

August 21, 2015

**ATTENTION – PLEASE READ – IMPORTANT DEADLINE!!
FOR CORPORATE WIC VENDORS**

**RETURN ANNUAL VENDOR TRAINING CHECKLIST
by September 25, 2015**

Dear Authorized WIC Vendor:

Annually, the Georgia Special Supplement Nutrition Program for Woman, 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, most graphics included in the newsletter are hyperlinked to important supplementary documentation to provide optimal, comprehensive training information.

The training material Includes:

FFY 2015 Georgia WIC Program Vendor Mail-Annual Training

FFY 2015 Annual & Pharmacy Vendor Training Checklist

FFY 2015 Georgia WIC Program Vendor Handbook, Effective April 1, 2014

In accordance with the WIC Vendor Agreement, each corporation's authorized representative is responsible for providing training to management representative(s) of each store. Please review the training materials (referenced above) located on the WIC vendor website <http://dph.georgia.gov/vendor-information> under the heading: **2015 Annual Vendor Training** and proceed with the following steps:

1. Ensure that each store's management representative(s) receives, reads, understands and reviews all training material.
 - Vendor Mail Annual Training
 - Georgia WIC Program Vendor Handbook, Effective April 1, 2014



2. Instruct each store's management representative(s) to mail the completed Annual Vendor Training Checklist, with an original signature, back to the corporate office or a designated representative. **PLEASE DO NOT ALLOW THE STORES TO MAIL ANY CHECKLIST DIRECTLY TO GEORGIA WIC.**
3. The corporate office (or designated representative) should collect all Annual Vendor Training Checklists and verify accurate completion of the form. Please ensure the signature listed on the checklist is original, all areas on the checklist are marked, and form is signed and dated. Keep a copy of the documentation for your files.
4. When all Annual Vendor Training Checklists are received by the corporate office (or designated representative), please compile and attach a completed Certification Signature Form for each store. **Promptly mail all compiled checklist, within the corporation, to the Georgia WIC Program postmarked on or before September 25, 2015.**

Please return checklist via a verifiable mail process to:

Georgia WIC Program,
Vendor Management Unit,
2 Peachtree Street, NW,
10th Floor
Atlanta, GA 30303-3142

Remember, the documentation must be postmarked no later than **September 25, 2015.**

Faxed, hand delivered or photocopied checklists will not be accepted.

Vendors who fail to participate in annual training will be terminated.

If you have any questions, please contact the Vendor Management Unit at the customer service hotline 404-657-2900, Monday through Friday 8:00 AM – 5:00 PM. After 5:00 pm and during periods of high volume calling, please leave a voice message.

Sincerely,

A handwritten signature in black ink that reads "Yvonne L. Rodgers". The signature is written in a cursive style with a large initial "Y".

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

YLR/vrc

Cc: Vendor File
Enclosures