VENDOR TRAINING CHECKLIST

STORE NAME _____ VENDOR NUMBER _____
(Please Print Legibly)

STORE REPRESENTATIVE _____
(Please Print Legibly)

PLEASE CHECK ITEMS AS THEY ARE EXPLAINED TO YOU AND UNDERSTOOD BY YOU.

1. ☐ Terms of Vendor Agreement.
2. ☐ Maintaining qualifications to be an authorized vendor including, but not limited to: minimum inventory, pricing of WIC food items, competitive pricing, purchasing formula from the approved list and submission of all required forms within the time frames.
3. ☐ Authorized foods along with receiving a current list of acceptable WIC foods.
4. ☐ Procedures for redeeming food instruments/cash value benefits including, but not limited to: Cashing within valid dates, entering "Pay Exactly" on face of food instrument/cash value benefit prior to obtaining a Signature, charging only for authorized and approved foods received, not allowing more food than is authorized, and not issuing IOU's, due bills, rain checks, cash or credit.
5. ☐ Allowing the WIC participants to use their own funds for purchases in excess of the money limit on the cash value benefit.
6. ☐ Use of the Vendor Stamp.
7. ☐ Procedures for receiving payment, including time frames and required documentation. (All food instruments/cash value benefits must clear the contracted bank within 90 days.) Claims and overcharges will be issued as appropriate.
8. ☐ Procedures for revalidation of food instruments/cash value benefits.
9. ☐ Requirement to attend training and responsibility for training store employees and their actions.
10. ☐ Requirement to allow monitoring of store.
11. ☐ Right to request fair hearing for termination or denial of application. The expiration of the agreement or disqualification based on a Food Stamp Program disqualification or the State Agency's determination regarding participant access is not subject to review.
12. ☐ Sanctions issued by the WIC Program based on Food Stamp disqualifications and civil money penalties.
13. ☐ Violations of Program and applicable sanctions, including the federally mandated sanctions and disqualification periods.
14. ☐ Agreement is null and void upon change of ownership.
15. ☐ Vendors may file complaints for participant abuse.

VENDOR OR AUTHORIZED REPRESENTATIVE:

I HEREBY CERTIFY THAT THE ITEMS WHICH ARE CHECKED ABOVE WERE EXPLAINED TO ME AND THE STAFF LISTED ABOVE AND THAT I UNDERSTAND EACH AND EVERY ITEM.

_____	_____	_____
STORE REPRESENTATIVE'S SIGNATURE	TITLE	DATE