



SPECIAL ARIZONA WIC ALERT

Volume 24, Issue 4

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IMPORTANT NOTICE – PLEASE READ

This Special Arizona WIC Alert was developed to serve as a written warning from the Arizona Department of Health Services Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). WIC has recently become aware that a large number of authorized Vendors are not complying with their Contract. Therefore, this written warning is being sent to remind all WIC Vendors of the following important WIC regulations and requirements:

1. A WIC participant can only be provided with WIC approved foods that are listed on the WIC participant’s food instrument(s).
2. Ensure each WIC participant receives a receipt that documents all items purchased.
3. The Vendor’s store hours provided to WIC are to be properly maintained. If an authorized Vendor decides to change their store hours, written notice must be provided to WIC at least 30 days prior to the store hours becoming effective.

This Special WIC Alert will serve as your written warning. Failure to comply with the regulation or policies listed above will result in a WIC Vendor receiving other legal sanctions, such as administrative fines, contract termination, and disqualification from the Arizona WIC Program.

There will not be any further warning letters given concerning these matters. Please see Section 5 Cashing Food Instruments, Section 9 Violations and Sanctions, and Section 13 Appendix 3 Selection and Authorization (enclosed) of the WIC Vendor Manual for more information.

It is recommended that all WIC Vendors **immediately** review the WIC redemption procedures with its staff that handles WIC transactions to ensure compliance with the Arizona WIC Vendor Contract and Vendor Manual. You may access the Arizona WIC Program Vendor Manual in its entirety at your convenience online at http://azdhs.gov/azwic/vendor_manual.htm.

If you have questions or need additional information regarding this Special Alert, please feel free to contact Christopher Hale, Special Investigations Supervisor at (602) 364-1733 or if you would like to schedule training, please contact the WIC Vendor Management Team at (602) 542-1886.

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