

101. Vendor Manual Introduction:

As an authorized vendor, you are part of an important effort to improve the health and wellbeing of District of Columbia (DC) residents in your community. The purpose of this manual is to inform DC WIC authorized vendors (super markets, grocery stores, corner stores, commissaries, and pharmacies) on the rules and regulations set forth by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) that form the basis for vendor management policies and procedures developed by the DC Department of Health (DC Health) State Agency for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).

Information in the following pages has been developed to assist DC WIC authorized vendors in understanding the policies, procedures, requirements, and standards of the WIC Program and consequences for violations.

This manual also provides guidance in navigating situations and problems encountered by store personnel, and serves as a resource to assist WIC vendors in functioning efficiently and effectively while maintaining WIC Program integrity.

102. How to Use the Vendor Manual:

The Vendor Manual is divided into 11 sections. Each section should be reviewed carefully to ensure a clear understanding of the policies and procedures that must be followed.

A copy of the Vendor Manual must be kept up-to-date by including all policy revisions, announcements, and inserts as they are provided by the DC WIC State Agency. A current copy of the Vendor Manual can also be found on the DC WIC website at www.dcwic.org/vendors.

103. Formula Guide:

The DC WIC Formula Guide offers detailed information about approved DC WIC formulas and medical foods, and also contains a simplified DC WIC Formulary Listing as well as the DC WIC Approved Formula Manufacturers and Distributors List. All of these documents are kept up to date on the DC WIC website, www.dcwic.org.

104. Importance of the Vendor Manual:

The policies and procedures contained in this manual have been approved and mandated by the USDA. Both the Federal and District of Columbia Government will monitor vendor performance in all areas covered in this manual.

