The application submission period for new vendor authorization is now open as of October 1, 2018 to December 31, 2018.

Please visit the program website: https://dph.georgia.gov/vendor-application-and-forms to review selection criteria and retrieve documents to correctly complete an application. To avoid delays with processing your application, please ensure that all submitted documentation is complete and accurate.

Georgia WIC has two (2) open application periods during each Federal Fiscal Year (FFY):

- **Period 1**: Oct. 1 – Dec. 31
- **Period 2**: March 1 – May 31

*All applications must be postmarked within the designated application period to be processed.*
Re-Authorization for Vendors with Two-Year and Three Year Agreements

Two-year and three-year agreements will expire on September 30, 2019. To continue to participate in the Georgia WIC Program as an authorized vendor, the following requirements must be completed:

1. A submission of a completed Vendor Authorization Application with the required supporting documentation.
3. Complete and Pass All Post-Training Requirements.

The following web links will assist with the re-authorization process:

- Required Documents Checklist
- Vendor Application and Instructions

Next Vendor Agreement Periods are as follows:

Non-Corporate Vendors

- 2-Year Agreement Holders will be authorized for the Agreement Period of October 1, 2019 to September 31, 2021.

Corporate Vendors

- 3-Year Agreement Holders will be authorized for the Agreement period of October 1, 2019 to September 31, 2022.

Please contact your Vendor Relations Consultant for technical assistance.

Vendor Stamps

Do’s

- Report lost or stolen stamps immediately.
- Return damaged stamps to Georgia WIC.
- Refill the removable pad using only water based black liquid ink.
- Contact the Vendor Relations Unit at (404) 657-4470 for a replacement stamp.

Don’ts

- Do not use any stamp that was not provided by Georgia WIC— if used, your store will not be paid for the voucher and will be terminated.
- Do not reproduce the vendor stamp. If the vendor stamp is reproduced, your store will be terminated.
Infant Formula Update

New Georgia WIC Contract Formula Provider- Mead Johnson as of October 29, 2018

<table>
<thead>
<tr>
<th></th>
<th>Milk Based</th>
<th>Soy Based</th>
<th>Lactose Reduced</th>
<th>Rice Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerber</td>
<td>Gentle</td>
<td>Soy</td>
<td>Soothe</td>
<td>Non-Contract Enfamil AR</td>
</tr>
<tr>
<td>Nestle Nutrition</td>
<td>Enfamil Infant</td>
<td>Enfamil ProSobee</td>
<td>Enfamil Gentlease</td>
<td>Enfamil AR</td>
</tr>
</tbody>
</table>

Transitions to:

Enfamil Infant (Milk-based)

- 12.5 oz. can powder
- 13 oz. can concentrate
- 32 oz. bottle ready to use

Enfamil ProSobee

- 12.9 oz. can powder
- 13 oz. can concentrate
- 8 oz. bottle ready to use (6-pack)

Enfamil Gentlease (Milk-Based/Lactose Reduced)

- 12.4 oz. can powder only

Enfamil A.R. (Milk-Based/Rice Starch)

- 12.9 oz. can powder
- 8 oz. bottle ready to use (6-pack)
There are Enfamil brand formulas, with similar names as the contract formulas, that are not approved. Premium labeled brands for standard milk based and soy Enfamil formulas, including Enfamil Premium Infant, Enfamil Premium Gentlease, Enfamil Premium Toddler Transitions, EnfaGrow Toddler Next Steps, Enfamil NeuroPro Infant and, Enfamil NeuroPro Infant are not approved for WIC.

<table>
<thead>
<tr>
<th>WIC Contract Approved</th>
<th>NOT WIC Contract Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enfamil Infant</td>
<td>• Enfamil Premium Infant</td>
</tr>
<tr>
<td></td>
<td>• Enfamil NeuroPro Infant</td>
</tr>
<tr>
<td>Enfamil Gentlease</td>
<td>• Enfamil Premium Gentlease</td>
</tr>
<tr>
<td></td>
<td>• Enfamil NeuroPro Gentlease</td>
</tr>
<tr>
<td>EnfaGrow Toddler Transition</td>
<td>• EnfaGrow Premium Toddler Transitions</td>
</tr>
<tr>
<td></td>
<td>• EnfaGrow Toddler Next Steps</td>
</tr>
</tbody>
</table>

Reminders:

- All vendors are required to purchase infant formula directly from a WIC approved supplier or manufacturer included on a list provided by the Georgia WIC Program.
- All authorized WIC Stores are permitted to redeem vouchers for Special Infant Formula and Medical Foods (Nutritionals).
Minimum Inventory for Contract Infant Formula

Each vendor is required to daily stock and maintain the minimum inventory of approved WIC foods as well as a substantial amount of non-WIC foods. This is a vital measure to ensure compliance with the WIC Program guidance and policies.

- The inventory must be in the store, or either in the store’s stockroom.
- WIC minimum inventory must be within the manufacturer’s expiration dates during the application process, including the pre-authorization visit, for the following WIC approved food items: milk, eggs, infant formula, and any potentially hazardous foods (meaning foods with time and/or temperature controls for the safety of the product) that are labeled "Keep Refrigerated".
- Expired foods do not count toward minimum inventory and are sufficient grounds for denying the application.

Failure to stock the required inventory of any WIC food item will result in a CATEGORY I VIOLATION which could lead to disqualification. Click Sanctions and The Sanction System for more information.

Infant Formula Minimum Inventory Requirements Effective November 16, 2018:

<table>
<thead>
<tr>
<th>INFANT FORMULA</th>
<th>Enfamil AR</th>
<th>12.9 oz. can powder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>If not in stock already must be ordered upon request.</td>
</tr>
<tr>
<td></td>
<td>8 fl. oz. bottle RTU</td>
<td>If not in stock already must be ordered upon request.</td>
</tr>
<tr>
<td>Enfamil Infant (milk based)</td>
<td>12.5 oz. can powder</td>
<td>12 cans</td>
</tr>
<tr>
<td></td>
<td>32 fl. oz. bottle RTU</td>
<td>If not in stock already must be ordered upon request.</td>
</tr>
<tr>
<td></td>
<td>13 fl. oz. can concentrate</td>
<td>If not in stock already must be ordered upon request.</td>
</tr>
<tr>
<td>Enfamil Prosobee (soy based)</td>
<td>12.9 oz. can powder</td>
<td>6 cans</td>
</tr>
<tr>
<td></td>
<td>8 fl. oz. bottle RTU</td>
<td>If not in stock already must be ordered upon request.</td>
</tr>
<tr>
<td></td>
<td>13 fl. oz. can concentrate</td>
<td>If not in stock already must be ordered upon request.</td>
</tr>
<tr>
<td>Enfamil Gentlease (lactose reduced)</td>
<td>12.4 oz. can powder</td>
<td>6 cans</td>
</tr>
</tbody>
</table>

*Required minimum inventory is not a reflection of participant demand. Your attentiveness to have stock on hand on each category is greatly appreciated.
The **WIC Approved Foods list** was updated effective July 16, 2018. New brochures are now available in English and Spanish through the Vendor Relations Unit.

### Revision to the WIC Approved Foods List - Effective July 2018

<table>
<thead>
<tr>
<th>Added</th>
<th>Removed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yogurt Brands:</strong> Activia, Dannon, Oikos, Yoplait, GoGurts, GoGurts XL, Go Big, Great Value, Kroger, Chobani, Crowley, Noosa, LaYogurt, Best Choice, Cabot, Essential Everyday, Food Club, LaLa, Nostimo, SEGrocers, Coburn Farms, Morning Fresh, and Food Lion</td>
<td><strong>Cereals:</strong> Go Diego Go, Dora the Explorer, Rice Krispies Gluten Free, and Alpha-Bits</td>
</tr>
<tr>
<td><strong>Whole Wheat Pasta Brands:</strong> Barilla, Essential Everyday, Food Club, Gia Russa, Great Value, Hodgson Mill, Kroger, Publix, Racconto, Ronzoni Healthy Harvest, and Shurfine</td>
<td><strong>Infant Cereals:</strong> Kroger Comforts Rice and Oatmeal infant cereal</td>
</tr>
<tr>
<td><strong>Gerber 2nd Foods:</strong> Carrot, Pear &amp; Blackberry; Squash, Apple &amp; Corn; Sweet Potato, Apple &amp; Pumpkin; Pumpkin Banana</td>
<td><strong>Beech Nut Naturals:</strong> Just sweet corn, kale &amp; spinach; just mango, kiwi &amp; papaya; just raspberry, apple &amp; beets; just pear, raspberry &amp; asparagus; just pineapple, kale, apple &amp; carrot; corn, pear &amp; pineapple; bananas (stage 2); just carrot, sweet corn, garbanzo bean; just apple &amp; aronia berry; just apple &amp; zucchini; just apple, berry &amp; black bean; just apple &amp; red bean; sweet potato, orange &amp; pineapple; just apple &amp; kiwi; carrot, broccoli &amp; strawberry</td>
</tr>
<tr>
<td><strong>Beech Nut Just Naturals Stage 2:</strong> Just mango</td>
<td><strong>Beech Nut Classics:</strong> Apricot, pear &amp; apple; sweet corn casserole; banana &amp; mixed berry; apple &amp; cherry</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The purpose of the newly designed and revised WIC ID card is to help participants keep up with their three months’ worth of issued vouchers by creating three pockets. The new WIC ID card will reflect the changes below:

- Gateway Case Number and Client ID (Front panel)
- Complaint Process (Back-middle panel)
- Alternate-Proxy Signature (Front panel)
- WIC TIPS (Inside middle panel)
- Additional Resources with Phone Numbers (Inside right panel)
- Rights and Responsibilities - required signature (Inside left panel)
- Proxy Signatures (Inside bottom left pocket)

The revised WIC ID card will no longer require the WIC stamp on it when issued to participants. The current stock of WIC ID cards will be issued to WIC participants until all “old” stock has been exhausted.

Compliance Corner

- Provide at least twenty-one (21) day advance written notice of the effective date of any changes, including:
  - Change in ownership
  - Closure of business
  - Change of address or location
  - Change of business operations
- Minimum inventory items must be maintained at all times to guarantee availability of WIC inventory selected for WIC participants.
- Expired foods do not count towards the required minimum inventory and will not be considered during the pre-authorization process or during the agreement period.
- Please review all warning notices carefully and take corrective action in a timely manner.
- Contact the Vendor Relations Unit for technical assistance as needed.
Newly Designed and Revised WIC Identification (ID) Card Cont'd

**WIC TIPS**

- Separate items from the other items you are buying.
- Before the cashier begins ringing up your purchases, tell them you are using WIC vouchers.
- You cannot return any WIC foods for cash, credit, exchange, or for a "cash refund.
- You may use coupons and participate in buy one get one free specials.
- If your grocery store does not have the items listed on your voucher, keep your voucher and go to another WIC-approved store, or return to your store at a later date.
- Talk to the store manager if you have a complaint about the store or store employees. Call the State WIC Office if you are still not satisfied.
- Comments about the Georgia WIC Program can be made at wic.gov.gov.
- Go to the public comment.
- **Please pay attention to:**
  - First day: The WIC voucher cannot be used after this date.
  - Last day: The WIC voucher cannot be used after this date.
  - Amounts and type of foods to be purchased: The WIC customer or store employee may not purchase any other food or items for the items listed on the front of the voucher. If you have a problem with your voucher, contact your local WIC clinician.
  - Pay service: The cashier writes in the exact price for the WIC foods, before the WIC participant signs the WIC Card.
  - Participant/Unauthorised Signature: Signature must match one of the signatures on the WIC Card.
  - Georgia Immunization (C/2T), 800-657-2159 / dph.georgia.gov/immunization-soot
  - Childcare and Parent (CAGS) (933) 442-2277 / caps.doe.ca.gov
  - Vital Records (404) 679-4702 / visitarecordsonline.com/Birth
  - Georgia Division of Family and Children Services (SNAP) (401) 457-3633 / dcts.govea.gov
  - Georgia Medicaid (404) 651-0801 / dph.georgia.gov/medicaid
  - Amerigroup (800) 650-4944 / myamerigroup.com
  - Georgia WellCare (900) 271-2712 / welcare.com/Georgia
  - Georgia Gateway (977) 425-4746 / gateway.ge.gov
  - Are you moving out of state?
  - Please go to the local clinic and ask for a Verification of Certification (VOC) Card if you are:
    - Moving out of state
    - A migrant farm worker
  - The Georgia WIC Program is a Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) which provides health and nutritional status of low-income, pregnant, breastfeeding, and postpartum women, infants, and children up to age five.

**Additional Resources**

- **Signature Required:**
  - Participants/Unauthorised Signature: Must be 16 years or older
  - Proxy Signature: Must be 16 years or older
  - Gateway Case Number and Client ID
  - Alternate Proxy Signature: Must be 16 years or older
  - Alternate Proxy Signature: Must be 16 years or older
Georgia WIC monitors and assesses authorized vendors for compliance in accordance to the terms outlined in the WIC Program Vendor Agreement. To ensure compliance, Georgia WIC conducts monitoring visits, complaint investigations and inventory audits. When an authorized vendor is found to be in violation of federal regulations or Georgia WIC policies, a sanction consistent with the severity and nature of the violation will be assessed. These sanctions may include termination of agreement, disqualification from the program for a specified period of time and/or a civil monetary penalty. The below data provides comparison snapshots of vendors compliance for the federal fiscal years of 2017 and 2018 (FFY17 and FFY18).
Vendor Performance at a Glance

State WIC Terminations
FFY17/FFY18

Termination Reasons
FFY17/FFY18

- Termination for Cause
  - FFY17: 4
  - FFY18: 19

- Voluntary Withdrawal
  - FFY17: 7
  - FFY18: 8

- Sale of Business
  - FFY17: 2
  - FFY18: 3

- Store Closed
  - FFY17: 24
  - FFY18: 39

- Contract Non-Renewal
  - FFY17: 2
  - FFY18: 12
Vendor Performance at a Glance

Termination for Cause Reason
FFY17/FFY18

Number of Complaints
FFY17/FFY18
Contact Information

Georgia Department of Public Health
Georgia WIC Program Vendor Relations Unit
2 Peachtree Street,
NW 10th Floor
Atlanta, Georgia 30303-3142

Requesting WIC Materials: If you need to request additional Georgia WIC materials, please contact the Vendor Relations Unit by phone at 404-657-2900 or email: wic-vendor.relations@dph.ga.gov.

The following materials are available:
- Approved Foods Brochures
- Approved Foods Posters
- Window Clings
- WIC Approved Shelf Talkers
- Replacement Vendor Stamp

Main Number: 404-657-2900
Customer Service Hotline: 1-866-814-5468
Email: dph.georgia.gov/vendor-information

Georgia WIC Program Vendor Relations Team:

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