

**GEORGIA WIC PROGRAM  
PHARMACY VENDOR TRAINING CHECKLIST  
AUTHORIZED TRAINING**

Please print all information.

**STORE NAME &  
NUMBER or  
PARENT/CORPORATE  
OFFICE**

(Provide Parent Office or  
Corporation information if this  
is initial or re-authorization  
training for WIC corporate  
vendor status)

**VENDOR  
NUMBER**  
(if applicable)

**I have been trained on and I understand:**

- \_\_\_\_\_ 1. The purpose of the Georgia WIC Program and how to contact Georgia WIC.
- \_\_\_\_\_ 2. Terms of the vendor agreement. The agreement is null and void upon change of ownership. The vendor must re-apply to continue as a vendor upon expiration of agreement.
- \_\_\_\_\_ 3. I understand the vendor's responsibility for adhering to the selection criteria throughout the agreement period. This includes but is not limited to:
  - a. Maintaining prices that are compatible to stores in same peer group
  - b. Compliance with Supplemental Nutrition Assistance Program (SNAP - formally the Food Stamp Program) regulations
  - c. Maintaining a favorable business integrity
  - d. The prohibition of the unauthorized use of the WIC acronym and logo
- \_\_\_\_\_ 4. The purpose of vendor training and the requirement to attending training. The vendor is responsible for training its employees on the information discussed at training. The vendor is responsible for the actions of its officers, managers, agents and paid or unpaid employees.
- \_\_\_\_\_ 5. Pharmacy vendors can only redeem exempt and/or special infant formulas, including medical foods. No contract formula or other standard WIC food sales are allowed for pharmacies.
- \_\_\_\_\_ 6. The types of valid WIC food instruments and the procedures for transacting Georgia WIC food instruments.
- \_\_\_\_\_ 7. The requirement to purchase infant formula from an approved list of infant formula suppliers and how to obtain the Georgia WIC Approved Infant Formula Supplier List.
- \_\_\_\_\_ 8. The procedures for redeeming Georgia WIC food instruments, the use of the vendor stamp, and the requirement to enroll in the Automatic Clearing House (ACH) following authorization to the Georgia WIC Program.
- \_\_\_\_\_ 9. Returned food instruments payment procedures and the provision for Georgia WIC to make price adjustments.
- \_\_\_\_\_ 10. The responsibility of the vendor to be in compliance with the review of the store via overt monitoring, audits, covert investigations and analyses of programmatic reports.
- \_\_\_\_\_ 11. The Georgia WIC Program's vendor complaint process.
- \_\_\_\_\_ 12. The Vendor Sanction System and violations of program, including the federally mandated sanctions (including incentive item violations), disqualification periods, vendor claims, and civil money penalties. Disqualifications from the Georgia WIC Program may result in disqualification from SNAP.
- \_\_\_\_\_ 13. The right to request an administrative review for adverse action(s) taken against the vendor.

**I ACKNOWLEDGE THAT I HAVE BEEN TRAINED ON THE ITEMS LISTED ABOVE AND RECEIVED A CURRENT VERSION OF THE GEORGIA WIC PROGRAM VENDOR HANDBOOK.**

\_\_\_\_\_  
Signature of Store/Corporate Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title