



**State of Louisiana**  
Louisiana Department of Health  
Office of Public Health

**December 3, 2021**

TO: Louisiana Authorized WIC Vendors  
FROM: Natalie Istre, LA WIC Vendor Manager  
RE: **Authorized WIC Vendor Policy Updates for Federal Fiscal Year 2022**

Dear Vendor,

The Louisiana WIC Program (LA WIC) recently updated its Policies for Federal Fiscal Year 2022. These Policies, which are effective as of December 18, 2021, 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 December 18, 2021. The Guide can also be found on the [LA WIC Authorized Vendor Hub](#). The Guide replaces the *Louisiana WIC Vendor Guide, revised 02/2021*.

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:

- When to Notify LA WIC (pg. 5)
- Vendor Records and Monitoring (pg.6)
- WIC Transaction Procedures (pg.15)
- Compliance Investigations and Routine Monitoring (pg.22)
- Sanction Schedule (pg. 24)
- Complaints (pg. 36)
- Definitions (pg. 36)

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

- LA WIC Policy 7.15 – Routine Monitoring
- LA WIC Policy 7.16 – Compliance Buys
- LA WIC Policy 7.17 – Inventory Audits
- LA WIC Policy 7.18 – Sanctions

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.

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](http://www.ldh.la.gov)  
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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 should have any questions, please feel free to contact us at (225) 342-0725 or at [LAWICVendor@la.gov](mailto: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](mailto:LAWICVendor@la.gov)

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