

Approval of WIC Infant Formula Suppliers**Policy No. VM-100.06**

Effective Date: October 1, 2016

No. of Pages: 3

Policy

Authorized WIC vendors are required to purchase infant formula, to be exchanged for WIC food instruments, directly from suppliers or manufacturers selected and approved by the Georgia WIC Program and are listed on its Approved Infant Formula Suppliers List. The list includes manufacturers registered with the Food and Drug Administration (FDA) as well as licensed wholesalers, distributors, and suppliers. Only Georgia WIC approved Infant Formula is eligible for purchase and distribution. The Georgia WIC Program does not permit authorized vendors to purchase WIC approved infant formula from other authorized vendors or retailers.

Approved infant formula suppliers are categorized on the approved list as manufacturers or wholesalers/distributors, and are sub-categorized by location. Vendors may not appeal the State Agency's decision to include or exclude an infant formula wholesaler, distributor, or manufacturer from the approved list.

Purpose

Federal WIC Regulations require that Georgia WIC authorized vendors purchase all infant formula provided to WIC participants from authorized wholesalers and retailers contained on a list developed and maintained by the Georgia WIC Program.

Procedures

- I. Approved infant formula suppliers are categorized on the approved list as manufacturers or wholesalers/distributors, and are sub-categorized by location. Vendors may not appeal the State Agency's decision to include or exclude an infant formula wholesaler, distributor, or manufacturer from the approved list.

Licensing Food Firms – Wholesalers, Distributors and Suppliers

- A. Georgia based corporations must be registered with the Georgia Secretary of State with an Active/Compliance status.
- B. Georgia based wholesalers, distributors, and suppliers must have a Food Sales Establishment license from the Georgia Department of Agriculture and be in good standing. Licenses are renewed annually beginning on July 1st.
- C. Non-Georgia based entities must be approved by another state's WIC program.
Note: All suppliers approved prior to November 1, 2014 are grandfathered onto the list.

II. HOW SUPPLIER INFORMATION IS REQUESTED

- A. A current approved list is posted on the Georgia WIC Office of Vendor Management (OVM) website and is available to applicants and authorized vendors. The Approved Infant Formula Suppliers List will be updated as suppliers

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are approved and added, or at a minimum, annually. Annual updates shall observe the Federal Fiscal year of October 1st through September 30th.

III. HOW NEW SUPPLIER REQUESTS ARE PROCESSED

- A. New or prospective suppliers may be added to the list of approved infant formula suppliers via two scenarios: (1) an authorized WIC vendor that would like to purchase infant formula from a source that is currently not on the approved list; or, (2) a supplier that would like to be added to the list. The authorized WIC vendor or prospective supplier must contact the OVM and submit a formal request to be added to the list.
- B. The prospective supplier will be directed to the Infant Formula Supplier Request Form located on the Georgia WIC Vendor Management Website. The completed Formula Supplier form must be returned to the OVM, by a traceable method of delivery (e.g. certified mail) for processing. All Georgia corporations will be verified for active and compliant registration status with the Georgia Secretary of State. Georgia suppliers must submit a copy of their Food Sales Establishment license, and they must be in good standing with the Georgia Department of Agriculture at the time the request is submitted to OVM. Suppliers based outside of Georgia must submit a Food Sales Establishment license that is in good standing with their resident state and its governing statutes.
- C. The OVM will notify the supplier of its decision within 5 to 7 business days of receipt of the completed Infant Formula Supplier Request Form. The notice will be prepared using the form letter entitled, Formula Supplier Notification Letter, and will be issued to the requestor via certified mail.
- D. A supplier will be added to the approved list within 2 business days after an affirmative decision to recognize the supplier as an authorized source of infant formula purchases has been issued. A member of the Vendor Relations Unit will post an updated listing to the Vendor Information webpage.
- E. The newly posted approved list will have an effective date that reflects the date that the last supplier(s) was added to the approved list.

Authority

7 CFR § 246.4(a)(14)(xviii)

7 CFR § 246.12(g)(11)

7 CFR § 246.18(a)(1)(iii)(D)

21 CFR § 106.96(i)

O.C.G.A. §§ 26-2-21 and 26-2-25

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Definitions/Supporting Documentation

See Approved Infant Formula Suppliers: <http://dph.georgia.gov/infant%20formula%20supplier>

Infant Formula Supplier Request Form:

<http://dph.georgia.gov/Infant%20Formula%20Supplier%20Request%20Form>

N: Vendor Section/Form and Form Letters/Formula Supplier Notification Letter

<https://dph.georgia.gov/wic-formula-resources>

<http://www.fda.gov/AboutFDA/Transparency/Basics/ucm336546.htm>

Notice for Request of Formula Invoice(s)

VMVR 0003 – Auditing WIC Infant Formula Supplier Receipts

Contact Information

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Georgia WIC Program - Office of Vendor Management
Vendor Relations and Administration Unit
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