

LA WIC Vendor Self Assessment Form

Vendor Name: _____

Date: _____ Person Conducting Assessment: _____

SECTION I – Instructions

Use this form as a resource to self-assess your store’s compliance with certain LA WIC Rules and Regulations. The LA WIC Minimum Stock Requirements (WIC-23) provides additional details regarding Minimum Stock Requirements (MSR). Please utilize the LA WIC Program Guide and the WIC Shopper App for guidance on specific brand and size allowance when assessing MSR. Please note that your store is required to comply with all LA WIC Vendor Rules and Regulations at all times, only some of which are reflected on this form. This form is for informal Vendor use only and does not replace nor supplement LA WIC's formal processes for monitoring and investigations. Visit ldh.la.gov/wicvendor for full program requirement details.

SECTION II – Documentation and Signage

1. Is the store open a minimum of 6 days and 48 hours per week?	Yes___	No ___
2. Is the "LA WIC Authorized Vendor" window cling prominently displayed?	Yes___	No ___
3. Is a copy of the most recent LA WIC Minimum Stock Requirements (WIC-23) available in the store?	Yes___	No ___
4. Is a copy of the most recent LA WIC Program Guide available in the store?	Yes___	No ___
5. Is a copy of the most recent LA WIC Transaction Procedures (WIC-33) available in the store?	Yes___	No ___
6. Is a copy of the most recent LA WIC Transaction Procedures Training Log (WIC-33L), complete and up-to-date with employee signatures, available in the store?	Yes___	No ___
7. If shelf talkers are used, do you only use the shelf talker image(s) provided by LA WIC and/or indicate an item is WIC Approved on its printed shelf price label?	Yes___	No ___

SECTION III – Minimum Stock Requirements (MSR) - Infant Formula

Infant Formula	Minimum Stock Requirements (MSR)	Package Size	Count	MSR Met?	Prices Posted?	Expired Items?
Similac Advance Powder	12 cans	12.4oz. can				
Similac Soy Isomil Powder	6 cans	12.4oz. can				
Similac Total Comfort Powder	6 cans	12.6oz. can				
Similac Sensitive Powder	6 cans	12.5oz. can				

SECTION IV – Minimum Stock Requirements (MSR) - Non-Infant Formula by Count

Food Category	Minimum Stock Requirements (MSR)	Package Size	Count	MSR Met?	Prices Posted?	Expired Items?
Infant Cereal	5 containers	8oz. container				
Infant Fruits and/or Infant Vegetables	32 containers, 2 varieties	4oz. container				
		4oz. 2-pack (each 4oz. 2-pack = count 1)				
		8oz. 2-pack (each 8oz. 2-pack = count 2)				
Peanut Butter	5 jars	16 - 18oz. jar				

SECTION IV – Minimum Stock Requirements (MSR) - Non-Infant Formula by Count, Cont.'d						
Food Category	Minimum Stock Requirements (MSR)	Package Size	Count	MSR Met?	Prices Posted?	Expired Items?
Fresh Fruit	20 units, 4 varieties	N/A				
Fresh Vegetables	20 units, 4 varieties	N/A				
Dried Beans/Lentils/Peas	6 bags, any variety	16oz. bag				
Canned Beans/Lentils/Peas	6 cans, any variety	15 - 16oz. can				
Whole Grains (rice, bread, tortillas, pasta)	10 packages (at least 5 must be Whole Wheat Bread)	16oz. package Brown Rice				
		16oz. package 100% Whole Wheat Bread				
		16oz. package 100% Whole Wheat Tortilla				
		16oz. package 100% Corn Tortilla				
		16oz. package Whole Wheat Pasta				
Cold Breakfast Cereal	15 boxes (any combination of approved sizes; at least 1 must be an approved whole grain cereal)	12oz. box				
		18oz. box				
		24oz. box				
		36oz. box				
Single Strength Juice (for children)	6 containers, 2 flavors	64oz. container				
Single Strength Juice (for women)	6 containers, 2 flavors	48oz. container				
		11.5 - 12oz. frozen concentrate				
Eggs	5 dozen	dozen - large, white				

SECTION V – Minimum Stock Requirements (MSR) - Non-Infant Formula by Volume/Weight

Use the section below to review Minimum Stock Requirements for milk, yogurt, and cheese. Please note that MSR for milk is based on total volume and MSR for yogurt and cheese is based on total weight. To calculate total volume and weight, multiply the count of each item by the multiplier indicated for each row, then sum all the quantities to give the total volume/weight for each Food Category.

Food Category	Minimum Stock Requirements (MSR)	Package Size	Count	Multiplier	Count x (times) Multiplier	MSR Met?	Prices Posted?	Expired Items?
Whole Milk	5 gallons total (any combination of whole milk in any approved size)	Gallon	___	x 1	= ___ gal			
		Half-Gallon	___	x 0.5	= ___ gal			
		Quart	___	x 0.25	= ___ gal			
		Total Sum :		= ___ gal				

SECTION V - Minimum Stock Requirements (MSR) - Non-Infant Formula by Volume/Weight, Cont.'d								
Food Category	Minimum Stock Requirements (MSR)	Package Size	Count	Multiplier	Count x (times) Multiplier	MSR Met?	Prices Posted?	Expired Items?
Low Fat Milk: Low Fat (1%) Milk and/or Skim Milk	10 gallons total (any combination of approved low-fat milk and/or skim milk in any combination of approved size)	Gallon	___	x 1	= ___ gal			
		Half-Gallon	___	x 0.5	= ___ gal			
		Quart	___	x 0.25	= ___ gal			
		Total Sum :		= ___ gal				
Whole Milk Yogurt	64oz. total (any combination of approved whole milk yogurt in any approved size)	32oz. container	___	x 32	= ___ oz.			
		Total Sum :		= ___ oz.				
Low Fat and/or Skim Yogurt	64oz. total (any combination of approved low-fat milk and/or skim milk yogurt in any combination of approved size)	32oz. container	___	x 32	= ___ oz.			
		32oz. container - Multipack	___	x 32	= ___ oz.			
		16oz. container - Multipack	___	x 16	= ___ oz.			
		Total Sum :		= ___ oz.				
Cheese	5 lbs total (any combination of approved cheese in any approved size)	8oz. sliced	___	x 0.5	= ___ lbs			
		8oz. block	___	x 0.5	= ___ lbs			
		16oz. sliced	___	x 1	= ___ lbs			
		16oz. block	___	x 1	= ___ lbs			
		Total Sum :		= ___ lbs				

SECTION VI – Full-Line Grocery Store Stock Requirements		
Food Item	Full Line Grocery Requirement	Full Line Met?
Cold Breakfast Cereal	Min - 5 Units of each Variety; 5 Varieties	Yes___ No ___
Bread or Tortillas	Min - 5 Units of each Variety; 3 Varieties	Yes___ No ___
Rice	Min - 6 Units of each Variety; 2 Varieties	Yes___ No ___
Fresh Fruits	Min - 5 Units of each Variety; 4 Varieties	Yes___ No ___
Fresh Vegetables	Min - 5 Units of each Variety; 4 Varieties	Yes___ No ___
Fresh or Frozen Meat, Poultry, or Fish	Min - 5 Units of each Variety; 4 Varieties	Yes___ No ___