



IDAHO DEPARTMENT OF
HEALTH & WELFARE

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Idaho WIC Program
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Dear Vendor Manager,

This packet contains materials for the Idaho WIC Authorized Vendor training for federal fiscal year 2015. As part of the vendor agreement, store staff are required to receive WIC training every year. Training should occur no later than September 30, 2015. Instructions for this year's training can be found on the Training Verification Form on the next page.

A signed verification form must be returned to the State office by October 5, 2015. Stores that do not complete these requirements will incur a state violation, which may lead to sanctions and/or disqualification.

Additional training materials can be found on our website at www.wic.dhw.idaho.gov, or can be ordered by calling the State office at 208-334-5948 or 866-347-5484. Please feel free to call with any questions or concerns you have regarding this year's training.

As a reminder, your current vendor agreement will expire September 30, 2015. A new agreement must be completed before then if you wish to continue being an Idaho WIC vendor.

Thank you for your continued participation in the Idaho WIC program.

Sincerely,

Idaho WIC Vendor Team

Idaho WIC 2015 Training Verification Form

Training must be completed by September 30, 2015. Once you have completed all of the items listed below, please sign this form and return it to the State WIC office, no later than October 5, 2015.

By signing this form you verify that all relevant store personnel have:

- Read the enclosed Idaho WIC Vendor Training Newsletter
- Reviewed the new Idaho Authorized Food List – effective October 1, 2015- September 30, 2016
- Reviewed the relevant sections of the Idaho WIC Vendor Guide – the latest version is enclosed

And that you have:

- Replaced any copies of the old Idaho WIC Vendor Guide with the new enclosed guides
- Posted the “8 Easy Steps” laminated guide at each register
- Replaced the laminated Idaho Authorized Food List with this year’s version at each register.
- Updated all UPCs and shelf tags – for a current copy of the UPC list please call the state office.
- Compiled a training sign-in sheet with the names of staff trained and the date(s) training occurred. Sign-in sheets should be kept on file at the store.
- (Optional) used the enclosed Cashier Training and sample checks to refresh all cashiers on WIC transaction procedures.

I, _____ verify that all relevant store personnel of _____
Printed Name Store Name and Number

have received WIC training as listed above and each item on the checklist has been completed.

Signature

Position

Please return this sheet no later than October 5, 2015. Submissions can be sent by e-mail to wicvendor@dhw.idaho.gov, by fax to 208-332-7362 or by regular mail.

Call if you have any questions about training materials or requirements.