

**GEORGIA WIC PROGRAM**  
**NOTICE OF CHANGE IN WIC REQUIREMENTS**  
**Effective: June 27, 2018**  
**Addendum No. 18-01**

The following are amendments to requirements for authorized Georgia WIC vendors. All of these amendments will become effective July 16, 2018. All corresponding documents, including the Georgia WIC Program Vendor Handbook, will be revised to correspond with these amendments. Please complete, sign, and date the Addendum Verification Checklist included with this notice by July 16, 2018. Please MAIL the checklist, using a TRACEABLE delivery method, to: Georgia WIC Program, Office of Vendor Management Attn: WIC Program Addendum 18-01, 2 Peachtree Street, N.W., 10<sup>th</sup> Floor, Atlanta, Georgia 30303. Faxes and emails will not be accepted. Failure to submit a completed checklist will result in termination from the Georgia WIC Program.

The chart below provides a detailed comparative analysis of content modifications made to the Georgia WIC Program Vendor Handbook, effective July 16, 2018. Content changes are highlighted in **yellow & red** within the right column below.

Georgia WIC Program Vendor Handbook Effective August 25, 2017	Georgia WIC Program Vendor Handbook Effective July 16, 2018																					
<p>Page 16: Peer Groups</p> <p>Peer Groups</p> <p>Authorized vendors are classified into seven different peer groups based on square footage of the store (excluding administrative and storage space), the number of store locations, and assessment findings.</p> <table border="1" data-bbox="150 976 1513 1421"> <thead> <tr> <th>Peer Group</th> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Small</td> <td>3,000 to 10,000 square feet of continuous retail space open to the public, excluding administrative and storage space.</td> </tr> <tr> <td>B</td> <td>Medium</td> <td>10,001 to 15,000 square feet</td> </tr> <tr> <td>C</td> <td>Chain</td> <td>20 or more locations in operation</td> </tr> <tr> <td>D</td> <td>Large Independent</td> <td>15,001 or more square feet and less than 20 locations</td> </tr> <tr> <td>E</td> <td>Military Commissary</td> <td>Located on Military Bases serving military personnel only</td> </tr> <tr> <td>F</td> <td>Pharmacy</td> <td>Pharmacy – Redeem exempt and/or special infant formulas only including medical foods. No contract formula, stated infant formula, or other standard</td> </tr> </tbody> </table>	Peer Group	Type	Description	A	Small	3,000 to 10,000 square feet of continuous retail space open to the public, excluding administrative and storage space.	B	Medium	10,001 to 15,000 square feet	C	Chain	20 or more locations in operation	D	Large Independent	15,001 or more square feet and less than 20 locations	E	Military Commissary	Located on Military Bases serving military personnel only	F	Pharmacy	Pharmacy – Redeem exempt and/or special infant formulas only including medical foods. No contract formula, stated infant formula, or other standard	<p>Pages 16-17: Peer Groups</p> <p>Peer Groups</p> <p>The Georgia Woman, Infants and Children Program maintains a vendor peer group system. A vendor peer group system is a means of classifying authorized vendors into groups based on common characteristics that affect food prices. The purpose of peer groups is to facilitate the application of competitive price criteria at vendor authorization and during the food instrument redemption process.</p> <p>The Georgia vendor peer grouping criteria is approved by the United States Department of Agriculture (USDA). Each vendor is assigned to one of ten (10) peer groups. Vendors are assigned to peer groups during the selection and authorization process utilizing five (5) criteria:</p> <ol style="list-style-type: none"> <li>(1) Business Economic Markets (BEAs) – Geographic Measure</li> <li>(2) Sub-Markets (e.g., Metro or Non-Metro) – Geographic Measure</li> <li>(3) Type of Store (e.g., Supermarket or Non-Supermarket) – Size Measure</li> <li>(4) Actual Gross Sales or Estimated Sales Revenue – Size Measure</li> <li>(5) Type of Ownership (e.g., Chain Store or Non-Chain Store) – Size Measure.</li> </ol> <p>Vendor peer group assignments are conducted at least quarterly. Authorized vendors are notified of a peer group designation. New vendor applicants are reviewed for peer group placement at the time of authorization and at the beginning of the next federal fiscal year quarter preceding the date of authorization.</p> <p><b>Reporting Sales Information</b></p>
Peer Group	Type	Description																				
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		WIC foods are allowed for this peer group. Vendors must be licensed by and in good standing with Georgia State Board of Pharmacies.
G	Above 50%	Vendors and applicants found to be an actual above fifty (50) % vendor where denial of authorization for that applicant or vendor would result in inadequate participant access.
<b>Note:</b>	<b>Above 50%</b>	<b>Applicants identified as actual or potential above fifty percent (A-50) vendors at application will not be authorized. Vendors assessed as A-50 during the annual assessment or at re-authorization will be terminated from the program. Pharmacies and military commissaries are exempt from this assessment.</b>

Annual sales volume is a criterion used when assigning peer groups. Sales data includes non-food sales, non-WIC food sales, taxable sales and non-taxable sales. Sales data for vendors will be verified by the Georgia Department of Revenue (GDOR). The vendor must supply proof (tax return information) of reported sales figures, when requested by Georgia WIC.

For new vendor applicants, with less than one year of operation, estimated sales revenue supplied on the SNAP application will be used when assigning the peer group.

The sales information is to be provided quarterly or upon the request of the State Agency. If the information is not completed and returned to the State Agency within the proper time frames, the Vendor agreement may be terminated.

Cluster	BEA	Peer Group
1	11	J
	Non-11	K
2	11	M
	Non-11	N
3	11	H
	Non-11	I
Pharmacies	11	O
	Non-11	L
Military Commissaries	N/A	E

	<p style="text-align: center;"><b>Above 50%</b></p> <p>Vendors and applicants found to be an actual above fifty (50) % vendor where denial of authorization for that applicant or vendor would result in inadequate participant access.</p>	<p style="text-align: center;"><b>N/A</b></p>	<p style="text-align: center;"><b>G</b></p>
<p>Page 20: Vendors in Peer Groups A, B and G – Prohibited from Redeeming Vouchers for Special Infant Formula and Medical Foods</p> <p><b>Vendors in Peer Groups A, B and G – Prohibited from Redeeming Vouchers for Special Infant Formula and Medical Foods</b></p> <p>Stores in Peer Groups A, B and G <b>are not permitted to redeem vouchers for Special Infant Formula and Medical Foods.</b> Stores in Peer Groups C, D, E (Military Commissaries), and F (Pharmacies) are the only vendors permitted to redeem these types of vouchers. Please see the Georgia WIC vendor website for the list of vouchers that vendors in each Peer Group are permitted to redeem. Vendors in Peer Groups A, B and G will <u>not be</u> reimbursed for Special Infant Formula and Medical Food vouchers and those who submit these types of vouchers for payment will not be paid – the vouchers will be returned through the banking system and those vendors risk incurring charges from their financial institution. Vendors should govern themselves accordingly to avoid bank charges.</p>	<p style="text-align: center;"><b>Note:</b></p>	<p style="text-align: center;"><b>Above 50%</b></p>	<p>Applicants identified as actual or potential above fifty percent (A-50) vendors at application will not be authorized. Vendors assessed as A-50 during the annual assessment or at re-authorization will be terminated from the program. Pharmacies and military commissaries are exempt from this assessment.</p>
<p>Page 25 - 26: <b>Minimum WIC Food Inventory Requirements</b></p>	<p>Page 21: Vendors Redeeming Vouchers for Special Infant Formula and Medical Foods</p> <p><b>Vendors Redeeming Vouchers for Special Infant Formula and Medical Foods</b></p> <p>All authorized WIC Stores, except those in Peer Groups G, <b>are permitted to redeem vouchers for Special Infant Formula and Medical Foods (Nutritionals).</b> All vendors are required to purchase infant formula directly from a WIC approved supplier or manufacturer included on a list provided by the Georgia WIC Program. Vendors in Peer Groups G will <u>not be</u> reimbursed for Special Infant Formula and Medical Food vouchers and those who submit these types of vouchers for payment will not be paid – the vouchers will be returned through the banking system and those vendors risk incurring charges from their financial institution. Vendors should govern themselves accordingly to avoid bank charges.</p> <p>Pages 26 – 30: <b>Minimum WIC Food Inventory Requirements</b></p>		

**Minimum WIC Food Inventory Requirements**

Vendors are **REQUIRED** to maintain in stock a minimum variety and quantity of the WIC foods as described in the chart below. An on-site inventory audit of the below mentioned WIC-approved food items is a component of the pre-approval and routine monitoring visits.

<b>Georgia WIC Program Minimum Inventory Requirements Effective August, 2017</b>				
<b>Food Item</b>	<b>Types/Brands</b>	<b>Size</b>	<b>Minimum Inventory</b>	<input checked="" type="checkbox"/>
MILK Least Expensive Brand of type selected/allowed	Whole Milk	Gallon	4 Gallons	<input type="checkbox"/>
	Fat Free/Skim, Low-Fat (1%), Reduced Fat (2%) Milk	Gallon	8 Gallons (Can be Combined)	<input type="checkbox"/>
CHEESE Least Expensive Brand of type selected/allowed	One Pound Package	16 oz (1 Pound)	5 - 1 lb Packages 2 Types	<input type="checkbox"/>
EGGS Least Expensive Brand	Grade A Large	1 Dozen Carton	4 - 1 Dozen	<input type="checkbox"/>
PEANUT BUTTER	Any Brand Creamy, Crunchy, or Extra Crunchy (Regular or Low-salt)	16-18 oz	4 Containers 2 Brands	<input type="checkbox"/>
BEANS / PEAS / LENTILS	Dried Beans/Peas/Lentils	1 Pound Packages	5 Packages - 2 Types	<input type="checkbox"/>
	Canned Beans/ Peas/ Lentils	15 - 16 oz Cans	18 Cans - 2 Types	<input type="checkbox"/>
JUICE	Ready to Serve	48 oz 11.5 oz	8 Containers - 2 Flavors	<input type="checkbox"/>

**Minimum WIC Food Inventory Requirements**

Vendors are **REQUIRED** to maintain in stock a minimum variety and quantity of the WIC foods as described in the chart below. An on-site inventory audit of the below mentioned WIC-approved food items is a component of the pre-approval and routine monitoring visits.

<b>Georgia WIC Program Minimum Inventory Requirements Effective July 16, 2018</b>				
<b>Food Item</b>	<b>Types/Brands</b>	<b>Size</b>	<b>Minimum Inventory</b>	<input checked="" type="checkbox"/>
MILK Least Expensive Brand of type selected/allowed	Whole Milk	Gallon	4 Gallons	<input type="checkbox"/>
	Fat Free/Skim, Low-Fat (1%), Reduced Fat (2%) Milk	Gallon	8 Gallons (Can be Combined)	<input type="checkbox"/>
CHEESE Least Expensive Brand of type selected/allowed	One Pound Package	16 oz (1 Pound)	5 - 1 lb Packages 2 Types	<input type="checkbox"/>
EGGS Least Expensive Brand	Grade A Large	1 Dozen Carton	4 - 1 Dozen	<input type="checkbox"/>
PEANUT BUTTER	Any Brand Creamy, Crunchy, or Extra Crunchy (Regular or Low-salt)	16-18 oz	4 Containers 2 Brands	<input type="checkbox"/>
BEANS / PEAS / LENTILS	Dried Beans/Peas/Lentils	1 Pound Packages	5 Packages - 2 Types	<input type="checkbox"/>
	Canned Beans/ Peas/ Lentils	15 - 16 oz Cans	18 Cans - 2 Types	<input type="checkbox"/>
JUICE	Ready to Serve Container Non-Frozen Concentrate Frozen Concentrate	48 oz 11.5 oz 11.5 -12 oz	8 Containers - 2 Flavors Any Combination	<input type="checkbox"/>
	Ready to Serve Container	64 oz	8 Containers - 2 Flavors	<input type="checkbox"/>
WHOLE GRAIN BREAD	Whole Grain Bread	16 oz Loaf	4 Loaves	<input type="checkbox"/>
CEREAL		11- 36 oz		

	Container Non-Frozen Concentrate Frozen Concentrate	11.5 -12 oz	Any Combination			<b>Whole Grain</b>	WIC Approved Cereal Brands and Types <i>(see WIC Approved Foods List)</i>			12 Boxes - 4 Types, 2 Types must be Whole Grain	<input type="checkbox"/>	
	Ready to Serve Container	64 oz	8 Containers - 2 Flavors	<input type="checkbox"/>		<b>FISH Least Expensive of type selected</b>	Tuna Pink Salmon	5 oz, 6 oz, 7.5 oz or 14.75 oz		18 Cans Combined	<input type="checkbox"/>	
<b>WHOLE GRAIN BREAD</b>	Whole Grain Bread	16 oz Loaf	4 Loaves	<input type="checkbox"/>			Milk Based – Gerber Good Start Gentle Soy Based – Gerber Good Start Soy	12.1 oz Concentrate*		Milk Based - 16 Soy Based - 0	<input type="checkbox"/>	
<b>CEREAL Whole Grain</b>	WIC Approved Cereal Brands and Types <i>(see WIC Approved Foods List)</i>	11- 36 oz	12 Boxes - 4 Types, 2 Types must be Whole Grain	<input type="checkbox"/>			Milk Based – Gerber Good Start Gentle Soy Based – Gerber Good Start Soy	12.7 oz Powder 12.9 oz Powder		Milk Based - 42 Soy Based - 6	<input type="checkbox"/>	
<b>FISH Least Expensive of type selected</b>	Tuna Pink Salmon	5 oz, 6 oz, 7.5 oz or 14.75 oz	18 Cans Combined	<input type="checkbox"/>		<b>INFANT CEREAL</b>	Dry Cereal	8 oz Box		12 Boxes - 2 Types, <b>1 must be Rice</b>	<input type="checkbox"/>	
	Milk Based – Gerber Good Start Gentle Soy Based – Gerber Good Start Soy	12.1 oz Concentrate*	Milk Based - 16 Soy Based - 0	<input type="checkbox"/>		<b>INFANT FRUIT &amp; VEGETABLES</b>	Fruit and / or Vegetable	4 oz Jars or 8 oz Twin Packs		72 Jars Combined or 37 – 8 oz Twin Packs	<input type="checkbox"/>	
	Milk Based – Gerber Good Start Gentle Soy Based – Gerber Good Start Soy	12.7 oz Powder* 12.9 oz Powder*	Milk Based - 42 Soy Based - 6	<input type="checkbox"/>		<b>INFANT MEATS</b>	Meats in Gravy or Broth	2.5 oz Jars		* Make this item available for purchase, in sufficient quantity upon request within 5 business days.	<input type="checkbox"/>	
<b>INFANT FORMULA</b>						<b>FRUITS &amp; VEGETABLES</b>	Fruits	Fresh, Frozen, Canned		<b>Fresh:</b> 20 Types (Combined Fruits and Vegetables)	<input type="checkbox"/>	
<b>INFANT CEREAL</b>	Dry Cereal	8 oz Box	12 Boxes - 2 Types, 1 must be Rice	<input type="checkbox"/>			Vegetables	Fresh, Frozen, Canned				
<b>INFANT FRUIT &amp; VEGETABLES</b>	Fruit and / or Vegetable	4 oz Jars or 8 oz Twin Packs	72 Jars Combined or 49 – 8 oz Twin Packs	<input type="checkbox"/>		<b>YOGURT</b>	<b>Activa</b>	<b>Low Fat</b>	<b>Any Flavor</b>	<b>4 oz 4 Pack</b>	<b>96 oz – low or non- fat; plain or flavored; any combination of packaging</b>	<input type="checkbox"/>
<b>INFANT MEATS</b>	Meats in Gravy or Broth	2.5 oz Jars	* Please make this item	<input type="checkbox"/>		<b>NO Mix-in ingredients such as granola, candy pieces, honey, nuts, and similar ingredients.</b>	<b>Dannon</b>	<b>Whole Fat</b>	<b>Plain Vanilla Strawberry</b>	<b>32 oz</b>	<b>96 oz – whole fat; plain or flavored; any combination of packaging</b>	<input type="checkbox"/>
						<b>NO Drinkable yogurts</b>	<b>Oikos</b>	<b>Whole Fat (4%)</b>	<b>Plain</b>	<b>32 oz</b>		<input type="checkbox"/>
								<b>Non Fat (0%)</b>	<b>Plain Vanilla</b>			<input type="checkbox"/>



			Low-Fat	Plain			<input type="checkbox"/>
		Noosa	Whole Fat	Any Flavor	8 oz 4 oz- 4 Pack		<input type="checkbox"/>
	YOGURT	LaYogurt	Whole Fat	Plain Strawberry	32 oz		<input type="checkbox"/>
			Non-Fat	Plain Vanilla		<input type="checkbox"/>	
			Low-Fat	Plain Vanilla Banana Passion Fruit		<input type="checkbox"/>	
		Best Choice	Low-Fat	Plain Vanilla	32 oz		<input type="checkbox"/>
			Greek Non-Fat	Plain Vanilla		<input type="checkbox"/>	
		Cabot	Greek Low-Fat	Plain Vanilla	32 oz		<input type="checkbox"/>
			Whole Fat	Plain		<input type="checkbox"/>	
		Essential Everyday	Non-Fat	Plain	32 oz		<input type="checkbox"/>
			Low-Fat	Plain Vanilla Strawberry Peach Raspberry		<input type="checkbox"/>	
		Food Club	Greek Non-Fat	Plain Vanilla Strawberry	32 oz		<input type="checkbox"/>
			Non-Fat	Plain		<input type="checkbox"/>	
		LaLa	Low-Fat	Vanilla Strawberry	32 oz		<input type="checkbox"/>
			Low-Fat	Plain		<input type="checkbox"/>	
		Nostimo	Greek Non-Fat	Plain Vanilla	32 oz		<input type="checkbox"/>
	Non-Fat		Plain Vanilla	<input type="checkbox"/>			
	Southern Home	Low-Fat	Plain Vanilla	32 oz		<input type="checkbox"/>	
		Greek Non-Fat	Plain		<input type="checkbox"/>		
	Winn Dixie	Low-Fat	Plain Vanilla	32 oz		<input type="checkbox"/>	

	<table border="1"> <tr> <td data-bbox="1564 191 1776 402"></td> <td data-bbox="1776 191 1956 402"></td> <td data-bbox="1956 191 2080 402">Greek Non-Fat</td> <td data-bbox="2080 191 2268 402">Plain Vanilla</td> <td data-bbox="2268 191 2376 402"></td> <td data-bbox="2376 191 2583 402"></td> <td data-bbox="2583 191 2671 402"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1564 240 1776 326"></td> <td data-bbox="1776 240 1956 326">Morning Fresh</td> <td data-bbox="1956 240 2080 289">Non-Fat</td> <td data-bbox="2080 240 2268 289">Plain</td> <td data-bbox="2268 240 2376 326" rowspan="2">32 oz</td> <td data-bbox="2376 240 2583 289"></td> <td data-bbox="2583 240 2671 289"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1564 289 1776 326"></td> <td data-bbox="1776 289 1956 326"></td> <td data-bbox="1956 289 2080 326">Low-Fat</td> <td data-bbox="2080 289 2268 326">Vanilla</td> <td data-bbox="2376 289 2583 326"></td> <td data-bbox="2583 289 2671 326"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1564 326 1776 402"></td> <td data-bbox="1776 326 1956 402">Food Lion</td> <td data-bbox="1956 326 2080 375">Non-Fat</td> <td data-bbox="2080 326 2268 375">Plain</td> <td data-bbox="2268 326 2376 402" rowspan="2">32 oz</td> <td data-bbox="2376 326 2583 375"></td> <td data-bbox="2583 326 2671 375"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1564 375 1776 402"></td> <td data-bbox="1776 375 1956 402"></td> <td data-bbox="1956 375 2080 402">Low-Fat</td> <td data-bbox="2080 375 2268 402">Vanilla</td> <td data-bbox="2376 375 2583 402"></td> <td data-bbox="2583 375 2671 402"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1564 402 1776 1073"> <p><b>WHOLE WHEAT</b></p> <p><b>MACARONI PRODUCTS</b></p> <p><b>NO</b> added sugars, fats, oils, or salt</p> <p><b>NO</b> Organic</p> <p><b>NO</b> other sizes or quantities allowed</p> </td> <td data-bbox="1776 402 2080 1073"> <ul style="list-style-type: none"> <li>• Barilla (whole grain)</li> <li>• Essential Everyday (whole wheat)</li> <li>• Food Club (whole wheat)</li> <li>• Gia Russa (whole wheat)</li> <li>• Great Value (whole wheat)</li> <li>• Hodgson Mill (whole wheat)</li> <li>• Kroger (whole wheat)</li> <li>• Publix (whole wheat and whole grain)</li> <li>• Racconto (whole wheat)</li> <li>• Ronzoni Healthy Harvest (whole grain)</li> <li>• Shurfine (whole wheat)</li> </ul> </td> <td data-bbox="2080 402 2376 1073"> <p>16 oz Any Shape</p> </td> <td data-bbox="2376 402 2583 1073"> <p>4 - 16 oz Packages</p> </td> <td data-bbox="2583 402 2671 1073"><input type="checkbox"/></td> </tr> <tr> <td colspan="7" data-bbox="1564 1073 2671 1295"> <p>*Note: Minimum inventory for contract formulas and Infant meats have been reduced. Vendors <b>must</b> be able to order milk and soy contract formulas and Infant Meats when requested by the participant.</p> </td> </tr> </table>			Greek Non-Fat	Plain Vanilla			<input type="checkbox"/>		Morning Fresh	Non-Fat	Plain	32 oz		<input type="checkbox"/>			Low-Fat	Vanilla		<input type="checkbox"/>		Food Lion	Non-Fat	Plain	32 oz		<input type="checkbox"/>			Low-Fat	Vanilla		<input type="checkbox"/>	<p><b>WHOLE WHEAT</b></p> <p><b>MACARONI PRODUCTS</b></p> <p><b>NO</b> added sugars, fats, oils, or salt</p> <p><b>NO</b> Organic</p> <p><b>NO</b> other sizes or quantities allowed</p>	<ul style="list-style-type: none"> <li>• Barilla (whole grain)</li> <li>• Essential Everyday (whole wheat)</li> <li>• Food Club (whole wheat)</li> <li>• Gia Russa (whole wheat)</li> <li>• Great Value (whole wheat)</li> <li>• Hodgson Mill (whole wheat)</li> <li>• Kroger (whole wheat)</li> <li>• Publix (whole wheat and whole grain)</li> <li>• Racconto (whole wheat)</li> <li>• Ronzoni Healthy Harvest (whole grain)</li> <li>• Shurfine (whole wheat)</li> </ul>	<p>16 oz Any Shape</p>	<p>4 - 16 oz Packages</p>	<input type="checkbox"/>	<p>*Note: Minimum inventory for contract formulas and Infant meats have been reduced. Vendors <b>must</b> be able to order milk and soy contract formulas and Infant Meats when requested by the participant.</p>						
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<p>Page 38: Vendor Redemption and Pricing Assessments</p> <p>Vendor Redemption and Pricing Assessments</p>	<p>Page 42: Vendor Redemption and Pricing Assessments</p> <p>Vendor Redemption and Pricing Assessments</p>																																													

Any vendor with less than \$2,000.00 in annual WIC redemptions or not redeeming any WIC food instruments in sixty (60) days will be terminated from the program for a period of one (1) year.

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Please ensure that all of the information you receive pertaining to Georgia WIC is official documentation. We consider official documentation to be any document you receive from Georgia WIC with the program logo, and/or the signature of the Director of the Georgia WIC program or Deputy Director of Vendor Management. If you have any questions pertaining to Georgia WIC or its processes, please contact Georgia WIC at 1-866-814-5468, or visit our website at <http://dph.georgia.gov/vendor-information>.