



September 20, 2022

**ATTENTION – PLEASE READ – IMPORTANT DEADLINE!!
FOR WIC VENDORS WITH TWO YEAR AGREEMENTS**

**RETURN ANNUAL VENDOR TRAINING CHECKLIST
By September 30, 2022**

Dear Authorized WIC Vendor:

Annually, the Georgia Special Supplement Nutrition Program for Women, Infants, and Children (WIC) is responsible for providing training to improve services to the WIC customer, prevent program errors, and decrease compliance infractions and fraud. 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, the links included in the newsletter direct you to important supplementary documents to provide an optimal, comprehensive training.

The training material includes:

- **FFY 2022 Georgia WIC Program Annual Training Newsletter**
- **FFY 2022 Annual Vendor Training Checklist**
- **Georgia WIC Program Vendor Handbook, Effective June 6, 2022.**

In accordance with the WIC Vendor Agreement, each vendor's authorized representative is responsible for providing training to management representative(s) of the store. Please review the training materials (referenced above) located on the WIC vendor website <https://dph.georgia.gov/training-materials-and-resources> under the heading:

Training Materials and Resources- NEW! FFY 2022 Annual Training and proceed with the following steps:

1. Ensure the store's management representative(s) receives, reads, understands, and reviews the following training materials:
 - Annual Training Newsletter
 - Georgia WIC Program Vendor Handbook, Effective June 6, 2022

2. Each store's management representative(s) should mail or email the completed Annual Vendor Training Checklist, with an original signature, back to the Georgia WIC Program postmarked on or before **September 30, 2022**. We are accepting electronic or original signatures for the Annual Vendor Training Checklist. Georgia WIC will only accept an electronic signature from an authenticated electronic signature application such as DocuSign, Adobe Acrobat, etc. **Typed in signatures will not be accepted.** Please keep a copy of the documentation for your files.

Please return checklist via verifiable mail process to:

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

Or

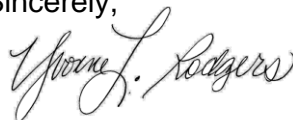
via email at:

wic-vendor.relations@dph.ga.gov

Remember, the documentation must be postmarked no later than **September 30, 2022**. Faxed, hand delivered, or photocopied checklists will not be accepted. Vendors who fail to participate in the annual training will be terminated.

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

Sincerely,



Yvonne L. Rodgers, MBA
Deputy Director
Georgia WIC – Office of Vendor Management

YLR/nb

Cc: Vendor File

Enclosures