



Procedure: Price Lists

Functional Area: IX Food Delivery

Section: C3

Citation:

Approval Date: 6/2015

Revised Date: 4/1994

Purpose Describe the process for obtaining the quarterly price lists from WIC vendors

What is the Food Price Reporting List The Food Price Reporting List is an important link in the Food Delivery portion of the Nebraska WIC Program. It is used to determine the "Not to Exceed" value of the checks, used to screen redeemed checks, and used to note availability of WIC foods.

Dates Sent Out The price lists are sent out by the computer contractor or the local agency vendor manager according to the following schedule: October 1, January 1, April 1, and July 1. They are due back to the local agency from the retailers within two weeks from the date of request.

Follow-Up For those vendors who do not submit their price list on time, contact with a phone call to discuss the price list and to request that they return it. Follow-up with the form letter, example page 3b. Document the contacts on the Retailer Input Form. If the price survey is submitted late in response to your letter or if not submitted, code this also on the Retailer Input Form. Notify the State WIC vendor management coordinator if the vendor does not submit the price list by the second deadline as that is a sanctionable violation.

(Date)

(Name of Store Owner/WIC contact)
(Name and address of store)

Dear (Name of Store owner/WIC contact):

The (first, second, third or fourth) quarter WIC Food Price Reporting List for the Nebraska WIC Program was sent to your store in (identify month and year). It was to be completed and returned to our office by (date). We have not received your price list as of today.

Enclosed is another price list. Please complete this and return it to our WIC office by (date---14 days from date of letter). The price list must be postmarked by this date, (date). If not returned by this date, sanction points will be levied by the State WIC office. Failure to submit an accurately completed WIC Food Price Reporting List within two weeks from date of request is a violation of the Nebraska WIC Program Retail Vendor Agreement.

If you have any questions feel free to contact me at (phone number).

Sincerely,

(Name)
(Title)

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