

August 28, 2014

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

**RETURN ANNUAL VENDOR TRAINING CHECKLIST  
by September 30, 2014**

Dear Authorized WIC Vendor:

Annually, the Georgia Special Supplement Nutrition Program for Woman, Infants, and Children (WIC) is responsible for providing training to our vendor community in an effort to improve services to WIC participants, prevent procedural errors, increase program compliance and mitigate fraudulent activity.

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 of the graphics embedded in the newsletter are hyperlinks to important supplemental documentation. It is our hope that the hyperlinks optimize your training experience and provide you with access to comprehensive information. The training material includes the following:

- **Federal Fiscal Year (FFY) 2014 Georgia WIC Program Annual Vendor Updates**
- **FFY 2014 Georgia WIC Program Vendor Handbook, Effective April 1, 2014**
- **FFY 2014 Annual Vendor Training Checklist – Corporate**

In accordance with the WIC Vendor Agreement, each organization's authorized representative is responsible for providing training to management representative(s) of each store location represented in the corporate agreement.

Please review the identified documents found on the vendor website at <http://dph.georgia.gov/vendor-information> and proceed with the following steps:

1. Request that each store's management representative(s) review and comprehend all identified training material.
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.



**PLEASE DO NOT ALLOW THE STORES TO MAIL ANY CHECKLIST DIRECTLY TO GEORGIA WIC.**

3. The corporate office should collect all Annual Vendor Training Checklists from individual stores. Verify the forms are accurately completed. **Promptly mail all checklists to the Georgia WIC Program postmarked on or before September 30, 2014.**

**Return checklist via a verifiable mail process to:**

Georgia WIC Program  
Office of Vendor Management  
2 Peachtree Street, NW, 10<sup>th</sup> Floor  
Atlanta, GA 30303-3142

Remember, the documentation must be postmarked no later than **September 30, 2014. DO NOT HAND DELIVER.** Keep a copy of the documentation for your files.

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

If you have any questions, please contact the Vendor Relations Unit at the toll-free customer service hotline 1-866-814-5468, 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,



Debra L. Keyes, MA, RD  
Director  
Georgia WIC Program

DLK/rdb

Cc: Vendor File  
Enclosures