juice – 12 oz Store Brand	Non-fruit, 8 oz Container
Old Orchard 100% Apple – 12 oz	
Welch's Grape -12 oz	Light Tuna (No Albacore)
Pourable Juice Concentrate	5 or 6 oz can – Highest Priced water packed
Nestle Juicy Juice Apple – 11.5 oz	5 or 6 oz can – Store Brand – water packed
Welch's 100% Grape Juice – 11.5 oz	
Cereal	Eggs – Any Brand
Kellogg's Corn Flakes – 18 oz	Eggs – 1 dozen large
Kellogg's Frosted Mini Wheats, Bite Size – 18 oz	
Quaker Corn Bran Crunch-12 oz. box	Peanut Butter
General Mills Kix- 18 oz. box	Store Brand 16-18 oz
General Mills Oat Cheerios – 18 oz	
Post Honey Bunches of Oats Honey Roasted – 14.5 oz	Pink Salmon
	Any Brand, 14.75 oz can

Complete Side 2, please

Nebraska WIC Program Price List - Grocery Store, Page 2

Please give the actual price of those items you now have on the shelf. Do not include sale prices. Give prices only for the sizes indicated. If you don't stock a listed item in the size indicated, leave the space blank.

Infant Foods – Fruits & Vegetables	
Beechnut, Single Vegetable, 4 oz jar	\$
Beechnut, Single Fruit, 4 oz jar	\$
Gerber, Single Vegetable, 4 oz jar	\$
Gerber, Single Fruit, 4 oz jar	\$
Gerber, Single Vegetable in 4 oz tubs in 2 pack	\$
Tippy Toes, 4 oz. jar	\$
Infant Foods – Meats – Any Brand	
Chicken, 2.5 oz jar – Highest Priced	\$
Chicken, 2.5 oz jar – Lowest Priced	\$
Canned Beans	
Bush Brand – Black Beans – 14-16 oz can	\$
Store Brand – Black Beans – 14-16 oz can	\$
Mature Dry Beans/Peas	
1 lb package – Store Brand – Pinto	\$
1 lb package – Store Brand – Black	\$

100% Whole Wheat Bread	
Best Choice, 100% Whole Wheat Enriched, 16 oz loaf	\$
Sara Lee Classic, 100% Whole Wheat 16 oz loaf	\$
Our Family, 100% Whole Wheat 16 oz loaf	\$
Tortillas (circle which)	
16 oz size only	
Mission Yellow Corn or Whole Wheat	\$
Ortega Whole Wheat	\$
Frescados Whole Wheat	\$
Buena Vida Whole Wheat	\$
Celia's (refrigerated section) Corn or Whole Wheat	\$
Chi Chi's White Corn or Whole Wheat	\$
Don Pancho White Corn or Whole Wheat	\$
Hy-Vee Corn or Whole Wheat	\$
La Banderita Corn or Whole Wheat	\$
La Burrita Corn	\$
Shurfresh Corn/Maize or Whole Wheat	\$

How many days do you need to get in a specialized formula? _____ days

Please circle those days that your truck comes in with shipments:

S M T W Th F S

**PLEASE COMPLETE & RETURN
THANK YOU!**

I hereby certify that the information recorded is correct to the best of my knowledge.

Signature

Date

Print Name

MINIMUM INVENTORIES

REQUIRED INVENTORY FOR GROCERY STORES

Nebraska WIC Program – approved WIC food items minimum stock inventory of foods for grocery stores which must be available at all times regardless of the number of purchases made throughout the day.

Note: The variety and quantity in stock are defined as including both inventory on display and on-premises, but not inventory on order from suppliers.

Size of Store Determined by Number of Front-End Registers (Excluding Department Registers)

- Small = 1 to 5 Front-End Registers
- Medium = 6 to 10 Front-End Registers
- Large = 11 to 19 Front-End Registers
- Super = 20 or More Front-End Registers

FOOD ITEMS	UNITS/KINDS ALLOWED	REQUIRED INVENTORY OF SUPPLEMENTAL FOODS FOR GROCERY STORES	
		Small & Medium 1 to 10 Front-End Registers	Large & Super 11+ Front-End Registers
<u>Infant Formulas</u> Enfamil Premium Infant Enfamil Premium Infant ProSobee & Other Formulas	12.5 oz. Powder 13 oz. Concentrate	6 cans total Must be able to supply upon request Must be able to supply upon request	24 cans total Must be able to supply upon request Must be able to supply upon request
<u>Infant Cereals</u> container	8 oz. container Any brand Without fruit, infant formula, &/or milk – <ul style="list-style-type: none"> • No organic 	3 boxes; 2 varieties	6 boxes; 2 varieties
<u>Infant Foods</u> Infant single ingredient variety fruits and vegetables and mixtures of single ingredient variety fruits & vegetables Must be <u>without</u> added sugars, starches, or salt	4 oz. single containers Brands: <ul style="list-style-type: none"> • Beechnut 4 oz. • Gerber 4 oz. • Tippy Toes 4 oz. &/or 4 oz. two pack Brands: <ul style="list-style-type: none"> • Gerber 4 oz. 	32 jars total, of any of the authorized brands; 2 varieties of fruits and 2 varieties of vegetables	64 jars total, of any of the authorized brands; 4 varieties of fruits and 4 varieties of vegetables
Infant meats	2.5 oz. containers Any brand Must be <u>without</u> added sugars, starches, or salt	Must be able to supply upon request.	31 jars; 2 varieties

<u>Milk</u> Whole, 2%, 1%, Skim	Gallons, ½ Gallons Store brand If store brand not available, name brand is allowed.	A total of 6 gallons fluid milk: 4 of which must be 1% &/or skim	A total of 12 gallons fluid milk: 8 of which must be 1% &/or skim
<u>Evaporated milk</u>	Any brand, 12 oz. can, regular and fat free	At least 1 can of regular & 1 can fat free	At least 1 can of regular & 1 can fat free
<u>Fresh Fruits and Fresh Vegetables</u>	Any variety of fresh whole or cut fruits and vegetables. No party trays No salad bar items	At least 6 varieties of authorized fresh fruits. At least 6 varieties of authorized fresh vegetables.	At least 12 varieties of authorized fresh fruits. At least 12 varieties of authorized fresh vegetables.
<u>Eggs</u>	Medium or large size Any Brand	4 dozen	
<u>Cheese</u>	Store brand – 16 oz. only Domestic only No Cheese Food or Spread, No Shredded Cheese	A total of 4 lbs. of cheese; 2 varieties Varieties: Cheddar, Colby, Colby Jack Marble, Monterey Jack, Mozzarella, Muenster, Pasteurized Process American Cheese, Swiss	
<u>Soy Beverage/Milk</u>	8 th Continent Soymilk Original or Vanilla or Silk – Original Soymilk ½ Gallons	Must be able to supply upon request.	
<u>Dry Beans & Peas</u>	Store Brand	2 – one pound packages with 2 varieties available Varieties: Black Beans, Black Eyed Peas, Cow, Crowder, Garbanzo Beans, Great Northern Beans, Kidney Beans, Lentils, Lima or Butter Beans, Mung Beans, Navy Beans, Pinto Beans, Red Beans, Soybeans, Split Peas	
<u>Peanut Butter</u>	16 - 18 oz container Store Brand Creamy &/or Chunky	2 containers	
<u>Canned Fish Tuna and Pink Salmon</u>	5 or 6 oz. cans Light Tuna - Any Brand Water-packed &/or oil- packed No albacore tuna	12 cans	
	5 or 6 oz., or 7.5 oz. &/or 14.75 oz. cans Pink Salmon – Any Brand Water-packed &/or oil- packed, pack may include bones & skin	12 – 5 &/or 6 oz. or 7.5 oz. cans or 4 – 14.75 oz. cans	
<u>Canned Beans</u> No baked beans	Bush Brand Beans - 15 to 16 oz. cans &/or Store Brand Beans – 15 to 16 oz. cans Mature beans or lentils with no added sugars, fats, oils, and meats.	8 cans total – Must have at least 2 varieties Varieties: Black beans, blackeye peas, cow, crowder, garbanzo beans, great northern beans, kidney beans, lima or butter beans, mung beans, navy beans, pinto beans, red, soybeans, split peas, and lentils.	

<p><u>Brown Rice</u></p>	<p>14 to 16 oz. bag or box Any Brand – Instant cooking Or 16 oz. bag or box regular cooking only</p>	<p>4 – 14 to 16 oz. bags &/or boxes</p>
<p><u>100% Whole Wheat Bread</u></p> <p>No bagels No store bakery bread or buns No deli bread or buns No white bread or buns</p>	<p><u>16 oz. package only</u></p> <p><u>Best Choice</u> - 100 % Whole Wheat</p> <p><u>Family Choice</u> - 100% Whole Wheat</p> <p><u>Great Value</u> - 100% Whole Wheat</p> <p><u>Hy-Vee</u> - 100% Whole Wheat</p> <p><u>Our Family</u> -100% Whole Wheat</p> <p><u>Pepperidge Farm</u> - Stone Ground 100% Whole Wheat - Swirl 100% Whole Wheat Cinnamon with Raisins - Very Thin 100% Whole Wheat - Whole Grain Rye Seeded - Light Style 100% Whole Wheat</p> <p><u>Sara Lee</u> -Classic 100% Whole Wheat</p> <p><u>Signature Kitchens</u> - 100% Whole Wheat - 100% Whole Wheat Hot Dog Buns</p> <p><u>Village Hearth</u> - 100% Whole Wheat</p> <p><u>Open Nature</u> -100% Whole Wheat Hot Dog Buns</p>	<p>4 – 16 oz. packages of any of the authorized brands</p>

<p><u>Tortillas</u></p> <p>No hard shells No other sizes</p>	<p><u>16 oz. package only</u></p> <p><u>Best Choice</u> - Whole Wheat Tortillas - Corn Tortillas</p> <p><u>Chi Chi's</u> -White Corn Tortillas -Whole Wheat Tortillas</p> <p><u>Don Pancho</u> -White Corn Tortillas -Whole Wheat Tortillas</p> <p><u>Frescado</u> -Whole Wheat Tortillas -Corn Tortillas</p> <p><u>Great Value</u> -Whole Wheat Tortillas</p> <p><u>Guerrero</u> -Whole Wheat Tortillas -Corn Tortillas</p> <p><u>Herdez</u> -Corn Tortillas</p> <p><u>Hy-Vee</u> -Corn Tortillas -Fajita Style Whole Wheat -Whole Wheat Tortillas</p> <p><u>IGA</u> -Fajita Style Whole Wheat Tortillas</p> <p><u>Kroger</u> -Whole Wheat Tortillas</p> <p><u>La Banderita</u> -Corn Tortillas -Whole Wheat Tortillas -Fajita Style Whole Wheat Tortillas</p> <p><u>La Burrita</u> -Corn Tortillas</p> <p><u>Mama Lupe's</u> -Corn Tortillas -Whole Wheat Tortillas</p>	<p>4 – 16 oz. packages of any of the authorized brands</p>
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<p><u>Tortillas</u></p> <p>No hard shells No other sizes</p>	<p><u>16 oz. package only</u></p> <p><u>Mission</u> - Yellow Corn Tortillas -Whole Wheat Tortillas</p> <p><u>Ortega</u> - Whole Wheat Tortillas</p> <p><u>Our Family</u> -Fajita Style Whole Wheat Tortillas</p> <p><u>Shurfine</u> -Corn Tortillas -Whole Wheat Tortillas</p>	<p>4 – 16 oz. packages of any of the authorized brands</p>
<p><u>100% Juice</u></p>	<p>1) Must Carry Bottled Juice</p> <p>AND</p> <p>2) Frozen Juice Concentrate or Pourable Juice Concentrate</p>	<p>4 total Bottled Juice Must have at least 2 varieties</p> <p>AND</p> <p>6 total of Frozen Concentrate and/or Pourable Juice Concentrate Must have at least 2 varieties</p>
<p><u>Bottled Juice – 64 oz.</u></p>		
	<p>Always Save</p>	<p>100% Apple Juice, 100% Grape Juice</p>
	<p>Best Choice</p>	<p>Apple Juice, Berry Blend Juice, Cherry Blend Juice, Fruit Punch Blend Juice, Grape Juice, Grape Blend Juice, Grapefruit Juice, Pineapple Juice, Tomato Juice, Vegetable Juice, White Grape Juice</p>
	<p>Campbell’s</p>	<p>Tomato Juice, Tomato Juice (Low Sodium), V8 100% Vegetable Juice, V8 100% Vegetable Juice (Low Sodium)</p>
	<p>Great Value</p>	<p>Tomato, Vegetable, Grape, White Grape 100%, White Grape Peach, Cranberry Blend, Cranberry Grape 100%, Apple</p>
	<p>Harvest Classic</p>	<p>Apple</p>
	<p>Hy-Vee</p>	<p>100% Apple Juice, Premium 100% Apple NFC, Apple Juice with Calcium, Grape 100% Juice, 100% Cranberry Juice, 100% Cranberry Apple Juice, Pineapple, Just Juice Apple, Just Juice Berry, Just Juice Cherry, Just Juice Fruit Punch, Just Juice Grape, 100% Raspberry Cranberry Juice, White Grape Juice, Tomato Juice, Vegetable Juice</p>
	<p>IGA</p>	<p>100% Apple, 100% Grape Juice, 100% White Grape, 100% Tomato, 100% Vegetable</p>
	<p>Kroger</p>	<p>Apple Juice, Cranberry Juice, Grape Juice, Pineapple Juice, White Grape Juice, White Grape Peach Juice, Vegetable, Vegetable Spicy, Vegetable Low Sodium</p>
	<p>Market Pantry</p>	<p>Apple 100% Juice, 100% Tomato Juice,</p>
	<p>Motts</p>	<p>Apple Juice</p>

	Old Orchard	Acai Pomegranate Juice, 100% Apple Juice, Apple Cranberry Juice, Berry Blend Juice, Blueberry Pomegranate Juice, Cherry Pomegranate Juice, Cranberry Pomegranate Juice, 100% Grape Juice, Kiwi Strawberry Juice, 100% Orange Juice, Peach Mango Juice, Red Raspberry Juice, 100% White Grape Juice, Wild Cherry Juice, Pineapple Juice, Mango Tangerine Juice
	Our Family	100% Apple Juice, 100% Grape Juice, 100% Juice Blend Berry, 100% Juice Blend Cherry, 100% Juice Blend Fruit Punch, 100% Tomato Juice, 100% Vegetable Juice, 100% Juice Blend Grape, Orange Juice, Pineapple Unsweetened Juice, White Grape
	Signature Kitchens	Apple 100% Juice, Cranberry 100% Juice, Cranberry Grape 100% Juice, Cranberry Raspberry 100% Juice, White Grape Juice, Grape Juice
	Shurfine	Apple Juice, Grape (pgb) Juice, Juice-A-Lot Berry, Juice-A-Lot Cherry, Juice-A-Lot Grape, Juice-A-Lot Punch, Tomato 100% Juice, Vegetable Juice, White Grape Juice
	Tree Top	Apple Juice
	Harvest Classic	Apple Juice
	Juicy Juice	Apple Juice, Apple Raspberry Juice, Berry Juice, Cherry Juice, Grape Juice, Kiwi Strawberry Juice, Mango Juice, Orange Tangerine Juice, Punch Juice, Strawberry Banana Juice, Tropical Juice, White Grape Juice, Peach Apple Juice, Strawberry Watermelon Juice, Passion Dragonfruit Juice, Cranberry Apple Juice,
	Frozen Concentrate – 11.5 – 12 oz.	
	Store Brand	Orange Juice, Grapefruit Juice
	Always Save	100% Apple Juice
	Best Choice	100% Apple Juice
	Great Value	Apple 100% Juice
	Market Pantry	Apple Juice
	Signature Kitchens	100% Apple Juice
	Old Orchard	Any flavor with green pull strip
	Tree Top	Apple Juice
	Welch's	100% Grape Juice, 100% White Grape Juice, 100% White Grape Raspberry Juice, 100% White Grape Peach Juice,
	Pourable Concentrate – 11.5 oz.	
	Welch's (Cans have yellow bands)	Apple Juice, Fruit Fantastic Juice, Grape Juice, Tropical Passion Juice
Cereal	Cold Cereal	Must carry 6 varieties of cold cereal, 4 of which must be *whole grain. There must be a minimum of 12 boxes on display, 12 ounces or larger. *Whole grain cereals are designated with an * (asterisk) below.
	General Mills	*Cheerios, Dora the Explorer, *KIX
	Kellogg's	Corn Flakes, *Frosted Mini Wheats Little Bites, *Frosted Mini-Wheats Original, Rice Krispies, *All-Bran Complete Wheat Flakes

Malt-O-Meal	Corn Flakes, Crispy Rice, *Blueberry Mini Spooners, *Frosted Mini Spooners, *Strawberry Cream Mini Spooners, Oat Blenders with Honey, Oat Blenders with Honey & Almonds, *Scooters
Post	*Grape-Nuts, *Grape-Nut Flakes, Honey Bunches of Oats Honey Roasted, Honey Bunches of Oats - Almonds, Honey Bunches of Oats with Cinnamon Bunches, *Honey Bunches of Oats with Vanilla Bunches, *Honey Nut Shredded Wheat, Honey Bunches of Oats Whole Grain Almond Crunch, Honey Bunches of Oats Whole Grain Honey Crunch
Always Save	Crisp Rice, *Frosted Shredded Wheat, *Toasted Oats
Best Choice	*Bran Flakes, Corn Crisps, Corn Flakes, *Happy O's, Honey Oat Clusters with Almonds, Honey Oat Clusters, *Live Life, *Wheat Crisps, *Wheat Flakes,
Clear Value	Corn Flakes, Crisp Rice, *Frosted Shredded Wheat, *Toasted Oats,
Great Value	*Bran Flakes, Corn Flakes, Crisp Rice, *Crunchy Nuggets, *Frosted Shredded Wheat, *Toasted Multi-Grain, Toasted Corn, *Toasted Whole Grain Oats, *Crunchy Oat Squares, Toasted Rice, *Toasted Wheat
Quaker	Corn Bran Crunch
Hy-Vee	*Bran Flakes, Corn Flakes, Crispy Rice Cereal Bag, *Frosted Bite Size Shredded Wheat Blueberry, *Nutty Nuggets, *Simple Living (Oat Squares), Oats & More with Honey, Toasted Rice Squares, *Wheat Flakes, *Frosted Shredded Wheat Strawberry Cream, *Frosted Shredded Wheat
IGA	*Bran Flakes, Corn Flakes, *Frosted Shredded Wheat, Corn Squares, Rice Squares, *Tastees
Kroger	*Bran Flakes, Rice Bitz, Corn Flakes, *Frosted Shredded Wheat, *Frosted Shredded Wheat Blueberry, *Frosted Shredded Wheat Strawberry Cream, *Nutty Nuggets,
Market Pantry	*Frosted Shredded Wheat, Corn Flakes, Honey and Oat Mixers, *Toasted Oats, *Frosted Strawberry Shredded Wheat
Our Family	Corn Flakes, *Frosted Shredded Wheat, *Bran Flakes High Fiber, Oats & More with Honey, *Frosted Shredded Wheat Strawberry Cream, *Nutty Nuggets, Rice Biscuits
Signature Kitchens	*Bite Size Frosted Shredded Wheat, *Bran Flakes, Corn Flakes, *Live it Up!, *Mini Wheats Frosted Bite Size, *Toasted Oats, Crispy Rice
Shurfine	*Bran Flakes, Corn Flakes, *Frosted Shredded Wheat, *Nutty Crunchers, *Lively Oats, Crunchy Rice Squares
Hot Cereal	Must carry 1 variety of hot cereal, a minimum of 2 boxes must be on display
B & G Foods	Cream of Wheat 1 minute, Cream of Wheat 2 ½ minute, Cream of Wheat 10 minute, Cream of Rice
CoCo Wheats	CoCo Wheats
Malt-O-Meal	Malt-O-Meal Chocolate, Malt-O-Meal Original
Quaker	Instant Grits Original Flavor
Great Value	Instant Oatmeal

	Hy-Vee	Creamy Wheat Enriched Farina, Instant Oatmeal Original Flavor
	Kroger	Instant Oatmeal Regular Flavor
	Our Family	Instant Oatmeal Regular Flavor
	Shurfine	Regular Flavor Instant Oatmeal

Available in Alternate Forms
Phone (402) 471-2781
TDD (402) 471-9570

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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WIC CHECKS

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IDENTIFICATION

WIC checks – types and differences

WIC check (also sometimes called a “food instrument”): The method of payment used by participants for WIC foods. There are two types of WIC checks.

- Regular WIC Check: The specific WIC supplemental foods and the quantities of those foods are identified on the check.
- Fruit and Vegetable WIC Check (also sometimes called a “cash value voucher”): A fixed dollar amount check which is used by the participant to obtain authorized fruits and vegetables.

Reference to a WIC check includes both the regular WIC check and the fruit and vegetable WIC check.

Differences and similarities between WIC fruit/vegetable check and regular WIC checks

- Differences
 - Dollar amount on fruit/vegetable check, not item
 - Specific approved items not defined on the fruit/vegetable check
- Similarities
 - Only used for WIC approved foods
 - Must be valid (within date range)
 - Requires signature

Split Tender for the WIC Fruit and Vegetable Check:

- The WIC shopper has the option to pay the amount over with the fruit and vegetable check transaction.
- The fruit and vegetable check is the only check with a dollar amount.
- WIC shoppers are allowed to pay the difference if the total exceeds the value of the check.
- However the shopper cannot receive change for any unused amount.

PARTS OF A WIC CHECK

Sample of a Regular WIC Check

SAMPLE

	NEBRASKA WIC PROGRAM 301 Centennial Mall South • Lincoln, Nebraska 68509-5026 <small>Buying, selling or otherwise misusing WIC benefits is a crime. To report suspected abuse, call 800- or visit www.usda.gov/oig/hotline.htm</small>		Acct #: 804623	50000482 First Date to Use: 07/01/2015 Last Date to Use: 07/31/2015
	Clinic ID: 5-15 Name: Jane Anderson	FID: 200028	Vendor ID Stamp	Purchase Amount \$
1 (DOZEN) MEDIUM OR LARGE EGGS 36 (OUNCES OR LESS) CEREAL 1 (16-18 OZ) PEANUT BUTTER OR DRIED BEANS -or- 4 (15-16 OZ) CANNED BEANS 1 (16-OZ) BREAD/ TORTILLAS OR (14-16) OZ BROWN RICE 2 (GALLON) MILK - 1% OR FAT FREE SKIM 1 (11.5-12 OZ) FROZEN OR POURABLE CONCENTRATE JUICE	Corrected Amount	Not Payable Without Authorized Nebraska Vendor ID Stamp		
Vendor Must Deposit Within 60 Days From First Date To Use			Authorized Signature - Must be signed at retail counter	

1. Participant's Name
2. First Date to Use
3. Last Date to Use

4. Food Prescription
5. Purchase Amount Entry
6. Authorized Signature

Sample of a WIC Fruit and Vegetable Check

	NEBRASKA WIC PROGRAM 301 Centennial Mall South • Lincoln, Nebraska 68509-5026 <small>Buying, selling or otherwise misusing WIC benefits is a crime. To report suspected abuse, call 800-424-9212 or visit www.usda.gov/oig/hotline.htm</small>		Acct #: 99999	50000009 First Date to Use: 03/01/2015 Last Date to Use: 03/31/2015
	Clinic ID: 00-000 Name: Taylor, Jumani	FID: 1000	Vendor ID Stamp	Purchase Amount \$
FRESH FRUITS AND VEGETABLES MAXIMUM VALUE \$8.00	Corrected Amount	Not Payable Without Authorized Nebraska Vendor ID Stamp		
Vendor Must Deposit Within 60 Days From First Date To Use			Authorized Signature - Must be signed at retail counter	

Contact your vendor manager if you receive a WIC check that appears to be altered.

CHECK CASHING PROCEDURES

First Date To Use & Last Date To Use

All checks must be redeemed on or between the “First Date to Use” and the “Last Date to Use”. Checks presented before the “First Date to Use” are not valid. Checks presented after 12:00 midnight of the “Last Date to Use” are no longer valid.

Separate Foods & Checks

Each WIC check must be handled individually. Ask the customer if WIC foods have been separated from other purchases. Each WIC check must be rung up separately. Be careful not to interchange amounts when two or more checks are redeemed at the same time.

Food Verification

Check the selected foods. Compare brands & quantities with the items on the check. All foods must be selected from the current WIC approved food list, which can be found in the WIC Approved Foods List booklet.

Infant Formula

Substitutions are NOT ALLOWED UNDER ANY CIRCUMSTANCES for infant formula that is prescribed on the WIC check.

Purchase Amount Entry

Write the actual purchase price in the “Purchase Amount” box of the check. Once this amount has been entered, it should not be changed. In the event that there is an error made in the “Purchase Amount” entry, the cashier should draw one line across the incorrect amount and legibly write the correct total price in the space provided above the “Purchase Amount” box labeled “Correction Only”. The correct price must be written legibly in this area in order to be paid. This correction must be made at the point of purchase. These checks may be deposited in your bank for payment if all other edit criteria have been met.

Authorized Signature

The WIC shopper must sign the check on the appropriate line (bottom right hand side).

The “Purchase Amount” box must be clearly completed before obtaining the WIC shopper’s authorized signature.

Cash Register Receipt

Give WIC Shopper transaction receipt. The WIC shopper will now receive the register receipt as a proof of purchase. Remember per state policy the store is required to keep a receipts for 60 days for all WIC transaction.

Vendor Number Stamp

Each WIC check must be clearly stamped with your store's authorized vendor number stamp on the front of the check in the "Pay to the Order of" section prior to depositing the check. Endorse each WIC check on the back with your store's name and identifying number or address before depositing.

Depositing Checks

WIC checks should be presented for payment within 60 days from the "First Date to Use".

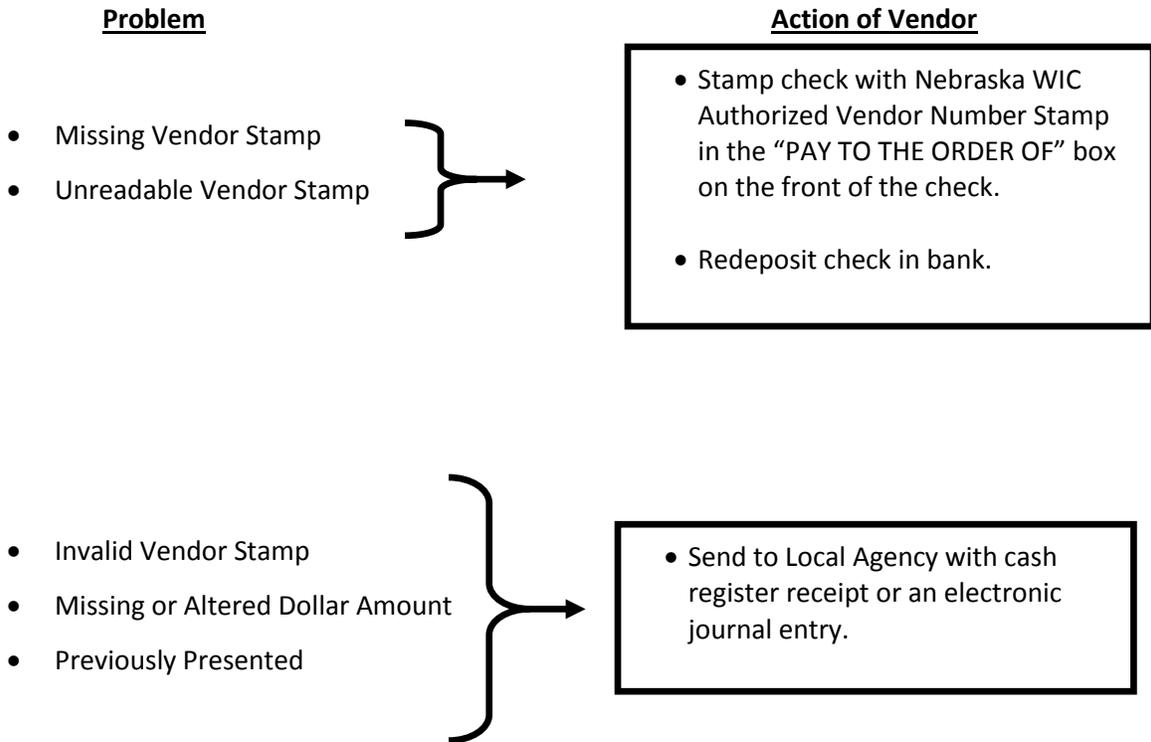
The Nebraska WIC Program may reject payment of WIC checks or request reimbursement for the following reasons:

- Missing or altered "Purchase Amount".
- Purchase Amount exceeds the Not-to-Exceed Amount.
- Missing, unreadable, or invalid vendor number stamp.
- Check submitted for payment more than 60 days from the "First Date to Use".

In addition to the problems outlined, there may be other situations that arise concerning checks. Contact your Local Agency WIC Vendor Manager to discuss.

PROBLEM CHECKS

After deposit into retailer's bank, in the case of a problem check, these are the steps to follow.

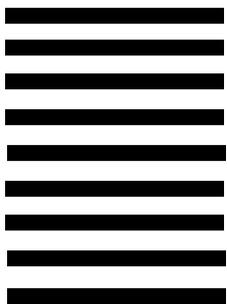


Please remember to include the cash register receipt or an electronic journal entry of the transaction when sending problem WIC checks to your Local Agency WIC Vendor Manager. This will help verify what happened at the point of purchase and assist in review for possible reimbursement. **The cash register receipt or an electronic journal entry is required for all problem WIC checks that are to be reviewed and for all checks for which WIC is requesting transaction records.**

As always, if you have any questions about WIC PROBLEM CHECKS or WIC in general, please call your Local Agency WIC Vendor Manager. We are here to help you!

PLEASE REPORT ANY SUSPICIOUS WIC TRANSACTION TO THE LOCAL AGENCY INDICATED ON YOUR RETAIL VENDOR AGREEMENT OR MAIL IN YOUR OBSERVATION ON THE WIC INFORMATION CARD PICTURED BELOW. SHOULD THERE BE ANY PROBLEMS WITH A WIC CHECK, CALL YOUR LOCAL AGENCY.

WIC INFORMATION CARD

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="font-size: 24px; margin: 0;">BUSINESS REPLY CARD</p> <p style="font-size: 12px; margin: 0;">FIRST CLASS PERMIT NO. 1181 LINCOLN, NEBRASKA</p> </div> <p style="text-align: center; margin-bottom: 20px;">POSTAGE WILL BE PAID BY ADDRESSEE</p> <p style="text-align: center;"> Nebraska WIC Program Nebraska Department of Health and Human Services Lifespan Health Services Unit Post Office Box 95026 Lincoln, Nebraska 68509 </p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="font-size: 10px; margin: 0;">NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</p> </div> <div style="text-align: center;">  </div>
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WIC Information Card Printed with soy ink on recycled paper

Instructions

The following form can be used to report any problems related to the WIC Program. We welcome any input from participants or from the stores participating in the program whether it is as "minor" as an out-of-stock item or as "major" as fraud.

Any person submitting a report to our office is guaranteed that his/her right to privacy will be respected. Your name will not be used in follow up.

Nature of problem:

Explain the circumstances:

Date _____ Town _____ Retail Store Involved _____

Store number or address _____

If an individual is involved, please provide the following information:

Name	I.D. Number	Check number(s)
_____	_____	_____
_____	_____	_____

Date reported _____ by _____

For further information on this subject, contact _____
telephone _____

Do you want us to let you know the outcome? Yes No

If so, please provide an address _____

781-039-5M



WIC VENDOR SANCTIONS

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Notification of Vendor Violations	page 5.7
Implementing the Sanction System	page 5.8
Administrative Appeals Procedures.....	page 5.11

SUMMARY

The Nebraska WIC Program has implemented a sanction point system to objectively monitor all WIC authorized vendors.

The following are definitions of terms used to describe the Nebraska WIC Program Sanction System.

Vendor Violation – any intentional or unintentional action of a vendor’s current owners, managers, agents, officers, or employees (with or without knowledge of management) that violates the vendor agreement or Federal or State statutes, regulations, policies, or procedures governing the Program.

Violation- an infraction of program regulations, policies, or agreements.

Investigation – a method used by the State WIC office to determine if violations are occurring.

Sanction – an administrative action taken as a result of a violation.

Pattern – based on the type, severity, and number of the incidences of the violation.

There are two types of sanctions.

- Mandatory Federal Sanctions
- State Agency Sanction

Various points are assigned to violations of the retail vendor agreement. These points range in value from 1 to 60 or permanent disqualification depending upon the seriousness of the violation. The points are retained for one month up to 12 months, depending upon the severity of the violation. Different methods of monitoring are utilized to determine if a violation has occurred. The methods of determining these violations include: inventory audit, compliance buys, WIC check edits, monitoring, Supplemental Nutritional Assistance Program reports, and additional methods as determined by the State WIC office.

Establishing a Pattern of Violations

Sanctioning points can be assessed upon at least two (2) independent documented repeated violations. When conducting inventory audits, a pattern can be established during a single review of the vendor’s redemption records. A pattern of violations does not need to be present when applying a permanent disqualification, a six year disqualification, and a three year disqualification for selling alcohol or tobacco.

Outline of Violations

Failure to comply with the terms of the Nebraska WIC Program Retail Vendor Agreement will result in sanction points being levied by the State WIC office. The following chart identifies the violations, the point value of the violation and the period of time the points are retained.

State Agency Sanctions

<u>Violations</u>	<u>Point Value</u>	<u>Points Retained For</u>
Failing to display the official Approved Nebraska WIC Vendor Poster in a prominent place.	1	1 months
Accepting WIC food checks with the appearance of alteration.	1	1 months
Submitting ten (10) or more WIC checks for redemption with the Nebraska WIC Authorized vendor number stamp missing or unreadable within any calendar month.	1	1 months
Failing to clearly mark the purchase price on the shelf or food item for a category of WIC foods.	5	3 months
Failing to provide fresh and wholesome products in a sanitary environment.	5	3 months
Failing to submit an accurate Food Price Reporting List within two weeks from date of request.	5	3 months
Altering information on the WIC check.	5	3 months
Failing to obtain all Nebraska WIC authorized vendor number stamps (new or replacement) from the WIC agency.	5	3 months
Failing to clearly endorse the back of a WIC check with the Vendor’s bank deposit stamp or the Vendor’s name and identifying number or address.	5	3 months
Failing to provide the cash register receipts, electronic journal entries, or acceptable records of the WIC check transactions for any or all problem checks for which the vendor is requesting review and possible reimbursement.	5	3 months

Failing to provide the cash register receipts, electronic journal entries, or acceptable records of the WIC check transactions for any or all checks for which the WIC Agency or Department is requesting transaction records.	5	3 months
Failing to transact WIC checks inside the authorized store location only.	5	3 months
Failing to only use the official Nebraska WIC Program Shelf Labels or those approved by State Agency to identify WIC authorized supplemental foods	5	3 months
Using the WIC Acronym or Logo for any purpose including promotion or incentives without the Department's approval.	5	3 months
Failing to maintain and post regular/minimum business hours. Minimum business hours are outlined in the vendor selection criteria.	5	3 months
Failing to provide sales data information to the department upon request.	10	6 months
Requiring WIC shopper to purchase other items when redeeming WIC checks.	10	6 months
Offering incentive items <u>solely</u> to WIC shoppers.	10	6 months
Failing to provide complete and acceptable purchase invoices from the wholesaler and/or other points of purchase and/or inventory records and/or receipts for documentation of inventory and payment of WIC authorized supplemental food items to the Department upon request.	15	12 months
Failing to pay the WIC Program within 30 days of receipt of the certified written notification for amounts paid by the WIC Agency on WIC checks processed by the vendor which were not payable.	15	12 months
Failing to only purchase infant formula from the list of approved sources as maintained by the State WIC Office.	15	12 months
Redeeming WIC checks while the vendor is disqualified.	15	12 months

Mandatory Federal Sanctions

One Year disqualification from the WIC Program

1. A pattern of Providing unauthorized food item in exchange for WIC checks, including charging for supplemental food provided in excess of those listed on the WIC check. **

Second Mandatory Federal Sanctions

When a vendor, who previously has been assessed a sanction for any of the violations identified with two stars (**), receives another sanction for any of these violations, the State agency will double the second sanction. Civil money penalties will be doubled up to the maximum limits.

Third or Subsequent Mandatory Federal Sanctions

When a vendor, who previously has been assessed two or more sanctions for any of the violations identified with two stars (**), receives another sanction for any of these violations, the State agency will double the third sanction and all subsequent sanctions. The State agency will not impose civil money penalties in lieu of disqualification for third or subsequent sanctions for these violations.

Mandatory Federal Sanction – Disqualification Based on a SNAP Disqualification

The State agency will disqualify a vendor who has been disqualified from the Supplemental Nutrition Assistance Program. The disqualification will be for the same length of time as the SNAP disqualification. It may begin at a later date than the SNAP disqualification, and is not subject to administrative or judicial review under the WIC Program.

Voluntary Withdrawal or Non-renewal of Agreement

The State agency will not accept voluntary withdrawal of the vendor from the Program as an alternative to disqualification for any of the mandatory federal violations. The State agency will enter the disqualification on the record. In addition, the State agency will not use nonrenewal of the vendor agreement as an alternative to disqualification.

Mandatory Federal Sanctions – Three Year Disqualification from the WIC Program

One incidence of the sale of alcohol or alcoholic beverages or tobacco products in exchange for WIC checks. **

A pattern of claiming reimbursement for the sale of an amount of a specific supplemental food item which exceeds the store's documented inventory of that supplemental food item for a specific period of time. **

A pattern of vendor overcharges. **

A pattern of receiving, transacting, and/or redeeming WIC checks outside of the authorized channels, including the use of an unauthorized vendor and/or an unauthorized person. **

A pattern of charging for supplemental food not received by the WIC shopper. **

A pattern of providing credit or non-food items, other than alcohol, alcoholic beverages, tobacco products, cash, firearms, ammunition, explosives, or controlled substances in exchange for WIC checks. **

Mandatory Federal Sanctions – Six Year Disqualification from the WIC Program

One incidence of buying or selling WIC checks for cash (trafficking). **

One incidence of selling firearms, ammunition, explosives, or controlled substances in exchange for WIC checks. **

Mandatory Federal Sanctions - Permanent Disqualification from the WIC Program

Permanent Disqualification from the Supplemental Nutrition Assistance Program

One conviction by a criminal court of trafficking of WIC checks or selling firearms, ammunition, explosives, or controlled substances in exchange for WIC food instruments. A vendor shall not be entitled to receive any compensation for revenues lost as a result of such violation.

NOTIFICATION OF VENDOR VIOLATIONS

Notification is not required for WIC vendor disqualifications or civil money penalties based on Supplemental Nutrition Assistance Program (Food Stamp Program) sanctions.

Notification is not required for violations involving inventory audits, since a pattern can be established during a single review of the vendor's redemption records.

The State WIC office will notify the vendor of the initial violation, for violations requiring a pattern of occurrences in order to impose a sanction, prior to documenting another violation, unless the State WIC office determines that notifying the vendor would compromise an investigation. Such determinations will be made on a case by case basis.

This notification requirement applies to the following mandatory federal violations.

- 1. A pattern of vendor overcharges,*
- 2. A pattern of receiving, transacting, and/or redeeming WIC checks outside of authorized channels, including the use of an unauthorized vendor and/or an unauthorized person,*
- 3. A pattern of charging for supplemental food not received by the WIC shopper,*
- 4. A pattern of providing credit or non-food items, other than alcohol, alcoholic beverages, tobacco products, cash, firearms, ammunition, explosives, or controlled substances in exchange for WIC checks, and*
- 5. A pattern of providing unauthorized food items in exchange for WIC checks, including charging for supplemental foods provided in excess of those listed on the WIC check.*

This notification requirement applies also to the state agency violations, unless the State WIC office determines that notifying the vendor would compromise an investigation. Such determinations will be made on a case by case basis.

Notification is not required for violations that only require one incidence before a sanction is imposed.

IMPLEMENTING THE SANCTION SYSTEM

1. A combined total of:

1 - 5 points = Notification Letter of Sanction Points being levied sent by State WIC staff

6 - 15 points = Warning Letter sent by State WIC staff

16 - 19 points = 6 months disqualification

20 – 29 points = 12 months disqualification

30 –59 points = 36 months disqualification

60 or more points = 72 months disqualification

Disqualification from the Supplemental Nutrition Assistance Program (Food Stamp Program)	=	Disqualification from the WIC Program as the same time period as the disqualification from the Supplemental Nutrition Assistance Program (Food Stamp Program)
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When more than one violation is detected during a single investigation that results in a total of twenty (20) or more points, the disqualification period will be based upon the most serious violation.

2. Civil Money Penalties in Lieu of Disqualification

Cases of **permanent disqualification** as a result of conviction of trafficking in WIC checks or selling firearms, ammunition, explosives, or controlled substances in exchange for WIC checks.

The State WIC office may permit a vendor that would be permanently disqualified for this violation in accordance with the Nebraska WIC Program Sanction System, to continue to participate in the program if the Nebraska WIC Program determines, in its sole discretion, that:

- a. such action would result in inadequate participant access.

Cases of **disqualification** as a result of other violations as outlined in the Nebraska WIC Retail Vendor Agreement in the Nebraska WIC Program Sanction System.

The State WIC Agency may permit a vendor that would be disqualified in accordance with the Nebraska WIC Program Sanction System, to continue to participate in the program if the Nebraska WIC Program determines, in its sole discretion, that –

- a. such action would result in inadequate participant access.

If the Nebraska WIC Program permits a vendor to continue to participate in the program in lieu of disqualification, the State WIC Agency shall assess the vendor a civil money penalty in an amount determined by the State WIC Agency and in accordance with the following criteria.

1. The amount of the civil money penalty shall not exceed \$11,000 for each violation.
2. The amount of civil penalties imposed for violations investigated as part of a single investigation may not exceed \$44,000.
3. If more than one violation is detected during a single investigation, a civil money penalty must be imposed for each violation (up to the \$11,000/\$44,000 limits).
4. If a vendor does not pay, only partially pays, or fails to timely pay (includes failure to pay according to an approved installment plan) a civil money penalty within thirty (30) days of receipt of a notification letter, the State WIC Agency will disqualify the vendor for the length of the disqualification corresponding to the violation for which the civil money penalty was assessed.

The formula for calculation of civil money penalties is as follows.

1. Determine the vendor's average monthly redemption for the 12 month period ending with the month immediately preceding the month during which the notice of administrative action is dated.
2. Multiply average redemption by 10%.
3. Multiply result by the number of months for which the vendor would have been disqualified. This is the amount of the civil money penalty. Refer to guidelines above for the maximum amount of the civil money penalty.

For a violation that warrants **permanent disqualification**, the amount of the civil money penalty shall be \$11,000.

3. The State WIC Agency shall provide the Lincoln, Nebraska Food and Nutrition Service Field Office with a copy of the written notification and information on vendors it has disqualified from WIC or imposed a civil money penalty in lieu of disqualification from WIC for violations that it believes are covered under 7 CFR 246.12(l) of the WIC Program regulations. Supplemental Nutrition Assistance Program (Food Stamp Program) authorization may be withdrawn from any vendor which is disqualified from the WIC Program or is assessed a civil money penalty in lieu of disqualification from the WIC Program based in whole or in part on the following categories of violations outlined in 7 CFR 246.12(l) of the WIC Program regulations:
 - A violation of program regulations which has been shown to constitute a misdemeanor or felony violation of the law.

- One conviction by a criminal court of trafficking of WIC checks or selling firearms, ammunition, explosives, or controlled substances in exchange for WIC checks.
- One WIC administrative finding of buying or selling WIC checks for cash (trafficking) or selling firearms, ammunition, explosives, or controlled substances in exchange for WIC checks.
- One incidence of the sale of alcohol or alcoholic beverages or tobacco products in exchange for WIC checks.
- A pattern of claiming reimbursement for the sale of an amount of a specific supplemental food item, which exceeds the store's, documented inventory of that supplemental food item for a specific period of time.
- A pattern of charging WIC customers more for supplemental food than non-WIC customers or charging WIC customers more than the current shelf or contract price.
- A pattern of receiving, transacting, and/or redeeming WIC checks outside of authorized channels, including the use of an unauthorized vendor and/or unauthorized person.
- A pattern of charging for supplemental food not received by the WIC shopper.
- A pattern of providing credit or non-food items other than alcohol, alcoholic beverages, tobacco products, cash, firearms, ammunition, explosives, or controlled substances in exchange for WIC checks.
- A pattern of providing unauthorized food items in exchange for WIC checks, including charging for supplemental food provided in excess of those listed on the WIC check.

A SUMMARY OF THE ADMINISTRATIVE APPEAL PROCEDURES

The following adverse actions which affect a vendor's participation in the WIC Program are subject to an administrative review.

- Denial of authorization
 - Termination of agreement
 - Disqualification
 - Imposition of a fine or a civil money penalty in lieu of disqualification
-

- Denial of authorization based on the vendor selection criteria for:
 - **business integrity**
 - **a current SNAP DQ or CMP for hardship**
- Denial of authorization based on the application of the vendor selection criteria for **competitive price.**
- Application of peer group criteria and above 50% status determination, when the application for these criteria is the basis of the adverse action (denial of authorization or termination of agreement for cause).
- Denial of authorization based on a SA established vendor selection criterion if the basis of the denial is a **WIC vendor sanction** or a **SNAP withdrawal of authorization or disqualification.**
- Denial of authorization based on the SAs **vendor limiting criteria.**
- Denial of authorization because a vendor **submitted its application outside the timeframes** during which applications were being processed.
- Termination of an agreement because of a **change in ownership or location or cessation of operations.**
- Disqualification based on a trafficking conviction.
- Disqualification based on the imposition of a SNAP CMP for hardship.
- DQ or a CMP imposed in lieu of DQ based on mandatory sanction imposed by another WIC SA.
- CMP imposed in lieu of DQ based on a SNAP DQ.
- Denial of authorization based on the fact that the vendor is not authorized by SNAP.

The following adverse actions are not subject to administrative review.

- Validity or appropriateness of selection criteria
- Validity or appropriateness of vendor peer group criteria and criteria used to identify vendors that are above-50-percent vendors or comparable to above -50-percent vendors
- Validity of participant access criteria and determinations
- The State Agency's determination to include or exclude an infant formula manufacturer, wholesaler, distributor, or retailer from the list of approved sources for infant formula

- The State Agency's determination whether to notify a vendor in writing when an investigation reveals an initial violation for which a pattern of violations must be established in order to impose a sanction
 - 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
 - Expiration of the vendor's agreement
 - Disputes regarding WIC check payments and vendor claims
 - Disqualification of a vendor as a result of disqualification from the Supplemental Nutrition Assistance Program (Food Stamp Program)
-

If adverse action is taken against a vendor, notice must be sent to the vendor in writing, by the Department of Health and Human Services. The letter must explain the following:

- The reason or reasons for the adverse action,
 - The effective date of the action,
 - Denial of authorization is effective on the date of receipt of the notice
 - Permanent disqualification is effective on the date of receipt of the notice
 - All other adverse actions are effective 30 days from the date of the notice.
 - The procedures to follow to obtain a full administrative review
 - The time period during which an appeal may be brought, and
 - The statement that disqualification from the WIC Program may result in disqualification as a vendor in the Supplemental Nutrition Assistance Program (Food Stamp Program) and that such disqualification may not be subject to administrative or judicial review under the Supplemental Nutrition Assistance Program (Food Stamp Program).
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The vendor has 15 days to appeal the decision by a written request to the Department of Health and Human Services for a hearing. The hearing time and place must be determined by the Department of Health and Human Services within 30 days after receiving the request for a hearing. The hearing shall be held no later than 60 days after the request for hearing. The hearing will be conducted by an impartial fair hearing officer. If the vendor appeals the decision, the vendor shall be permitted to continue as an authorized vendor while the appeal is in process. During the appeal process the vendor must comply with the terms of the vendor agreement as long as the vendor is an authorized WIC vendor.

During the hearing, the vendor and the WIC Program will each have the opportunity to:

- Present their cases,
- Confront and cross-examine witnesses, and
- Be represented by legal counsel.

The vendor is also given one opportunity to reschedule a hearing, if needed, and the ability to examine evidence prior to the hearing.

Based upon the evidence presented at the hearing, the decision for the adverse action stands, is changed, or is overturned.

If a party is unhappy with the hearing decision, it can be appealed to a judicial review.

A COPY OF THE COMPLETE ADMINISTRATIVE APPEAL PROCEDURES IS AVAILABLE FROM THE STATE WIC OFFICE.



WIC VENDOR AGREEMENT

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Vendor Responsibilities..... page 6.2

Major Points page 6.4

SUMMARY

The Nebraska WIC Program Retail Vendor Agreement outlines your major responsibilities as a Nebraska WIC retailer:

- Contract is for a two year period
- Renewal process will require a new application
- Ownership Change or Store Closing – Notify WIC
- Contract terminates immediately with a change in ownership or store closing. Please let your WIC Vendor Manager know at least 30 days in advance of an ownership change or a store closing.
- Name or Address Change – Notify WIC at least 30 days in advance. Contract does not terminate with a change in store name but we must complete an addendum.
- Staff Changes for Manager or WIC Contact Person – Notify WIC
- Contract May be Terminated with 30 Days Written Notice

If the WIC store contact changes at any time, please notify the Local WIC Agency so our files may be updated.

VENDOR RESPONSIBILITIES

The WIC vendor, by completing a Nebraska WIC Program Retail Vendor Agreement, accepts the responsibility for managing WIC activities as related to his/her store. These responsibilities are identified in detail in Section 1 of the Retail Vendor Agreement. A brief outline of the major responsibilities follows:

WIC Food Price Reporting List	The vendor agrees to complete and return the quarterly <u>“Food Price Reporting List”</u> within two weeks from date of request. The price list should be signed and dated. Stores failing to return the price lists within two weeks from the date of request will have sanction points levied.
Check Cashing	The vendor agrees to follow all WIC check cashing procedures.
Problem Checks	The vendor has the responsibility to notify the Local Agency WIC Vendor Manager of any problem or returned checks except those with missing vendor stamp or unreadable vendor stamp.
Cash Register Receipt or Electronic Journal Entry	The vendor agrees to provide the cash register receipts, electronic journal entries, or acceptable records of the WIC check transactions for any or all problem checks for which the vendor is requesting review and possible reimbursement and for any or all checks for which the WIC agency or Department is requesting transaction records. These records should be retained for 60 days.

WIC Check Transaction	The vendor agrees to transact WIC checks inside the store location only. WIC foods may be delivered <u>after</u> the transaction has been completed in the store. Delivery of the foods/formulas is not part of the WIC transaction.
Program Abuse	The vendor has the responsibility to notify the Local Agency WIC Vendor Manager of any potential program abuse (i.e. participant trying to return WIC foods for cash or participant trying to alter WIC checks). If a participant does try to return WIC foods for cash or to present an altered check, or there is a WIC transaction which appears suspicious, report it to the Local Agency.
Non-discrimination	The vendor has the responsibility of offering the same courtesies to WIC shoppers as other customers and not discriminate on the basis of age, race, national origin, color, sex, or disability.
Incentives	The vendor shall ensure that incentive items are not offered solely to WIC shoppers.
Minimum Inventory	The vendor shall at all times maintain foods to meet minimum stock inventory requirements. The minimum stock inventory identifies the food items and quantities required. The minimum inventory is also outlined in the Minimum Inventory section of this handbook.
Use of Coupons	Participants may use coupons to purchase WIC approved foods if the discount is taken off the price of the food. The cashier must not give money back to the WIC shopper for the coupons.
Procedure Changes	The vendor agrees to keep his staff up-to-date with WIC procedure changes.
Vendor Training	The vendor agrees to attend any training sessions, or send a store designee, as required by the State WIC Office or the Local WIC Agency. The vendor shall ensure that all employees who process WIC checks are trained in WIC check cashing procedures. Vendors shall document training to all employees who process WIC checks. Vendors are accountable for the actions of their employees in handling WIC checks and provision of WIC authorized food items.

MAJOR POINTS

Below are listed some of the major points of the contract you signed with the WIC Local Agency:

VENDOR AGREES TO:

- Accept ongoing training as needed from the Local Agency and/or Nebraska WIC Program.
- Ensure that all employees who process WIC checks are trained in WIC check cashing procedures and document such training. Vendors are accountable for the actions of their employees in utilization of WIC checks and provision of WIC authorized food items.
- Maintain minimum inventory as listed.
- Use only the Nebraska WIC Program Shelf Labels or as approved by the State Agency to identify WIC authorized supplemental foods.
- Ensure that the WIC acronym or Nebraska WIC logo is not used for any purpose, including promotion or incentives without the Nebraska WIC Program's approval.
- Maintain and post regular/minimum business hours. Minimum business hours are outlined in the vendor selection criteria.
- Submit quarterly WIC Food Price Reporting Lists by the fifteenth day of October, January, April and July.
- Maintain competitive prices for WIC approved foods as compared to other stores of the same peer group throughout the contract period. Competitive prices are defined as follows.
 - Prices charged to WIC customers for WIC supplemental foods must be equal or less than those charged to all other customers.
 - WIC retailers must be competitively priced and remain within 10% of the average price for the WIC supplemental foods for all stores within their peer group.
- Display the official "Approved Nebraska WIC Vendor Poster" in a prominent place.
- Offer WIC shoppers the same courtesies as offered to other customers and not discriminate against WIC shoppers.
- Do not collect sales tax on WIC check transactions.
- Maintain inventory records used for federal tax reporting purposes, in addition to maintaining records in accordance with generally accepted accounting procedures. Assure that records reflecting justification and receipt of WIC funds are available for inspection or audit by federal, state, or other authorized personnel and assist these people in their investigation.

- Provide complete and acceptable purchase invoices from the wholesaler and/or other points of purchase and/or inventory records and/or receipts for documentation of inventory and payment of WIC authorized supplemental food items to the Nebraska WIC Program upon request.
- Not accept WIC checks before their “First Date to Use” (these are not valid).
- Not accept WIC checks after their “Last Date to Use” (these are not valid).
- Refuse to accept WIC checks with the appearance of alteration.
- Be responsible for obtaining the WIC shopper’s signature at the point of purchase.
- Not seek restitution from participants for reimbursements paid to the WIC Program or for checks not approved for payment by WIC.
- Charge only for those prescribed items which are purchased and not charge for prescribed items which are out of stock, and not issue rainchecks.
- Clearly stamp the WIC check with the Nebraska WIC authorized vendor number stamp in the “Pay to the Order of” section of the WIC check prior to depositing the check.
- Obtain all Nebraska WIC authorized vendor number stamps (new or replacement) from the WIC agency.
- Process WIC checks in accordance with the terms of the agreement.
- Notify the Local Agency WIC Vendor Manager immediately if store closes, if there is a change in ownership, or change in store name or address, or other concern arises.
- Obtain all infant formula from the approved sources as maintained by the State WIC office.
- Obtain all WIC foods from the approved sources as maintained by the State WIC office.
- Comply with the vendor selection criteria throughout the agreement period, including any changes to the criteria. Using the current vendor selection criteria, the Nebraska WIC Program may reassess the vendor at any time during the agreement period. If the vendor fails to meet the current vendor selection criteria, the agreement would be terminated.

THIS IS A PARTIAL LIST ONLY. YOU ARE RESPONSIBLE FOR FAMILIARIZING YOURSELF WITH THE COMPLETE DOCUMENT. ALWAYS CONTACT THE LOCAL AGENCY SHOULD ANY QUESTIONS ARISE.