

**GEORGIA WIC PROGRAM
NOTICE OF CHANGE IN WIC REQUIREMENTS
Effective: September 23, 2024
Addendum No. 24-04**

The following are amendments to requirements for authorized Georgia WIC vendors. All of these amendments will become effective September 23, 2024. All corresponding documents, including the Georgia WIC Program Vendor Handbook, will be revised to correspond with these amendments. Please complete, sign, date and return the Addendum Verification Checklist included with this notice by September 23, 2024. Please return the checklist, using both a TRACEABLE delivery method, to: Georgia WIC Program, Office of Vendor Management, Attn: WIC Program Addendum 24-04, 200 Piedmont Ave., SE / West Tower, Suite 1502 / Atlanta, GA 30334, and an email correspondence with an attached signed and dated Addendum Verification Checklist to wic-vendor.relations@dph.ga.gov. 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 September 23, 2024. Content changes are highlighted in **yellow & red** within the right column below.

Georgia WIC Program Vendor Handbook Effective February 26, 2024	Georgia WIC Program Vendor Handbook Effective September 23, 2024
<p>Page 6: Number and Distribution of Authorized Vendors</p> <p>The Georgia Women, Infants and Children Program shall not discriminate against an applicant or vendor on the basis of race, color, national origin, age, sex (including gender identity and sexual orientation), disability or other impermissible basis as set forth in applicable state or federal law. Federal regulations require that Georgia WIC establish standards for vendor authorization to secure a sufficient number and distribution of vendors that will ensure reasonable participant access and permit effective management of the program. Georgia WIC may establish criteria to limit the number of stores it authorizes as long as the limiting criteria are applied consistently.</p>	<p>Page 6: Number and Distribution of Authorized Vendors</p> <p>The Georgia Women, Infants and Children Program shall not discriminate against an applicant or vendor on the basis of race, color, national origin, age, sex (including gender identity and sexual orientation), disability or other impermissible basis as set forth in applicable state or federal law. Federal regulations require that Georgia WIC establish standards for vendor authorization to secure a sufficient number and distribution of vendors that will ensure reasonable participant access and permit effective management of the program. Georgia WIC may establish criteria to limit the number of stores it authorizes as long as the limiting criteria are applied consistently (7 C.F.R. § 246.12(g)(2)).</p>

<p>Page 7: Application Acceptance Periods; Re-application Limitations After Application Denial</p> <p>Applications for WIC vendor authorization will only be accepted during the following periods: Between October 1st to December 31st and March 1st to May 31st of each federal fiscal year. Exceptions will be made at the discretion of the Georgia WIC Program to ensure participant access.</p>	<p>Page 7: Application Acceptance Periods; Re-application Limitations After Application Denial</p> <p>The Georgia WIC Program accepts applications for WIC vendor authorization throughout the federal fiscal year, commencing on October 1st. An assessment of the vendor-to-participant ratio will be conducted at the outset of each federal fiscal year (October 1st- September 30th), preceding each application/authorization period. This evaluation is essential to ensure compliance with federal regulations regarding the regulation of the number of authorized vendors as outlined in the Number and Distribution of Authorized Vendors.</p>
<p>Page 19: Additional eWIC Transaction Requirements</p> <p>When performing eWIC transactions the vendor must:</p> <ol style="list-style-type: none"> 1. Provide to the WIC customer only the approved Georgia supplemental foods, fruits, and vegetables contained in the APL, after it has been determined that the WIC customer has an available balance on the date of the transaction. 2. Refrain from scanning codes from UPC codebooks or reference sheets. 3. Transmit the current shelf price of all WIC-approved supplemental foods purchased in the correct sizes, quantities and the total dollar amount of all WIC-approved supplemental foods purchased. 4. Ensure that the checkout process for eWIC allows a reasonable degree of security for protecting the PIN used by the WIC customer. 5. Perform eWIC transactions using cashiers in standard checkout lanes. GA WIC has opted to not utilize/implement self-checkout at this time. eWIC transactions will not be operable in self-checkout lanes. 	<p>Page 19: Additional eWIC Transaction Requirements</p> <p>When performing eWIC transactions the vendor must:</p> <ol style="list-style-type: none"> 1. Provide to the WIC customer only the approved Georgia supplemental foods, fruits, and vegetables contained in the APL, after it has been determined that the WIC customer has an available balance on the date of the transaction. 2. Refrain from scanning codes from UPC codebooks or reference sheets. 3. Transmit the current shelf price of all WIC-approved supplemental foods purchased in the correct sizes, quantities and the total dollar amount of all WIC-approved supplemental foods purchased. 4. Ensure that the checkout process for eWIC allows a reasonable degree of security for protecting the PIN used by the WIC customer. 5. Perform eWIC transactions using cashiers in standard checkout or self-checkout (SCO) lanes.
	<p>Page 20: Additional SCO Information:</p> <ol style="list-style-type: none"> 1. All SCO terminals must be Level 3 certified to accept eWIC by our eWIC Processor prior to WIC participants completing transitions at the SCO. 2. SCO terminals must be certified separately from the vendor's standard POS terminals.

	<p>a. Failure to certify SCO terminals by the Georgia eWIC processor prior to completing eWIC transition(s) will result in the Georgia WIC Program's recoupment of funds for any eWIC transition(s) conducted at SCO terminals.</p> <p>3. Vendors that offer the use of SCO for eWIC transactions, must provide training to all store cashiers and appropriate store personnel.</p> <p>4. Vendors must employ a cashier to be present in the SCO area during the completion of an eWIC transaction should technical assistance and transaction issues occur.</p> <p>5. If a balance inquiry option is not available with the vendor's SCO terminal, the vendor must allow for balance inquiries to be completed at another terminal within the store.</p>
	<p>Page 84: GLOSSARY</p> <p>Self-Checkout (SCO) – A Point of Sale terminal that provides a mechanism for participants to complete transactions from a vendor without needing a traditional staffed checkout.</p>

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>.