

WIC Authorized Vendor Advisory Committee

Louisiana Women Infants and Children (WIC) Nutrition Program



Project Sponsor

▶ Project Sponsor:

- ▶ Monique Phillips: Program Manager, Vendor Management Operations Unit, Louisiana WIC State Agency
- ▶ Provides vision, mission, and oversight.
- ▶ Schedules and coordinates committee activities
- ▶ Formally introduces input to USDA and Louisiana WIC State Agency



Why do we need advisory committees?

- ▶ Advisory Committees are mandated by the USDA.
- ▶ To formally address vendor issues in a timely manner.
- ▶ To solicit input regarding federal and state operations, procedure, and policy.
- ▶ To advocate matters of general concern for vendors and WIC participants.



Why Should You participate?

- ▶ To have your voice or issues formally heard.
- ▶ To have your opinions valued.
- ▶ To make sure your business is WIC compliant.

- ▶ Committee's questions, concerns, and/or recommendations will be formally introduced in writing to the USDA and Louisiana WIC Program's Vendor Management.
- ▶ A formal reply will be delivered back to committee members in a timely manner.



Committee Membership

- ▶ This committee will consist of only 15 to 20 members.
- ▶ Committee will have member representation from
 - ▶ Each Peer Group
 - ▶ Each Region
 - ▶ Stakeholder Representative(s)
- ▶ Members are appointed by the WIC State Agency to a 2 year term, to be reconsidered at the end of each term.
- ▶ Prospective members must submit an “Application for Appointment” form to the Project Sponsor by Friday, July 3, 2020, to be considered.



Executive Stakeholder Representative

- ▶ **Executive Stakeholder Representative:**
 - ▶ WIC appointed position from the food/grocery industry
 - ▶ Ensures key stakeholders are represented appropriately
 - ▶ Acts as advocate helping Project Sponsor see other committee member's point of view.
 - ▶ May act as a point of contact for committee members when Project Sponsor is not available.



PEER GROUPS

| | | |
|--------------------------------------|--|---------------------------------------|
| Peer Group 1 → 1-3 Registers | | Peer Group 4 → 12-15 Registers |
| Peer Group 2 → 4-7 Registers | | Peer Group 5 → 16+ Registers |
| Peer Group 3 → 8-11 Registers | | Peer Group 6 → A50 Vendors |

SUBMIT AN APPLICATION FOR APPOINTMENT



Louisiana Women Infant and Children

WIC Authorized Vendor Advisory Committee Member Application

Application Instructions:

- Please fill out the entire form
- If you have questions about the application, please feel free to ask them now
- Submit to staff here today

APPLICANT INFORMATION:

Name:

| | | |
|--------|--------|--------|
| Title: | Email: | Phone: |
|--------|--------|--------|

Address:

| | | |
|-------|---------|------|
| City: | Parish: | Zip: |
|-------|---------|------|

WIC AUTHORIZED VENDOR INFORMATION:

Store Name:

| | |
|----------------|----------|
| Store Address: | Vendor # |
|----------------|----------|

| | | |
|-------|---------|------|
| City: | Parish: | Zip: |
|-------|---------|------|

| | | |
|--------|------|--------|
| Phone: | Fax: | Email: |
|--------|------|--------|

APPLICANT REPRESENTS: (PLEASE PLACE A "X" IN THE BOX TO THE RIGHT OF THE CATEGORY. SELECT ALL THAT APPLY.)

| | | | |
|-------------------------------|--------------------------|--------------------------------|--------------------------|
| Peer Group 1 → 1-3 Registers | <input type="checkbox"/> | Peer Group 4 → 12-15 Registers | <input type="checkbox"/> |
| Peer Group 2 → 4-7 Registers | <input type="checkbox"/> | Peer Group 5 → 16+ Registers | <input type="checkbox"/> |
| Peer Group 3 → 8-11 Registers | <input type="checkbox"/> | Peer Group 6 → A50 Vendors | <input type="checkbox"/> |

SIGNATURE

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|



LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS OFFICE OF PUBLIC HEALTH Administrative Regions



- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9



Stakeholder Groups

Each region may or may not have a member from every stakeholder group

| | | | | |
|--|--|-------------------------------------|--|-----------------------------|
| Large Chain Store (>10 Multiple States) | | Small Grocery or Convenience Store: | | Grocery Clerk Trainer |
| Small Chain Store: (<10 Multiple States) | | Grocery Wholesaler: | | WIC Participant: |
| Independent Store (>5 in LA) | | WIC Regional Nutritionist: | | Other: Please Specify Below |
| Independent Store (5<less in LA) | | WIC CPA or Health Educator: | | |



Committee Members

- ▶ Provides input regarding vendor operations, procedures, and policy.
- ▶ Provides an environmental scan of the WIC food/vendor industry, presenting strengths, weaknesses, opportunities, and threats.
- ▶ Represents an appointed stakeholder group and solicits input regarding committee matters.
- ▶ Advocates and provides a communications output for the Louisiana WIC Nutrition Program.



Meeting Process

- ▶ Meetings will be held quarterly and will be driven by issues brought forth by committee members or WIC staff.
- ▶ These meetings will be more informal than a committee with by-laws and voting members. The agenda will not require the action of committee members to move forward with the gathering and dissemination of information.



Committee Fundamentals

- ▶ Assure membership reflects the diverse stakeholder groups of the Louisiana WIC Program's Authorized Vendors.
- ▶ Honor member's backgrounds, qualifications, and experiences.
- ▶ Provide a safe-open environment to express different points of view.
- ▶ Release preconceptions and take time to learn new and "better practices."
- ▶ Employ evidence-based decision making. Assumptions and inferences will be tested. Relevant information will be gathered and shared.



Committee Fundamentals (Continued)

- ▶ Remain focused on how to best influence the future of the Louisiana WIC Program's Authorized Vendor operations, procedures, and policy.
- ▶ Bring new ideas to the table, address all concerns via the committee, allow all member's voice to be heard so we can build a strong relationship among all those involved in making this program a success.



Vendor Resource Link

<http://ldh.la.gov/index.cfm/page/990>



Louisiana WIC Authorized Vendor Essential Documents and Links

[NEW: Louisiana WIC Sample SNAP Authorization Permit](#)

[Memo WIC Vendor Application](#)

[WIC Vendor Application](#)

[WIC - 3 Grocer's Price Report](#)

[Memo: APL and WIC - 23](#)

[WIC 23 Updates \(revised\)](#)

[Vendor Price Portal Report](#)

[Memo: WIC EBT Transaction Dispute Form/Request for Reimbursement](#)

[Louisiana WIC Complaint Form](#)

[Louisiana WIC Vendor EBT Transaction Dispute Form](#)

[Louisiana WIC Vendor Annual Training](#)

[Louisiana WIC-20 Food Instrument/Cash Value Voucher Reimbursement Form](#)

[Louisiana WIC-33 Food Instrument/Cash Value Voucher Transaction Procedures](#)

[Louisiana WIC-33 EBT/Cash Value Voucher Transaction Procedures](#)

[Louisiana WIC-33 Transaction Procedure Training Log](#)

[Louisiana WIC-33 EBT Transaction Procedure Training Log](#)

[Louisiana WIC Vendor Alerts](#)

[Louisiana WIC Current Authorized Vendors](#)

[Louisiana WIC Report WIC Fraud](#)

[Louisiana WIC File a WIC Complaint](#)

[Louisiana WIC Statewide Average Prices](#)

[Louisiana WIC Vendor Request for Appeal Form](#) (You must download and save, to submit electronically)



Commonly Asked Questions and Response

2017 Compliance Buys

- some 2017 CBs have been closed and notices should have been received
- some vendors will need 3rd

Monitoring and investigations will take longer due to impact of COVID-19.

APL

Notification to vendors when a new product is added.

Suggestion: an email could go out to all vendors.

Suggestion: A quarterly list can go to vendors notifying vendors of what has been added and come off of the APL.

We are now posting the APL monthly on the website. Vendors can download, sort, search, etc.



Commonly Asked Questions

Pricing

When will the quarterly price entry into the vendor portal go away?

We are now using pricing information from SOAR EBT to gather vendor prices. We may continue to reach out to vendors for pricing info when/if we have questions, but we will not ask them to enter that info into the vendor portal.

Annual Training

This year's training will be done via webinar, online, or newsletter. It will be conducted prior to September 30, 2020.



Commonly Asked Questions

Reducing the required stock on items that don't move as quickly.

The stock movement may be different in different areas of the state.

Suggestion: Vendors can send a listing of items that do not move in their areas.

Suggestion: Stocking requirement can be by peer group for all items like it is for formula.

We will reassess minimum stock requirements this year. We will reach out to vendors for input/feedback during that process, Ultimately, those decisions rest with the State Agency and must be approved by the USDA.



Thank you and we look forward to seeing you soon!

- ▶ I will be sending the application to all vendors this week. If you are interested in being a part of the committee, please complete the application and return it to me.
- ▶ Once all Applications are collected from across the State, the membership selection process will begin.
- ▶ If you have any questions or have any issues please don't hesitate to contact me. I am specifically here to help you in any way possible. If I don't know the answer, I will find someone who does.



Questions

Questions

Questions

Question

Questions

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Questions

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Questions

