



KAREN L. SMITH, MD, MPH
Director and State Public Health Officer

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



EDMUND G. BROWN JR.
Governor

October 30, 2017

VENDOR ALERT 2017 – 05

TO: ALL WIC VENDORS
SUBJECT: ANNUAL VENDOR TRAINING REQUIREMENT EFFECTIVE
NOVEMBER 29, 2017

Purpose **Vendor Alert 2017-05 is a 30-Day Notice for the completion of the Annual Vendor Training Requirement.**

The California Department of Public Health / Women, Infants, and Children (CDPH/WIC) Division is notifying all WIC authorized vendors that they must complete and certify their participation in the 2017 Annual Vendor Training.

WIC authorized vendors are being advised that CDPH/WIC has made changes to the delivery method and certification requirement for the Annual Vendor Training. All authorized vendors currently participate in Annual Vendor Training in the form of a newsletter received through the U.S. Mail. Effective November 29, 2017, vendors will be required to certify participation in the Annual Vendor Training using the Vendor WIC Information eXchange (VWIX) system.

Background Each vendor must certify completion of the annual training, within thirty (30) days of their receipt of the annual training, certifying participation and understanding of the materials. Failure to complete the annual training and certify participation within thirty (30) days from the date of notice will result in termination of the vendor agreement.

Authority All vendors or their designated representatives must participate in annual training provided by the Department as required by Title 7 Code of Federal Regulations part 246.12(h)(3)(xii), Title 22 California Code of Regulations section 40733 and WIC Bulletin Regulations (W.B.R.) section 71800, Vendor Training.

Action for Vendors Beginning November 29, 2017, vendors must log into the VWIX system to review and certify participating in the 2017 Annual Training. Vendors will be required to complete a statement of acknowledgement indicating that they have reviewed and understand the training materials. Those who fail to certify may be terminated.



CDPH Women, Infants and Children (WIC) Division
3901 Lennane Drive MS 8600 Sacramento, CA 95834
P.O. Box 997375 MS 8600 Sacramento, CA 95899-7375
(916) 928-8500 [Division Website](http://www.wicworks.ca.gov) (www.wicworks.ca.gov)



An Annual Vendor Training User Guide will be available to assist vendors in completing the annual training requirement. Visit the VWIX webpage to view the Annual Vendor Training User Guide. (<https://vwix.ca.gov/VWIX/SignIn.aspx>)

Questions

For technical assistance, please contact WIC Technical Support at (800) 224-7472.

If you have any questions, contact your WIC Vendor Consultant or call toll free (855) WIC-STOR or (855) 942-7867. You may also contact the WIC Vendor Management Branch by email at WICVENDORINFO@cdph.ca.gov.



Lantrel Stockton, Chief
Vendor Management Branch
Women, Infants, and Children (WIC) Division