

MEMO TO: Utah Authorized WIC Vendors

FROM: Nicole Reames
State Vendor Coordinator
Utah WIC Program

DATE: July 23, 2015

SUBJECT: **Renewal of Utah WIC Vendor Agreements**

The current Utah WIC Vendor Agreement period will expire for all authorized vendors as of September 30, 2015 regardless of when the vendor received their initial authorization.

In order to complete the reauthorization process, please complete the following: ***Please send all forms to the State WIC office in the envelope provided, at one time (excluding the Price Survey to be completed online). Sending forms separately will delay the process.***

A) Utah WIC Vendor Agreement

- **READ** the agreement in full. The Vendor Agreement contains new stocking requirements that will take effect on October 1, 2015.
- All fields on pages 1, 2, and 3 are required to be completed.
- **SIGN AND DATE** the agreement as indicated at the end of the document.
- **DO NOT** separate any pages of the agreement.
- Please send the original document with original signatures. **DO NOT FAX** the agreement
- Scanned copies of the agreement will NOT be accepted.
- Once WIC receives and processes all documentation, an email will be sent to you with further instruction on receiving your electronic signature for the agreement. Upon completion, an email will be sent with a copy of the fully signed Vendor Agreement.

B) Copy of an infant formula invoice from within the past thirty (30) days

- **INCLUDE** a copy of an infant formula invoice or receipt for Similac and Enfamil ProSobee products. Ensure the copy has the name of the wholesaler or distributor that is supplying the infant formula. ***The invoice must contain a listing of the required (contract) infant formula – Similac Advance and Enfamil ProSobee. The vendor CANNOT self-declare this information.*** Please note that effective October 1, 2015 the contract formula for soy based products will change from Enfamil ProSobee to Gerber Good Start Soy. ***The minimum stocking requirements in the new vendor agreement reflect this change.***

If a copy of an infant formula invoice or receipt is not received, the agreement cannot be processed until the WIC State Agency receives the appropriate documentation.

C) Complete the Online WIC Vendor Price Management System (Price Survey)

Please Note: For this reauthorization process, a new price survey must be submitted for each store location.

- Instructions on how to complete the Price Survey online are included.
<http://health.utah.gov/vpms>
- If you have questions regarding the online price survey, please contact Grace Serna at: (801) 657-7839

PLEASE RETURN THE FOLLOWING FORMS WITHIN THE SAME MAILING:

- ✓ Completed and signed Utah WIC Vendor Agreement (*all pages must be included, Due by September 1, 2015*)
- ✓ Copy invoice/receipt of infant formula purchase , *Due by September 1, 2015*)
- ✓ Utah Food Price Survey (*submitted on-line before September 1, 2015*)

If the retailer fails to document any information on these forms or fails to provide the copy of the infant formula invoice/receipt, the State WIC office will return the form(s) for completion.

Each store location must complete a separate agreement and food price survey.

Failure to submit the required forms by September 1, 2015 will mean the vendor will be terminated from the WIC program on October 1, 2015. Expiration of a contract or agreement with a food vendor is not subject to appeal. Neither the State Agency, nor the food vendor has an obligation to renew the contract or agreement. Please return all forms and documents to (a return envelope has been included):

**Utah WIC Program
Utah WIC Vendor Coordinator
PO Box 141013
Salt Lake City, Utah 84114-1013**

Thank you for your participation in the WIC Program and ensuring the health of mothers and children in need. If you would like assistance in completion of your renewal forms or if you have any questions regarding the renewal, please contact the State WIC Agency at the in-State toll free number at 1-877-942-5437 before sending in your documentation.