



**Women, Infants and Children (WIC) Program
Local Vendor Liaison (LVL) – Technical Assistance (TA)
Summary Letter**

Vendor TA ID: _____

LVL Name: _____ LVL Phone Number: _____

WIC Local Agency Number/Name: _____ / _____

Store Name: _____ Store Telephone Number: _____

Store Address: _____ City: _____ Zip Code: _____

Vendor or Vendor Representative: _____

The LVL conducted a TA visit of your store including, but not limited to, a review of your minimum stocking requirement (MSR). The vendor MSR is an authorization criterion which must be met to become an authorized WIC vendor and must be continually met throughout the term of the Vendor Agreement. [WIC Regulatory Bulletin 2013-01](http://www.cdph.ca.gov/programs/wicworks/Documents/StockingRequirementCertification.pdf) identifies the revised vendor MSR that went into effect on October 17, 2013. The MSR is available on the WIC website at: <http://www.cdph.ca.gov/programs/wicworks/Documents/StockingRequirementCertification.pdf>.

On ____ / ____ / ____ the LVL noted the following:
MM/DD/YYYY

Yes	No	Review of MSR
<input type="checkbox"/>	<input type="checkbox"/>	1. Was the MSR met? If not, this means that one or more WIC authorized food categories did not meet the MSR quantity criteria. Please refer to the attached MSR list for additional information.
<input type="checkbox"/>	<input type="checkbox"/>	2. Were prices posted on all WIC authorized foods?

In addition, refer to page 2 of this document for what was provided and discussed. For additional questions regarding your Vendor Agreement and requirements, contact your State WIC Vendor Consultant at (855) 942-7867 or by e-mail at WICVENDORINFO@cdph.ca.gov.

Signature of LVL

Signature of Vendor or Vendor Representative

The following information was also provided and discussed with the vendor or vendor representative.

Provided:

- Cashier Training
- Cashier Training Handouts
- Food Instrument Rejection Handouts
- Sample of the WIC website of how to locate vendor information
- Shelf Talkers
- WIC Authorized Food List Shopping Guide (WAFL)
- Vendor Contact and Resource List
- Vendor Alert # _____
- WIC Acronym and Logo Regulations, WIC Bulletin Regulations (WBR) Section 71400
- Vendor Newsletter Edition _____
- Other: _____

Discussed:

- Shelf talkers
- Vendor materials ordering process
- Milk substitution for evaporated or canned milk (when not printed on the FI)
- Minimum Stocking Requirement
- Customer service
- WIC authorized foods
- WIC posters/vendor materials
- Other: _____

Discretionary Follow-Up TA Visit:

Notes:

Health and Safety Code, Section 123335. Any officer, employee, or agent of the department may enter the place of business of any vendor transacting nutrition coupons to verify food prices, to witness or investigate procedures, to conduct financial audits, or to otherwise determine compliance of the vendor with this Article and the Vendor Agreement.