

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective November 1, 2016

Policy No. WV:08.0

WIC Vendor Training

Purpose

To define State Agency (SA) requirements and United States Department of Agriculture federal regulations regarding WIC vendor training.

Authority

7 CFR Part 246.12

Policy

At least one designated representative from each vendor outlet with a current Vendor Agreement must complete the WIC State Agency (SA) administered training.

Procedures

- I. At the time of a vendor's initial selection, reauthorization, or after a break in the Agreement term between the vendor and the WIC Program, a representative from each vendor outlet must complete a training that is in an interactive format.
- II. Each WIC vendor outlet with a current agreement must complete SA approved interactive training annually.

Nutrition Services
Department of State Health Services

Effective November 1, 2016

Policy No. WV:08.0

- III. A vendor outlet's agreement will not be authorized or reauthorized if a representative has not completed SA approved interactive training.
- IV. Each vendor must inform and train its cashiers and other staff on the most current WIC Program policies and procedures.