



SANDRA SHEWRY, MPH, MSW  
Acting Director

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



GAVIN NEWSOM  
Governor

**December 31, 2020**

**VENDOR ALERT 2020 – 11**

TO: ALL WIC VENDORS  
SUBJECT: ANNUAL VENDOR TRAINING REQUIREMENT EFFECTIVE  
DECEMBER 31, 2020

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**Purpose** **Vendor Alert 2020-11 is a 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 2020 Annual Vendor Training. WIC authorized vendors are required to certify participation in the Annual Vendor Training using the Vendor WIC Information eXchange (VWIX) system.

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**Background** Each WIC authorized vendor is required to complete the vendor training on an annual basis. Annual vendor training is completed by retrieving and reading the materials located on the VWIX website. WIC authorized vendors participate in annual training in the form of a newsletter. All WIC authorized vendors must certify their completion and understanding of the annual training materials within 30 days of notification by the Department to complete annual training. Failure to complete the Annual Vendor Training will result in the termination of a WIC authorized vendor's agreement.

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**Authority** All WIC authorized 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.

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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)



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**Action for Vendors**

Between December 31, 2020, and January 29, 2021, all WIC authorized vendors must log into the VWIX system to review and certify participation in the 2020 Annual Vendor Training. WIC authorized vendors are required to complete a statement of acknowledgement indicating that they have reviewed and understand the training materials. WIC authorized vendors will have thirty (30) days to complete and certify their participation in the training. Those who fail to certify may be terminated.

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An Annual Vendor Training User Guide will be available to assist vendors in completing the annual training requirement. To view the [Annual Vendor Training User Guide](#) visit the WIC Grocers page.

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**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](mailto:WICVENDORINFO@cdph.ca.gov).

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