



June 7, 2023

**ATTENTION – PLEASE READ – IMPORTANT
DEADLINE!!
FOR WIC VENDORS WITH THREE YEAR AGREEMENTS
RETURN ANNUAL VENDOR TRAINING CHECKLIST
By July 14, 2023**

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 2023 Georgia WIC Program Annual Training Newsletter**
- **FFY 2023 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 2023 Annual Training and proceed with the following steps:

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

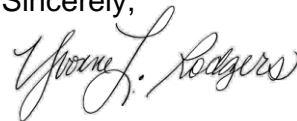
2. Instruct each store's management representative(s) to mail the completed Annual Vendor Training Checklist, with an original signature and date, back to the corporate office or the designated representative. **Please do not allow an individual store to email checklists directly to Georgia WIC.**
3. 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.**
4. The corporate office, or designated representative, should collect each authorized store location's Annual Vendor Training Checklist. Confirm that all areas on the checklist have been completed accurately. Verify that each checklist has an original signature and date. **Keep a copy of each store's completed checklist for your files.**
5. Complete a Certification Signature Form that is representative of all authorized store locations.
6. Email the Certification Signature Form and all original checklists to the Georgia WIC Program.

Please return checklists via email to: wic-vendor.relations@dph.ga.gov.

Remember, the documentation must be received no later than **July 14, 2023**. 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 wic-vendor.relations@dph.ga.gov .

Sincerely,



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

YLR/nb

Cc: Vendor File

Enclosures