



State of California—Health and Human Services Agency
California Department of Public Health

January 14, 2008



ARNOLD SCHWARZENEGGER
Governor

VENDOR ALERT 2008-01

TO: ALL WIC VENDORS

SUBJECT: 60 DAY TIMEFRAME TO SUBMIT SERIAL NUMBERS AND REDEPOSIT REJECTED FOOD INSTRUMENTS (FIs)

Purpose

This is to inform you of additional time allowed for resubmission of Food Instrument (FI) serial numbers and redeposit of FIs when they have been returned unpaid. The additional time will apply to FIs rejected for exceeding the maximum amount (EMA) and FIs rejected because the State has not received the serial number from the vendor (VEMA).

Vendor Implications

Currently, vendors have 45 days from the “first day to use” to submit the FI serial number and for the State to receive the FI (via deposit in the vendor’s bank). In the event that an FI was rejected for exceeding the maximum amount or the serial number not being received, the vendor sometimes has difficulty meeting the timeframe for resubmission. After the 45 day period, the FI would be rejected as “stale dated”. Therefore, to accommodate the time needed, vendors will now have 60 days from the “first day to use” to correct and resubmit FIs that have been rejected for EMA or VEMA reasons.

For EMAs

Simply cross out the amount entered in the “Exact Purchase Price” on the FI and write the correct amount. Make sure to also cross out the amount printed by the bank in the bottom right corner of the FI. Redeposit the corrected FI into your bank.

For VEMAs

You must first submit the FI serial number via one of the available methods (telephone, website, or automated file transfer). It may be that you had attempted to submit the serial number before, but the State did not receive it. We highly recommend that you use the VWIX website to look at the “status of submission” to make sure it was successfully sent. Then, redeposit the FI into your bank.

**Important
Step for
Resubmitted
FIs**

The maximum allowable reimbursement amount (MADR) for FIs is the one in effect on the date you successfully submitted the FI serial number. With the additional 15 days for resubmission, it is possible that the MADRs may have changed. Make sure to review the “Exact Purchase Price” before resubmitting so that the FI amount is not more than the MADR that was in effect on the day that the FI serial number was submitted. Also, you may not submit an amount greater than the shelf price in your store on the day the FI was transacted.

If you receive a rejected FI and are unable to correct it and process it within 60 days from the “first day to use”, then do not redeposit the FI in your bank. It will be rejected by the State and you may face additional returned check charges from your bank. Please refer to Vendor Alert 2007-13 for the timeframe to submit rejected FIs to the WIC Program for payment consideration.

Questions

If you have any questions, please contact your WIC Vendor Consultant directly or call (916) 928-8705.

David Markell, Chief
Food Management and Integrity
California Women, Infants, and Children (WIC) Program