



State of Louisiana
Louisiana Department of Health
Office of Public Health

July 2, 2020

TO: Louisiana Authorized WIC Vendors
FROM: Natalie Istre, Vendor Manager
RE: Changes to WIC Vendor Guide – Effective July 2, 2020

The Louisiana WIC Program (LA WIC) recently made changes to its policies as reflected in the *Louisiana WIC Vendor Guide*, revised 07/2020 (hereinafter sometimes the “Guide”), which are effective as of July 2, 2020. The Guide replaces both the *Louisiana WIC Vendor Guide, NON-EBT VERSION For Vendors Use When Transacting WIC FIs and CVVs* and the *Louisiana WIC Vendor Guide EBT VERSION*.

As a WIC Authorized Vendor, your store has entered into a Vendor Agreement with LA WIC and agrees to comply, at all times, with the terms of your Vendor Agreement, the Guide, all applicable Federal and State statutes and regulations governing the WIC Program, and any changes thereto made during the Agreement period.

The Guide is available on the [Louisiana WIC Vendor Hub Website](#). Please review the Guide in its entirety, including recent changes to the following sections:

- Definitions (pg. 4)
- Invoice Requirements (pg. 13, #14)
- Vendor Selection Criteria (pg. 20)
- Competitive Prices (pg. 23)
- MARLs (pg. 24)
- Vendor Authorization (pg. 25)
- Change of Ownership (pg. 26)
- Change in Availability or Location (pg. 27)
- EBT Transaction Procedures (pg. 31)
- EBT Processing (pg. 34)
- EBT Transaction Disputes (pg. 35)
- Infant Formula Supplier List (pg. 39)
- High-Risk Vendors (pg. 40)
- Routine Monitoring (pg. 41)
- Compliance Buys (pg. 42)
- Inventory Audit (pg. 43)
- Sanction Schedule (pg. 44)
- Disqualification (pg. 51)
- Termination (pg. 52)
- Participant Access (pg. 53)
- Civil Money Penalties (CMPs) (pg. 54)

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

If you have any questions regarding this memorandum or need additional information, please contact LA WIC at LAWICVendor@la.gov or 504-568-8229.

Sincerely,

Nutrition Services
P.O. Box 60630 • New Orleans, LA 70160-0630
Phone #: 504/568-8229 • Fax #: 504/568-8232 • www.ldh.la.gov
“An Equal Opportunity Provider”

LA WIC Vendor Operations Unit

Louisiana Department of Health
Office of Public Health
Bureau of Nutrition Services
(504) 568-8229
(504) 568-8232 fax
Email:LAWICVendor@la.gov