

## Vendor Training

- I. Required Annual Training. Annual vendor training will be provided by the State Agency through self-paced instruction modules with a post-test for all employees. The State agency will ensure that the Annual Training Requirement is completed for all Utah WIC authorized vendors. The annual training must include instruction on:
  - a. The purpose of the Program;
  - b. The supplemental foods authorized by the State agency;
  - c. The minimum varieties and quantities of authorized supplemental foods that must be stocked by the vendors;
  - d. The requirement that vendors obtain infant formula only from sources included on a list provided by the State Agency;
  - e. The procedures for transacting and redeeming checks;
  - f. The State Agency violation points and sanction system;
  - g. The vendor complaint process;
  - h. The claims procedures;
  - i. The State Agency's policies and procedures regarding the use of incentive items;
  - j. Use of the WIC Acronym and Logo; and
  - k. Any changes to program requirements since the last training.