

August 28, 2014

**ATTENTION – IMPORTANT DEADLINE!!
FOR NON-CORPORATE WIC VENDORS**

**RETURN ANNUAL VENDOR TRAINING CHECKLIST
by September 30, 2014**

Dear Authorized WIC Vendor:

Annually, the Georgia Special Supplement Nutrition Program for Woman, Infants, and Children (WIC) is responsible for providing training to our vendor community in an effort to improve services to WIC participants, prevent procedural errors, increase program compliance and mitigate fraudulent activity.

Each vendor is required to complete training by retrieving and reviewing information located on the Georgia WIC Office of Vendor Management website. This year's annual training update is provided in an interactive newsletter format. Please note, most of the graphics embedded in the newsletter are hyperlinks to important supplemental documentation. It is our hope that the hyperlinks optimize your training experience and provide you with access to comprehensive information. The training material includes the following:

FFY 2014 Georgia WIC Program Annual Vendor Update

FFY 2014 Annual Vendor Training Checklist – Non-Corporate

FFY 2014 Georgia WIC Program Vendor Handbook, Effective April 1, 2014

Please review the following documents found on the vendor website
<http://dph.georgia.gov/vendor-information> and proceed with the following steps:

1. Read the FFY 2014 Georgia WIC Program Interactive Annual Vendor Training Update found on the website under FFY 2014 Annual Vendor Training
2. Read the FFY 2014 Georgia WIC Program Vendor Handbook, effective April 1, 2014 located on the website
3. Print and complete the FFY 2014 Annual Vendor Training Checklist
4. **Please mail the FFY 2014 Annual Vendor Training Checklist to the Georgia WIC Program postmarked on or before September 30, 2014.**



5. Please ensure all areas on the checklist are marked and verify the form is signed and dated. Faxed, copied, and/or hand delivered checklists will not be accepted.

Return checklist via a verifiable mail process to:

Georgia WIC Program,
Office of Vendor Management
2 Peachtree Street, NW, 10th Floor
Atlanta, GA 30303-3142

Remember, the documentation must be postmarked no later than **September 30, 2014. DO NOT HAND DELIVER.** Keep a copy of the documentation for your files.

Vendors who fail to participate in annual training will be terminated.

If you have any questions, please contact the Vendor Relations Unit at the toll-free customer service hotline 1-866-814-5468 or 404-657-2900, Monday through Friday 8:00 AM – 5:00 PM. After 5:00 pm and during periods of high volume calling, please leave a voice message.

Sincerely,



Debra L. Keyes, MA, RD
Director
Georgia WIC Program

DLK/rdb

Cc: Vendor File
Enclosures