

August 9, 2016



## VENDOR NEWSFLASH

### Least Expensive Brand Declaration Form

Vendor Management and Operations Unit (VMO) is requesting all vendors resubmit a new Least Expensive Brand (LEB) declaration form for all of their outlets. Completing a new LEB form will also allow vendors to declare string cheese as their Least Expensive Brand (LEB), in addition to the declared block and sliced cheese. Starting October 1, 2016, the Texas WIC Program will allow string cheese sticks as an option to WIC participants. Please submit the new form to [WICLeb@dshs.texas.gov](mailto:WICLeb@dshs.texas.gov) by **September 30, 2016.**

For your convenience, the revised 08/01/2016 fillable LEB form can be found at the following link:  
<http://www.dshs.texas.gov/wichd/vo/PDF/LEB-Fillable-Form.pdf>.

**Below is an example LEB form. All outlet numbers will need to be listed on all 4 pages of the LEB form when used for more than one outlet. If more space is needed, please attach a Word document.**



#### 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. **Labeling:** For every item declared on this form, an authorized “WIC Approved Item” tag/label must be affixed to the shelf

<b>ACCOUNT NAME: Stop and Go Fine Foods</b>	<b>WIC ACCOUNT#: XXXX</b>	<b>WIC Outlet(s) #: 1, 136, 144,</b>
<b>Outlet Numbers must be listed below when identifying more than 1 outlet. If more space is needed, attach a Word document:</b>		

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
Low Fat -1%	Gallon	Little Dairy Farm	1 1 3 1 0 0 2 9 7 0 0 3
	Half Gallon	Dairy 1%	2 1 4 0 2 1 1 1 0 0 0 5
	Quart		
Low Fat- 0.5%	Gallon		
	Half Gallon		
	Quart		
Fat Free/Skim	Gallon		
	Half Gallon		
	Quart		
Buttermilk	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
Whole	Gallon		
	Half Gallon		
	Quart		

**Manager's Signature:** XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX
**Declaration Date:** XX/XX/XXXX  
**For WIC Staff Use Only:** Verified By & Date: \_\_\_\_\_
 Scanned By & Date: \_\_\_\_\_  
 Revised 08/01/2016

VMO is ready to assist our vendor partners should you have any questions regarding this Vendor News Flash. Please contact Monitoring Oversight at [DSHSMonitoringOversight@dshs.texas.gov](mailto:DSHSMonitoringOversight@dshs.texas.gov).

