

**GEORGIA WIC PROGRAM  
ANNUAL TRAINING  
CORPORATE & NON-CORPORATE VENDOR TRAINING CHECKLIST**

**CORPORATE NAME  
(if applicable) and  
STORE NAME &  
NUMBER**

**VENDOR  
NUMBER  
(if applicable)**

\_\_\_\_\_ I have read the FFY 2017 Georgia WIC Program Annual Training Update.

\_\_\_\_\_ I have read a copy of the FFY 2016 edition of the Georgia WIC Program Vendor Handbook, found on: <http://dph.georgia.gov/vendor-information>

**I have been trained on and understand (please initial each line below):**

- \_\_\_\_\_ 1. The purpose of the Georgia WIC Program and how to contact Georgia WIC.
- \_\_\_\_\_ 2. Terms of the vendor agreement. The agreement is null and void upon change of ownership. The vendor must re-apply to continue as a vendor upon expiration of agreement.
- \_\_\_\_\_ 3. I understand the vendor's responsibility for adhering to the selection criteria throughout the agreement period.
- \_\_\_\_\_ 4. The purpose of vendor training and the requirement to attending training. The vendor is responsible for training its employees on the information discussed at training. The vendor is responsible for the actions of its officers, managers, agents and paid or unpaid employees.
- \_\_\_\_\_ 5. The WIC-approved food items and the requirement to stock and maintain the minimum inventory of approved WIC food items and non-WIC food items on a daily basis.
- \_\_\_\_\_ 6. The types of valid WIC food instruments, the procedures for transacting Georgia WIC food instruments and the types of Infant Formula vouchers that may be transacted by vendors in different Peer Groups.
- \_\_\_\_\_ 7. The requirement to purchase infant formula from an approved list of infant formula suppliers and how to obtain the Georgia WIC Approved Infant Formula Supplier List.
- \_\_\_\_\_ 8. The procedures for redeeming Georgia WIC food instruments/Cash Value Fruit and Vegetable Vouchers (CVV), the use of the vendor stamp, and the requirement to enroll in the Automatic Clearing House (ACH) following authorization to the Georgia WIC Program.
- \_\_\_\_\_ 9. Returned food instruments payment procedures and the provision for Georgia WIC to make price adjustments.
- \_\_\_\_\_ 10. The responsibility of the vendor to be in compliance with the review of the store via overt monitoring, audits, covert investigations and analyses of programmatic reports.
- \_\_\_\_\_ 11. The Georgia WIC Program's vendor complaint process.
- \_\_\_\_\_ 12. The Georgia WIC Program's vendor claims procedures.
- \_\_\_\_\_ 13. Vendor Sanction System and violations of program, including the federally mandated sanctions (including incentive item violations), disqualification periods, vendor claims, and civil money penalties. Disqualifications from the Georgia WIC Program may result in disqualification from SNAP.
- \_\_\_\_\_ 14. The Georgia WIC Program's policies and procedures regarding use of incentive items.
- \_\_\_\_\_ 15. The right to challenge the Agency's determination of a vendor's Probable Above Fifty Percent status and the responsibility to provide all documentation and information requested by Georgia WIC in connection with a full Food Sales Assessment.
- \_\_\_\_\_ 16. The right to request an administrative review for adverse action(s) taken against the vendor.

**I ACKNOWLEDGE THAT I HAVE BEEN TRAINED ON THE ITEMS LISTED ABOVE AND RECEIVED A CURRENT VERSION OF THE GEORGIA WIC PROGRAM VENDOR HANDBOOK.**

\_\_\_\_\_  
Signature of Store/Corporate Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title