

Georgia WIC Program

VENDOR MAIL | Vendor Updates



**Now accepting vendor applications
until December 31, 2015!**



The application submission period is now open. Visit the program website <http://dph.georgia.gov/vendor-information> to review the selection criteria and retrieve required documentation to adequately complete an application. To avoid delays, please ensure all submitted documentation is complete and accurate.

Effective November 15, 2015 the following application submission periods will apply:

March 1st to May 31st and October 1st to December 31st

Next Vendor Advisory Forum: December 8, 2015



The Quarterly Vendor Advisory Forum is scheduled for December 8, 2015 in the Bohan Auditorium located at DeKalb County Board of Health, 445 Winn Way, Decatur, Georgia 30030.

A phone conference option will be available. The conference call in number will be provided to all vendors prior to the forum.

Office of Vendor
Management

November 2015

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Application Processing Tips

To ensure applications are processed efficiently, please note the following:

- ⇒ Review selection criteria prescribed by the Georgia WIC Program, located in the vendor handbook, prior to completing and submitting an application
- ⇒ If your store location or pharmacy meet the selection criteria, submit a completed application
- ⇒ Utilize the Required Documents Checklist available on the Vendor Management website as a guide
- ⇒ Respond to any requests for additional information in a timely manner
- ⇒ Contact the Vendor Relations Unit for technical assistance



THE WIC VENDOR STAMP CANNOT BE REPRODUCED

- ⇒ Lost, stolen, or damaged stamps must be reported to Georgia WIC **immediately**.
- ⇒ Reproduction of the vendor stamp is strictly prohibited.
- ⇒ For replacement stamps, contact the Office of Vendor Management at 404-657-4470.



Coming in 2016 Expiration of 3-Year Agreements

FACE-TO-FACE RE-AUTHORIZATION TRAINING IS
MANDATORY FOR ALL WIC AUTHORIZED VENDORS
WITH 3-YEAR AGREEMENTS EXPIRING
SEPTEMBER 30, 2016

In the interest of early coordination, all applicable vendors will receive reasonable notice of all actions required to successfully complete re-authorization.

All vendors must meet current selection criteria to continue authorization as an authorized vendor of the Georgia WIC Program.

Changes to Business Operations Requires a Minimum 21-Day Advance Written Notice

Each store is authorized based on the ownership and physical address that exists at the time of authorization. Authorization is not transferable to another store location. To maintain program compliance vendors are required to provide at least twenty-one (21) days advance, written notice of the effective date of any changes, including:

- ⇒ Ownership, operation, corporate structure, management of its business, closure of business; or
- ⇒ Business changes involving the addition of new owners or the following modifications: new owners, corporate officers, partners, affiliates; or
- ⇒ Cessation of business operations (temporary or permanent).



IMPORTANT TIP FOR TRANSACTING MANUAL VOUCHERS

The “*Sign here at WIC office*” signature box **must** contain a signature.

COMPETITIVE PRICING

All applicants and vendors are required to submit and maintain prices that are equal to, or lower than, other vendors currently participating in the program.

FFY 2015 Quarter 3	
Store Type	Number of Store Locations
Peer Group B	11
Peer Group C	94
Peer Group D	4
Peer Group E	4
Total Non-competitive Locations	113

HIGHLIGHTS: New Vendor Procedural Changes for FFY 2016

[Click here](#) to access the Georgia WIC Program Vendor Handbook, effective November 15, 2015

- ⇒ Assessment for Market Saturation
- ⇒ Application period revision
- ⇒ Use of black ink ONLY
- ⇒ Limited English Proficiency Service
- ⇒ Non-Discrimination Statement/Civil Rights
- ⇒ Participant and Vendor Complaint Additions



For a comprehensive listing of procedural changes, review the [FFY 2016 Addendum 16-01 Notice of Change of WIC Requirements](#).

CASH VALUE VOUCHER (CVV)

CVVs are used to purchase approved fresh, frozen, and canned fruits and vegetables with a fixed dollar amount. Please assure CVVs are transacted based on the fixed dollar amount listed on the face of the voucher. Amounts that exceed the amount listed on the face must be paid by the participant.

Vendor Cost Containment

Where does Georgia Rank Amongst other States?

Average Cost Per Participant- Ranking

Georgia WIC ranks 3rd of 10 States in the Southeast Region

Georgia WIC ranks 28th Nationally

Average Cost Per Participant

Georgia WIC as of July 2015: \$40.10

6.5% Below Southern Regional Average

8.2% Below National Average

Average Monthly Participation

264,553 Participants as of July 2015

271,416 Participants in 2014

289,524 Participants in 2013

303,875 Participants in 2012

305,298 Participants in 2011



Vendor Sanction System



It is essential that all authorized retailers comply with WIC Program policies and procedures. Georgia WIC will monitor all vendors for adherence to their agreement. Violations will result in the imposition of sanctions. These sanctions may include termination of the agreement, disqualification from WIC and SNAP for a specified period of time, and/or a civil monetary penalty. Below you will find some key additions to the Sanctions and The Sanction System sections of the Georgia WIC Program Vendor Handbook effective November 15, 2015.

State Agency Sanctions—Category I

Item #1 Stocking or selling out of date and/or inconsumable WIC food commodities to WIC participants. This will include any WIC product that has a specific expiration date, sell by, best if sold by or similar wording with a date printed on the container. Note: All observed concerns with sanitation and food safety will be immediately reported to the Georgia Department of Agriculture.

Item #6 Claiming reimbursement for a food item for which there has been no submitted shelf price.

State Agency Sanctions—Category III

Item #17 Tampering with the manufacturer dates on any food item.

Civil Money Penalty (CMP)

A CMP does not relieve a vendor of financial liability for timely payment of claims assessed for vendor violations or errors. Assessed claims must be paid in addition to the CMP.

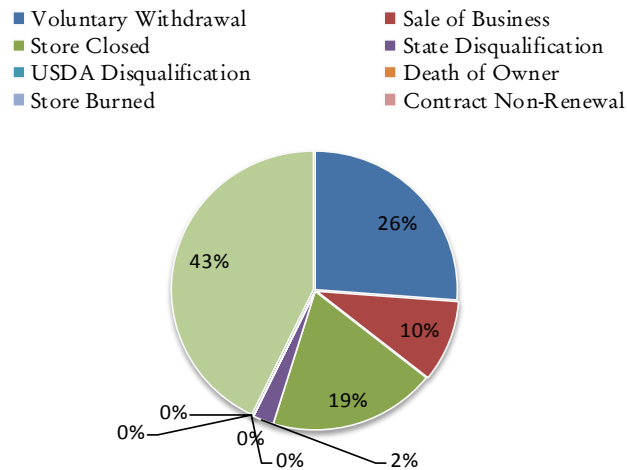
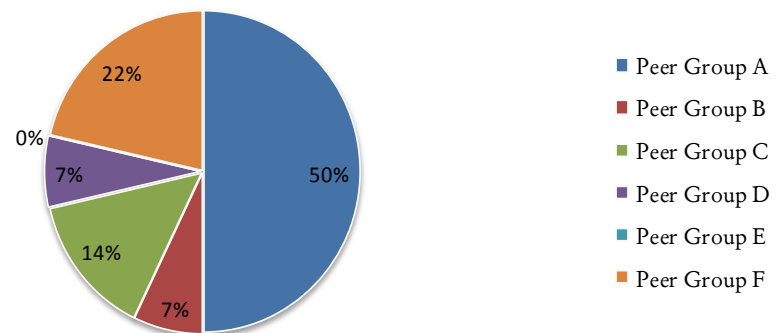
CMP Methodology for Mandatory Sanctions

At a minimum, the training content must be centered around cashier operations which have a direct impact on the quality of adhering to WIC policies and procedures as an authorized WIC vendor. The vendor is responsible for informing and training all of its cashiers and other staff on the most current WIC policies and procedures, at all times.

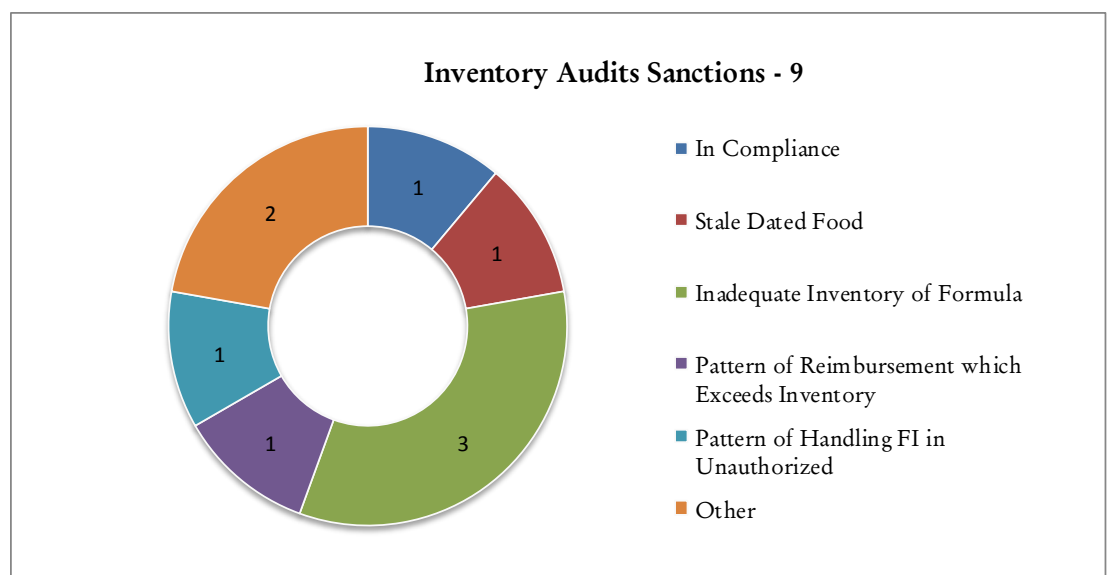
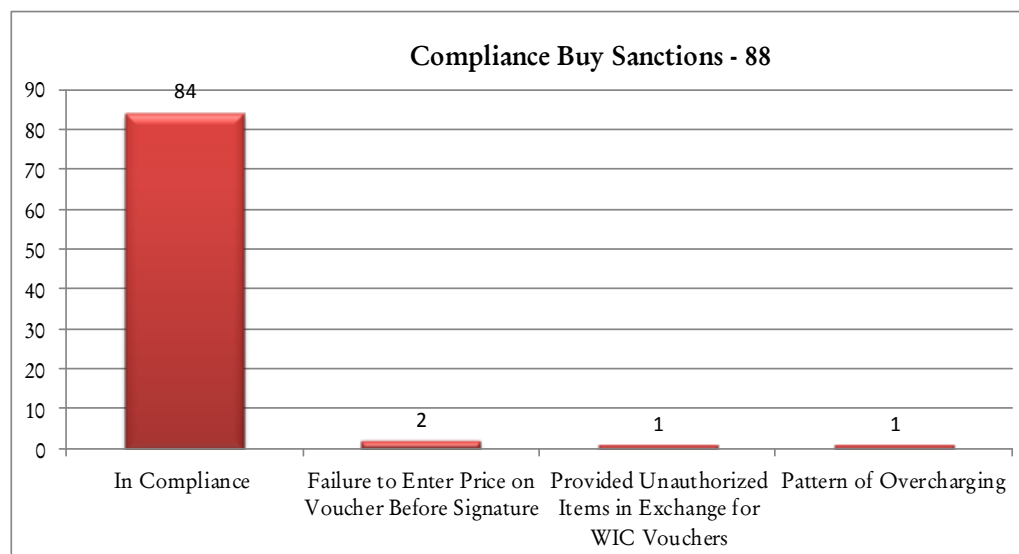
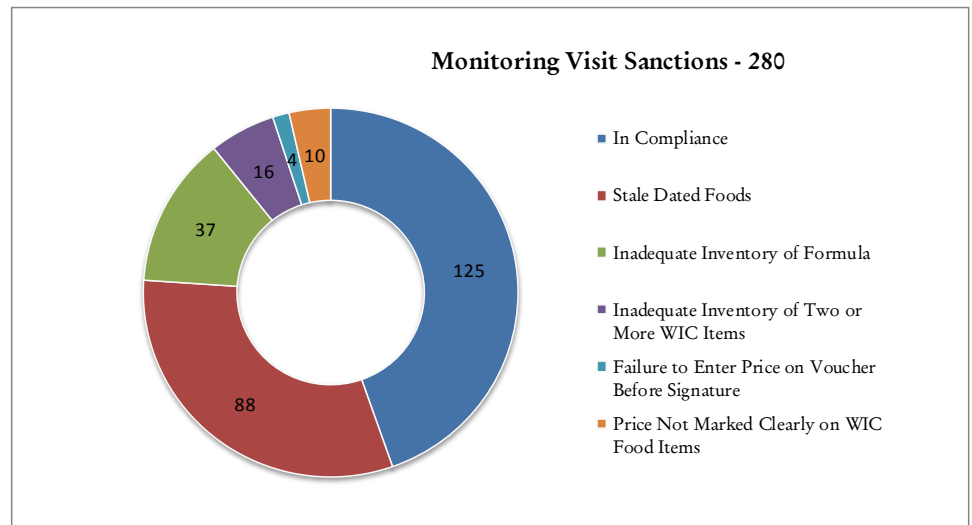
The submitted training documentation must show proof of the following:

- 1) An outline of training content covered
- 2) The name of the store personnel administering the training
- 3) The signature, date of signature by the trainer next to a statement attesting to having administrated the content as outlined
- 4) A list of the names of the personnel trained
- 5) A signature of personnel in attendance next to their listed name
- 6) The date and location of the training

Note: This training must be held during the fiscal year and before the disqualification notification.

Vendor Performance at a Glance FFY 2015 Quarter 3 & 4**Terminated Vendors by Code****Terminated Vendors by Peer Group****Vendor Complaints**

Compliance Statistics for FFY 2015 Quarter 3 & 4





Did you know WIC Banking can be used as a tool to review your voucher payment activity?

By accessing [WIC Banking](#) you can see voucher check images once they have been deposited for payment and review payment history. For username and password information, contact the Office of Vendor Management at 404-657-2900.

Quarterly Shelf Price Survey and Food Sales Assessment

Shelf Price Survey

Mandatory shelf price collection commenced November 4, 2015 and will end November 18, 2015. The website will close at 5:00pm November 18, 2015.



Vendors are required to submit pricing for all WIC approved foods whether or not they are currently stocked on store shelves, including infant formulas. Log onto <http://sendss.state.ga.us/sendss/wicpricing.wiclogin> for instructions and to enter your shelf price ID and password provided. Shelf price survey instructions are also located on the Georgia WIC vendor website <http://dph.georgia.gov/vendor-information> under the subheading "Vendor Shelf Price Instructions".

Food Sales Assessment

All supporting documentation must be submitted to the Office of Vendor Management no later that November 23, 2015.

Submit Georgia Sales and Use Tax Report (ST-3) forms generated from the Georgia Department of Revenue's Georgia Tax Center <https://gtc.dor.ga.gov/> . Forms must reflect a confirmation number in the upper right-hand corner. The preferred method of submission is through the ***Required Monthly Sales Data: link in the SENDSS website provided. However, you may submit documentation via email, fax, or mail via the methods provided below:

Email: olivene.mcgregor@dph.ga.gov

Fax: (404) 657-2910 (include cover sheet)

Mail: Georgia Department of Public Health, WIC Program—Office Of Vendor Management, ATTN: Olivene McGregor, 2 Peachtree Street, NW Suite 10, Atlanta, GA 30303 (use traceable method)

**** Note: Failure to comply with reporting requirements will result in issuance of sanctions for non submission of requested documentation.**

GERBER GOOD START SOY CONCENTRATE Infant Formula

There are anticipated short term supply issues with Gerber Good Start Soy Concentrate 12.1 fl oz infant formula product only.

Products will be back in normal stock November 9, 2015. However, seven (7) additional days are required to return to normal distribution.



Complete normal distribution is expected to resume November 16, 2015.

Gerber Good Start Soy Powder 12.9 oz & Gerber Good Start Soy Ready-to-Feed 4x8.45 fl oz WILL NOT be impacted.

GERBER: No more glass jars



Effective 10/1/2015, 4oz Gerber 2nd Foods Fruit and Vegetable Purees in glass jars is discontinued.

BEECH NUT NATURALS: New Flavors in 2016

Effective January 2016, Beech Nut Naturals will be adding 42 new flavors for stages 1, 2, and 3 baby foods.



MEAD JOHNSON NUTRITION: No more 32oz cans



Effective July 2015, Mead Johnson Nutrition discontinued 32oz Ready-to-Use (RTU) CANS for Enfamil Infant, Enfamil Gentlease, Nutramigen Ready-to-Use, Enfamil A.R., ProSobee, and EnfaCare.

Enfamil Infant, Enfamil Gentlease, and Nutramigen will continue to be available in the 32oz RTU bottle as well as the 6-pack 8oz RTU and 2oz RTU Nursette bottles.

ProSobee, EnfaCare, and Enfamil A.R. will continue to be available in 6 pack, 8oz RTU and 2oz, RTU Nursette bottles. They will no longer be available in 32oz RTU sizes.

Georgia Department of Public Health

Georgia WIC
Office of Vendor Management
2 Peachtree Street, NW
10th Floor
Atlanta, Georgia 30303-3142
404-657-2900

Customer service hotline: 1-866-814-5468
(toll free within Georgia)

<http://dph.georgia.gov/vendor-information>

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