

May 26, 2016

# Vendor News Flash

## Least Expensive Brands Declaration Form

Effective May 26, 2016, vendors submitting a Least Expensive Brand (LEB) Declaration form for new outlets **must** list Outlet Numbers in Section #7 on page 1 of the LEB form when used for more than one outlet. If more space is needed, please attach a Word document.

Sample LEB Form below:

### LEAST EXPENSIVE BRAND DECLARATION FORM

All vendors shall declare the traditionally least expensive brand for the food types listed on this form. Each WIC vendor account outlet **must** complete a separate form if the traditionally least expensive brand for a particular food type is different at each outlet.

**INSTRUCTIONS:** *Please type; or legibly print all information provided below in ink*

<p><b>7. Labeling:</b> For every item declared on this form, an authorized "WIC Approved Item" tag/label must be affixed to the shelf</p>	
<p><b>ACCOUNT NAME:</b> ABC GROCERY   <b>WIC ACCOUNT#:</b> 1234   <b>WIC Outlet(s) #:</b></p>	
<p>Outlet Numbers must be listed below when identifying more than 1 outlet. If more space is needed (attach a Word document):</p>	
<p><b>EXAMPLE:</b> 0001; 0002; 0003; 0004; 0005 etc.</p>	

If you have any questions, please contact Vendor Outreach at [WICVendorRelations@DSHS.texas.gov](mailto:WICVendorRelations@DSHS.texas.gov) or at 1-800-252-9629.



## LEAST EXPENSIVE BRAND DECLARATION FORM

All vendors shall declare the traditionally least expensive brand for the food types listed on this form. Each WIC vendor account outlet must complete a separate form if the traditionally least expensive brand for a particular food type is different at each outlet.

**INSTRUCTIONS:** Please type; or legibly print all information provided below in ink

1. **Account Name:** This should match the name indicated on Line 1 of the Vendor Agreement and Line 1 of current Vendor Profile Application–Account Page.
2. **WIC Account #:** List designated WIC Account Number
3. **Outlet(s) #:** List designated WIC Outlet Number.
  - a. List all outlet numbers covered by this LEB Declaration form
4. **Brand Name:** List the Outlet least expensive brand.
  - a. Only one brand can be declared for each food item.
  - b. Food declared must be a WIC Approved Brand.
5. **UPC (Uniform Product Code):** List ALL the numbers located below and to the side of the product bar code.
6. Each page of this form must be signed and dated by a store official.

7. <b>Labeling:</b> For every item declared on this form, an authorized "WIC Approved Item" tag/label must be affixed to the shelf		
<b>ACCOUNT NAME:</b>	<b>WIC ACCOUNT#:</b>	<b>WIC Outlet(s) #:</b>
Outlet Numbers must be listed below when identifying more than 1 outlet. If more space is needed, attach a Word document:		

Vendors authorized in the WIC Program must declare the traditionally least expensive brand (LEB) of each type and size of WIC authorized milk, juice, cheese, grains and beans/peas/lentils (Policy WV: 02.0) at the time of contracting.

FOOD TYPE	SIZE	BRAND NAME	UPC
<b>MILK (Cat 01)</b>		NO ORGANIC, CALCIUM-FORTIFIED, HIGH-PROTEIN OR FLAVORED MILK	List all 12 #s below product bar code
<b>Low Fat -1%</b>	Gallon		
	Half Gallon		
	Quart		
<b>Low Fat- 0.5%</b>	Gallon		
	Half Gallon		
	Quart		
<b>Fat Free/Skim</b>	Gallon		
	Half Gallon		
	Quart		
<b>Buttermilk</b>	Low Fat-1-½%	Half Gallon	
	Fat-Free/Skim	Half Gallon	
<b>MILK (Cat 51)</b>		NO ORGANIC, CALCIUM-FORTIFIED, HIGH-PROTEIN OR FLAVORED MILK	List all 12 #s below product bar code
<b>Whole</b>	Gallon		
	Half Gallon		
	Quart		

Manager's Signature: \_\_\_\_\_  
 For WIC Staff Use Only: Verified By & Date: \_\_\_\_\_

Declaration Date: \_\_\_\_\_  
 Scanned By & Date: \_\_\_\_\_