



State of Louisiana
Louisiana Department of Health
Office of Public Health

September 15, 2023

TO: Louisiana Authorized WIC Vendors

FROM: Jennifer Nicklas, MS-MPH, RDN, LDN, Director, Bureau of Nutrition Services

RE: **Authorized WIC Vendor Policy Updates for Federal Fiscal Year 2024**

Dear Vendor,

The Louisiana WIC Program (LA WIC) recently updated its Policies for Federal Fiscal Year 2024. These Policies, which are effective as of October 1, 2023, can be found in the [LA WIC Policy Manual](#) on the [LA WIC Authorized Vendor Hub](#). In conjunction with these updates, LA WIC has also made changes to the [LA WIC Vendor Guide](#) (the “Guide”), effective as of October 1, 2023. The Guide can also be found on the [LA WIC Authorized Vendor Hub](#). The Guide replaces the *Louisiana WIC Vendor Guide, Effective 12/7/2022*.

As an Authorized WIC Vendor (Vendor), your store entered into a Vendor Agreement with LA WIC and agreed to comply, at all times, with all LA WIC Vendor Rules and Regulations, and any changes thereto made during the Agreement period.

Please review the Guide in its entirety, including recent changes to the following sections:

- Expiration of temporary alternative Minimum Stock Requirements (pg. 7)
- Initial Authorization (pg. 11)
- A Change in Location (pg. 12)
- Cessation of Vendor Operations (pg. 12)

Please review the Policy Manual in its entirety, with special attention to the following policies:

- LA WIC Policy 7.02 – Initial Authorization
- LA WIC Policy 7.10 – EBT Transaction Disputes
- LA WIC Policy 7.13 – Change in Availability or Location
- LA WIC Policy 7.28 – Processing Electronic Benefit Transfer (EBT) Transactions
- LA WIC Policy 7.32 – Payment Plan Agreements (New for FFY24)

LA WIC established temporary alternative Minimum Stock Requirements (MSR) effective February 16, 2022. These temporary Minimum Stock Requirements expire September 30, 2023. As of October 1, 2023, LA WIC will use the Minimum Stock Requirements effective December 7, 2022 when assessing Vendors for compliance with LA WIC Vendor Rules and Regulations. Vendors must meet MSR at all times to be in compliance with LA WIC Vendors Rules and Regulations. Please review the [Minimum Stock Requirements \(WIC-23\)](#) effective December 7,

Bureau of Nutrition Services
628 North 4th St., Bin #4 • Baton Rouge, LA 70802
Phone: 504-568-8229 • Fax: 225-376-4674 • www.ldh.la.gov
“An Equal Opportunity Provider”

2022 in its entirety to ensure your stores have the stock necessary to meet MSR beginning October 1, 2023.

Please be advised that in accordance with the LA WIC Sanction Schedule, any violation identified through any means will count toward the establishment of a pattern for purposes of sanction (for those sanctions that require a pattern of violations) as long as the violation(s) occurs within a twenty-four (24) consecutive month period of another such violation.

If your store disagrees with any changes reflected in the Guide or Policy Manual, your store may elect to withdraw from participation in LA WIC by providing written notice to LA WIC within fifteen (15) calendar days of the date of this notice.

If you have any questions, please contact us at (225) 342-0725 or at LAWICVendor@la.gov.

Sincerely,

LA WIC Vendor Operations Unit

Louisiana Dept. of Health
Office of Public Health
Bureau of Nutrition Services
(225) 342-0725
(225) 376-4674 fax
Email: LAWICVendor@la.gov

Bureau of Nutrition Services
628 North 4th St., Bin #4 • Baton Rouge, LA 70802
Phone: 504-568-8229 • Fax: 225-376-4674 • www.ldh.la.gov
“An Equal Opportunity Provider”