

WIC

Ohio WIC Retail Vendor Manual



Ohio WIC
Women, Infants, and
Children Program

What is WIC?

WIC is a nutrition program that helps income eligible pregnant and breastfeeding women, women who recently had a baby, infants, and children who are at health risk due to inadequate nutrition.

Who is WIC for?

Women who are...

- Pregnant
- Breastfeeding
- Recently had baby

Infants from...

- Birth to one year of age

Children from...

- One year of age to their 5th birthday

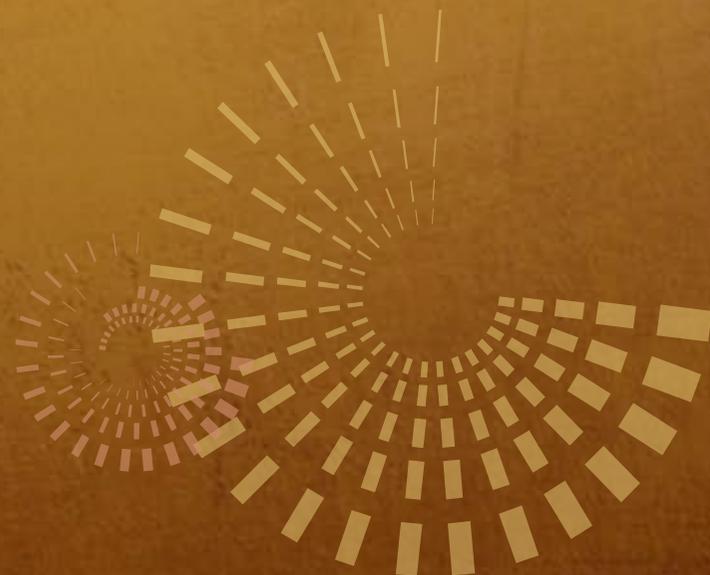
What Services does WIC provide?

- Screening for nutritional problems
- Nutrition education
- Breastfeeding support
- Authorized supplemental foods
- Referrals to other health and social services

How do you qualify to receive WIC services?

Women, Infants, and Children must:

- Have a nutritional and/or medical need
- Meet the WIC income guidelines
- Reside in Ohio



WIC food items include:

- Whole Grains
(breads, brown rice, tortillas, oatmeal)
- Cereals
- Peanut butter
- Milk
- Eggs
- Juice
- Fruits and vegetables
- Beans or peas
- Cheese
- Tofu
- Infant Cereal
- Baby Food
- Infant Formula

What role do vendors play in the Ohio WIC program?

Vendors are required to contract with the Ohio Department of Health to accept WIC food instruments during the regional contracting period. Vendors must meet all contracting criteria outlined in Ohio Administrative Code (OAC) rules 3701-42-01 through 3701-42-14. The Ohio WIC participant, parent or caretaker of an infant or child participant, or alternate (hereinafter referred to as participant) is issued coupons for authorized foods to transact with authorized vendors. Vendors are responsible for:

- Knowing their contract end dates
- Notifying the State WIC office of any change in ownership
- Remaining in compliance with the Ohio Administrative Code (OAC)
- Verifying foods are authorized to be purchased
- Maintaining minimum stocking requirements

Are there special requirements for stocking WIC Authorized Supplemental Foods?

We encourage WIC vendors to stock as many WIC authorized supplemental foods as possible. However, at all times, including the time of the Preauthorization Site Visit and routine monitoring visits, the vendors must openly and visibly display in public view for sale the minimum quantities, sizes and types of the WIC authorized supplemental food items listed at:

<http://www.odh.ohio.gov/odhprograms/ns/wicn/AuthorizedFoods.aspx>

Failure to openly and visibly display the WIC authorized supplemental food items and posting prices will result in denial of the application or sanction including disqualification from the WIC program.

All vendor responsibilities are located in the Ohio Administrative Code (OAC) 3701-42-06.
<http://codes.ohio.gov/oac/3701-42-06>

Transacting WIC coupon (For Vendors):

- WIC participant will present the WIC coupons and ID card before you ring up the purchases.
- Verify that the coupon is being transacted during the valid period.
- WIC participants should separate their WIC purchases.
- Verify the foods are on the current Ohio WIC Authorized Foods List (AFL).
- Record the amounts of all supplemental food items purchased.
- Deduct any manufacturer coupons, store discount cards, or other discounts offered from the total.
- Enter the actual amount of sale.
- Record the date, using six or eight digits.
- Request the WIC participant sign the coupon in the signature box and compare it to the WIC ID card.
- Encode ("frank") WIC coupon into the register with amount of sale and transaction date on the back of the coupon (if possible).
- Always give the shopper a copy of the sales receipt.
- Each WIC coupon should be treated as a separate transaction.



OHIO DEPARTMENT OF HEALTH
 SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS, AND CHILDREN (WIC)

SEQUENCE # 64164426 WIC ID # 021-3562700 PARTICIPANT NAME MICHELLE DALE
 NO SUBSTITUTIONS

1 DOZEN EGGS-LARGE ONLY
 1 PEANUT BUTTER, SEE WIC FOODS LIST
 1 BOX OR MORE AUTH CEREAL UPTO 360Z
 1 JUICE, SEE WIC FOODS LIST
 1 GAL MILK, 2%, 1%, OR SKIM

ACTUAL AMOUNT OF SALE: \$64.164426
 TRANSACTION DATE: OCT/01/09
 FIRST DATE IN USE: / /
 LAST DATE OF USE: OCT/31/09

WIC VENDOR STAMP HERE
 SIGNATURE OF PARTICIPANT OR ALTERNATE SHOPPER

WIC participant signature

Ohio WIC Authorized Foods List

How to transact a Fruit and Vegetable Voucher (FVV) (for Vendors)

- Verify the voucher is during valid period.
- Verify the fruits and vegetables being purchased are authorized.
- Deduct any manufacturer coupons, store discount cards, or other discounts offered from the total.
- Write in quantities in appropriate box.
- Write the actual amount of sale or the value of the voucher, whichever is less, using the standard dollars and cents.
- Request the participant to pay the difference when the fruits and vegetables selected exceed the value of the voucher.
- Record the date, using six or eight digits.
- Have the WIC participant sign the voucher on the signature box and compare it to the WIC ID card.
- Always give the shopper a copy of the sales receipt.
- A WIC participant may choose to combine vouchers for a fruit and vegetable purchase.

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OHIO DEPARTMENT OF HEALTH

SEQUENCE # 55536486 WIC ID # 499-0000485 PARTICIPANT NAME SUZANN ZZICK AGENCY/STATE PACKAGE ZZZZZ 1

Fruit and Vegetable Voucher

Purchase amount over \$6.00
Is to be paid by the participant

NO SUBSTITUTIONS

NOT NEGOTIABLE EXCEPT BY CONTRACTED VENDORS. THE RETAIL TOTAL COST FOR THE AUTHORIZED FOOD ITEMS ACTUALLY PROVIDED TO THE PARTICIPANT MUST BE ENTERED IN THE ACTUAL AMOUNT OF SALE BLOCK.

HEA 4402 (Rev. 7/04)

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NOT TO EXCEED

ACTUAL AMOUNT OF SALE

WIC VENDOR STAMP HERE

SIGNATURE OF PARTICIPANT OR TERMINATE SHOPPER

FIRST DATE OF USE MAY/07/09 TRANSACTION DATE / /

LAST DATE OF USE MAY/31/09

YOU MUST SIGN THIS VOUCHER TO BE VALID FOR USE.

THIS VOUCHER IS NOT VALID FOR OTHER PURCHASES.

For more Information

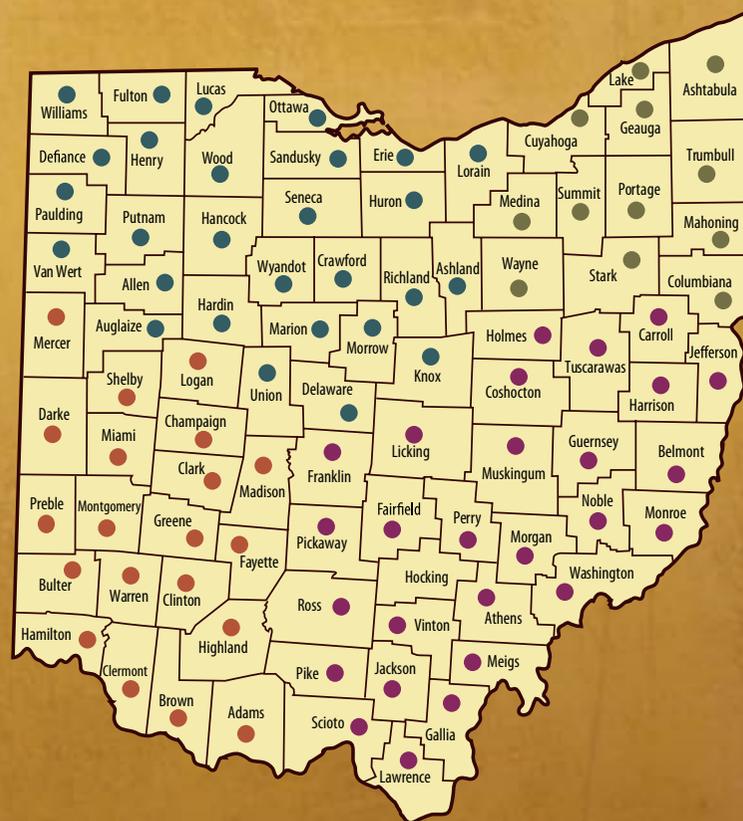
Please visit the Ohio Department of Health's website at: <http://www.odh.ohio.gov/odhPrograms/ns/wicn/wic1.aspx> or call 1-800-282-3435.

Ohio WIC Program

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Ohio WIC Regions



- Region 1
- Region 2
- Region 3
- Region 4



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Women, Infants, and
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The Ohio Department Of Health
www.odh.ohio.gov.
1-800-755 GROW (4769)



Transacting the WIC Nutrition Card (WNC) For Vendors:

- ◇ Have the participant separate WIC purchases from other items.
- ◇ Request the participant insert the WNC into the terminal.
- ◇ When prompted, have the participant enter the four digit PIN. Only the participant performs this function. It is a violation of WIC policy for this function to be performed by the vendor.
- ◇ After scanning is complete, ask the participant to review the WIC Foods Purchased receipt or the display screen.
- ◇ Deduct any manufacturer coupons, store discount cards, or other discounts offered from the total.
- ◇ Ask the WIC participant, “Does this complete your WIC purchase?”
- ◇ Have the participant press “Yes” or “No” to accept or decline the WIC transaction. Only the participant performs this function. It is a violation of WIC policy for this function to be performed by the vendor.
- ◇ After the Ending Balance receipt prints, give the receipt to the participant and advise that it can be referred to on the next shopping trip.
- ◇ Request the participant remove the WNC card from the terminal.



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Processing WNC Claims:

- ◇ Connect the in-store system for each outlet covered by the Vendor Agreement to the State's host at least once each 24 hour period for the purpose of downloading the current Hot Card List (HCL) file, Acknowledgment file, Auto-Reconciliation file and the WIC Authorized Product List (APL) file.
- ◇ Connect the in-store system for each outlet covered by the Vendor Agreement to the State's host at least once each Processing Day, but no later than 48 hours from the date of the oldest transaction in the file, for the purpose of uploading the WIC EBT Claim file. Transactions that exceed the 48 hour limit in the claim file will not be paid.

Ohio WIC EBT/WNC Questions:

If you have questions related to EBT/WNC please send an email to OhioWICEBT@odh.ohio.gov.

How to Get UPC Added to APL:

Vendors that need to have WIC-authorized products added to the APL can go to <http://www.odh.ohio.gov> click on the WIC tab on the left, then click on [Updating UPCs](#) located in the middle of the page to obtain the instructions.



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