



April 1, 2024

Vendor News Flash

Vendor Policy Updates for WV: 01.0 & 010.0

Texas WIC has revised the following vendor policies:

- [WV: 01.0 - WIC Vendor Agreement/Policy Violations](#)
- [WV: 10.0 - WIC Vendor Authorization](#)

Please see the *Summary of Changes* below.

WV: 1.0 – WIC Vendor Agreement/Policy Violations

Section	Revisions – Effective May 1, 2024
Purpose	No changes
Authority	No changes
Policy	No changes
Procedure	See changes below



Previous Policy-August 4, 2023	Current Policy-May 1, 2024
Policy:	Policy:
Procedures:	Procedures:
<p>I. The SA and/or SA representatives routinely monitor the operations of authorized WIC vendors during the term of the WIC Vendor Agreement.</p> <p>A.</p> <ol style="list-style-type: none"> 1. Routine on-site store reviews by the SA and/or SA representative. 2. Covert in-store compliance buys by the SA and/or SA representative. 3. Invoice and WIC EBT claim audits by the SA and/or SA representative. 4. Periodic reviews of vendor redemption reports. 5. On-site inspections by a city, county, district, or health authority. 	<p>I. The SA and/or SA representatives routinely monitor the operations of authorized WIC vendors during the term of the WIC Vendor Agreement. The SA has the authority to determine the method of monitoring techniques for each vendor.</p> <p>A.</p> <ol style="list-style-type: none"> 1. Routine on-site store reviews by the SA and/or SA representative. 2. Routine virtual store reviews by the SA and/or SA representative. 3. Covert in-store compliance buys by the SA and/or SA representative. 4. Invoice and WIC EBT claim audits by the SA and/or SA representative. 5. Periodic reviews of vendor redemption reports. 6. On-site inspections by a city, county, district, or health authority.
	<p>III. Monitoring by virtual routine store reviews may be conducted by the SA and/or SA representative.</p> <p>A. During the virtual store review, the SA and/or SA representative will identify him/herself to store personnel and proceed to complete the virtual review. The virtual store review may include, but is not limited to, the following procedures:</p>



	<ol style="list-style-type: none"> 1. Collect shelf prices and verify that prices are prominently displayed for authorized WIC products. 2. Examine the adequacy of stock. 3. Examine expiration dates on WIC food items. 4. Examine WIC signage at the store. 5. Examine for compliance with the requirements for declared traditionally Least Expensive Brands (LEB). 6. Examine adherence to restrictions on vendor incentive items in accordance with WIC Policy WV:09.0. 7. Test for other requirements as stated in policy and the WIC Vendor Agreement. <p style="margin-left: 40px;">B. The SA and/or SA representative will compare the prices obtained during the review to at least one recently submitted claim. All identified overcharges from the prices obtained during the review will be recovered and a written warning on more serious sanctions, if appropriate, will be transmitted to the vendor.</p> <p style="margin-left: 40px;">C. The vendor will be notified of the results within 60 days of the date of the virtual review.</p>
<p>X. The vendor will be provided a written notice of administrative action containing the results of any on-site store review, invoice audit, and/or compliance buy and any resultant WIC Program violations, sanctions, and claims.</p>	<p>XI. The vendor will be provided a written notice of administrative action containing the results of any on-site store review, virtual store review, invoice audit, and/or compliance buy and any resultant WIC Program violations, sanctions, and claims.</p>



WV: 10.0 – WIC Vendor Agreement/Policy Violations

Section	Revisions – Effective May 1, 2024
Purpose	No changes
Authority	See changes below.
Policy	No changes
Procedure	No changes



Previous Policy-October 1, 2022	Current Policy-May 1, 2024
Policy:	Policy:
Authority:	Authority:
<p>Preauthorization Process for New Vendors- An on-site evaluation, during initial authorization, to verify that the physical location and signage of a vendor applicant are consistent with the information stated on the vendor application. The SA or LA representative must conduct this visit prior to authorizing the vendor. In addition, the SA must review vendor documentation for food items, or the actual food items meeting federal and state minimum stocking requirements during the preauthorization process.</p>	<p>Preauthorization Process for New Vendors- An evaluation, during initial authorization, to verify that the physical location and signage of a vendor applicant are consistent with the information stated on the vendor application. The evaluation method will be determined solely by the SA and may be conducted as a virtual and/or on-site evaluation. The SA or LA representative must conduct this visit prior to authorizing the vendor. In addition, the SA must review vendor documentation for food items, or the actual food items meeting federal and state minimum stocking requirements during the preauthorization process.</p>
	<p>Added definition: Virtual Evaluation – An evaluation that is conducted virtually with the WIC vendor applicant to determine ongoing compliance. See Section VII for more information.</p>
<p>II.F. Vendor applicant certifies its outlet exists at the stated address on the vendor application, the facility has a minimum business area of 1,000 square feet, and signage closely matches the applicant vendor name listed on the vendor application. The SA or LA representative will verify the physical location by making a preauthorization on-site visit to evaluate the location. In addition, the SA must</p>	<p>II.F. Vendor applicant certifies its outlet exists at the stated address on the vendor application, the facility has a minimum business area of 1,000 square feet, and signage closely matches the applicant vendor name listed on the vendor application. The SA or LA representative will verify the physical location by making a preauthorization on-site visit to evaluate the location. In the event the preauthorization is</p>



review vendor documentation for food items, or the actual food items meeting federal and state minimum stocking requirements during the preauthorization process.

performed as a virtual evaluation, the SA representative will verify and complete the preauthorization form. In addition, the SA must review vendor documentation for food items, or the actual food items meeting federal and state minimum stocking requirements during the preauthorization process.

Added Section:

VII. Virtual Evaluation

A. A virtual evaluation is an aspect of the preauthorization process conducted to verify aspects of the application, the Vendor Agreement, and compliance with state and federal regulations. A virtual evaluation will be conducted at least two weeks after the vendor outlet opening day. The virtual evaluation will observe prices, competitive pricing of WIC authorized food items, and proper labeling. The virtual evaluation will also confirm minimum stocking requirements. The SA will coordinate with the WIC vendor applicant to schedule the virtual evaluation. The vendor is required to comply with all criteria as described in this policy on day of opening vendor outlet.

B. The virtual evaluation will be conducted by the SA with the WIC vendor applicant. The SA representative will:

1. Collect WIC authorized food shelf prices. Prices will be verified against actual WIC EBT claim data for competitive pricing purposes.



2. Verify and validate minimum stocking requirements by vendor type as defined in Section III of this policy.
 3. Verify and validate that the vendor outlet is clean, as determined by the SA representative, with fresh foods (no expired items). Expired food dates on WIC authorized food products are prohibited.
 4. Verify and validate that the vendor outlet has posted prices for all WIC authorized food products along with proper labeling.
- C. The vendor will have the opportunity to review the information form and outcome of the virtual evaluation. The SA representative will provide a copy of the completed virtual evaluation form to the vendor outlet representative at the time of the virtual evaluation.
- D. If a virtual evaluation is approved by the SA representative and scheduled with the WIC applicant vendor, and the vendor outlet cannot be evaluated and/or is not ready for the evaluation at the agreed upon time, the vendor outlet shall be deemed to have failed the evaluation.
- E. A vendor will receive up to two evaluations. If the vendor fails both evaluations, the vendor will be terminated from the WIC Program. The vendor will receive notice of appeal rights as outlined in Texas WIC policy WV: 13.0.

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Texas WIC is ready to assist our vendor partners. Should you have any questions regarding this Vendor News Flash, please contact the Vendor Management Unit's Vendor Outreach Branch at WICVendorRelations@hhs.texas.gov or 1-800-252-9629. Find more WIC vendor resources on our [website](#).