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If you do not have internet access or are unable to open an attachment or would like any of the information referenced in this newsletter sent to you via fax or mail please contact a Vendor Section Specialist.

Vendor Section e-mail address: [NewMexico.WICVendor@state.nm.us](mailto:NewMexico.WICVendor@state.nm.us)

WIC Program Fax Number: 505-476-8900

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**August Newsletter**

Re-authorization update  
Re-Certification Process update  
Mandatory Vendor Training reminder  
New Foods update  
Minimum Stocking Requirements update

***Coming Up!***

- **Re-authorization application due August 17, 2009 for all vendors**
- **Vendor Recertification for system changes to allow for a Cash Value Benefit (CVB) for all forms of fruits and vegetables**
- **Reminder - Required Vendor Training in August & September**
- **Revision to the Vendor Agreement for New Food Rule changes (Out to vendors August 14<sup>th</sup>, 2009)**
- **New Vendor Manual (August/September 2009)**

- **Re-Authorization Packages**

The Applications and the Quarterly Total Sales Request Forms were mailed to all vendors on July 23<sup>rd</sup>. If you have not yet received your package, please notify us **immediately** and we will ensure another is sent. As a reminder, the date of August 17<sup>th</sup> has been established for the return of these documents to the state, although, we appreciate you reviewing and returning them as soon as possible.

The Vendor Agreement is slightly delayed as we are diligently working to ensure the content clearly addresses all topics. You will receive your Vendor Agreement no later than Friday, August 14.

With the delays in getting these documents to you, we've adjusted the schedule by when we expect your response. As such, please review the table below. We ask you to review the documents early and to phone or e-mail us with any questions you may have as this will help us not only respond quickly to your questions, but will allow us to share the most common concerns with all of you through our website.

<b>Document</b>	<b>Date Document Sent from State</b>	<b>Date Response is Due Back to the State</b>
<b>Annual Sales Report</b>	<b>July 22, 2009</b>	<b>August 17, 2009</b>
<b>Vendor Application</b>	<b>July 22, 2009</b>	<b>August 17, 2009</b>
<b>Vendor Agreement</b>	<b>August 14, 2009</b>	<b>September 3, 2009</b>

- **Re-Certification Update**

The grocer system modifications required to support the New Food Rule, continue to progress, keeping the WIC Staff busy performing Level II Certifications. Though we do not yet have a roll-out schedule (the dates when the newly enhanced software will be installed in your store), we are confident this will be established in the near future.

The New Food Rule required significant software changes, which means a Level III Certification will also be required. As noted in last month's letter, this will, for the most part, be a self certification. WIC staff will perform the Level III Certification in only a few stores. If your store is selected to perform a Level III Certification, we will notify you by e-mail and will send you EBT cards, a test script, detailed instructions on what is expected, and the return mailing labels to help you in this certification task. As always, we encourage you to call us with any questions which may arise as you execute your certification test.

We will ensure we notify you via e-mail as we learn more about the grocer system implementation schedule and will continue to provide updates in our newsletter as well.

- **Reminder to send in Mandatory Vendor Training registration**

The training this year will cover the New Food Rule and the new foods that are being added to the authorized food list. This training will provide you with the opportunity to voice your opinion on the draft minimum stocking requirements and how you perceive the changes to the authorized food list and draft minimum stocking requirements will affect your business. We want to hear from you so we can address any concerns you may have about the upcoming changes to the WIC Program prior to the implementation of the New Food Rule.

The mandatory vendor training registration forms have been distributed and reminders have been sent out. We will be posting the Sign-in sheets for Roswell, Las Cruces, and Albuquerque on to the WIC Program Vendor WEB site. The Sign in sheets for the other locations, Farmington, Las Vegas, and Santa Fe, will be posted at the end of next week.

Please go the WEB site and make sure your name appears on the Sign in sheet for the training session you selected. If your name is not listed on the Sign in sheet for the time and location you selected please call us or resend your registration form.

For those who have not responded, please remember registering and attending this important training session is mandatory and according to the Federal Regulations your authorization as a WIC Program vendor may be terminated if you fail to attend this training. For vendors with e-mail access, we strongly encourage you to return the forms via e-mail. For those of you without e-mail, a fax or mail return will be acceptable.

The mailing address is:

New Mexico WIC Program  
2040 S. Pacheco Street  
Santa Fe, NM 87505

Fax number is 505-476-8900

The training schedule is listed below and is also available on our website:

<http://www.health.state.nm.us/phd/wicsite/grocers/pdf/Mandatory%20Vendor%20Training%20Schedule.pdf>

# *Mandatory Vendor Training Schedule*

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## **Roswell**

**August 5<sup>th</sup> and 6<sup>th</sup>**

**Location:** District IV Administrative Office  
# 9 Challenger Road  
Roswell, NM  
Phone: 505-347-2409

### **August 5<sup>th</sup>**

#### **Vendor Session 1**

**9:00 to 1:00**

Sign in 9:00 to 9:30  
Start session at 9:30

### **August 6<sup>th</sup>**

#### **Vendor Liaison Session 1**

**9:00 to 1:00**

Sign in 9:00 to 9:15  
Start session at 9:15

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## **Las Cruces**

**August 19<sup>th</sup> and 20<sup>th</sup>**

**Location:** Las Cruces WIC Office  
1170 North Solano  
Suite B  
Las Cruces, NM 88001  
Meeting Room: 1101

### **August 19<sup>th</sup>**

#### **Vendor Session 1**

**9:00 to 12:00**

Sign in 9:00 to 9:30  
Start session at 9:30

#### **Vendor Session 2**

**1:30 to 4:30**

Sign in 1:30 to 2:00  
Start session at 2:00

### **August 20<sup>th</sup>**

#### **Vendor Liaison Session 1**

**10:00 to 3:00**

Sign in 10:00 to 10:15  
Start session at 10:15

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**Farmington**

**August 27<sup>th</sup> and 28<sup>th</sup>**

**New Location: Sycamore Community Center  
1051 Sycamore St  
Farmington, NM 87401**

**August 27<sup>th</sup>**

**Vendor Session 1** **9:00 to 12:00**  
Sign in 9:00 to 9:30  
Start session at 9:30

**Vendor Session 2** **1:00 to 4:00**  
Sign in 1:00 to 1:30  
Start session at 1:30

**August 28<sup>th</sup>**

**Vendor Liaison Session 1** **9:30 to 12:30**  
Sign in 9:30 to 9:45  
Start session at 9:45

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**Albuquerque**

**September 9<sup>th</sup> and 10<sup>th</sup>**

**Location:** ITT Technical Institute  
5100 Masthead St NE, Albuquerque, NM  
(505) 828-1114  
Meeting Rooms: Theory 3 & 4 (Combined)

**September 9<sup>th</sup>**

**Vendor Session 1** **9:00 to 12:00**  
Sign in 9:00 to 9:30  
Start session at 9:30

**Vendor Liaison Session 2** **1:30 to 4:30**  
Sign in 1:30 to 1:45  
Start session at 1:45

**September 10<sup>th</sup>**

**Vendor Liaison Session 1** **9:00 to 12:00**  
Sign in 9:00 to 9:15  
Start session at 9:15

**Vendor Session 2** **1:30 to 4:30**  
Sign in 1:30 to 2:00  
Start session at 2:00

## Las Vegas

September 17<sup>th</sup>

**Location:** Luna Community College  
366 Luna Drive  
Las Vegas, NM 87701  
Phone: 505-454-2500

### September 17th

**Vendor & Vendor Liaison Session 1**      **9:00 to 1:00**

Sign in 9:00 to 9:30  
Start session at 9:30

**Vendor Liaison Session 2**      **2:00 to 5:00**

Sign in 2:00 to 2:15  
Start session at 2:15

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## Santa Fe

September 23<sup>rd</sup>

**Location:** Runnels Building  
1190 St. Francis Drive  
Santa Fe, NM  
First Floor Auditorium

### September 23rd

**Vendor and Vendor Liaison Session 1**      **9:00 to 1:00**

Sign in 9:00 to 9:30  
Start session at 9:30

**Vendor Liaison Session 2**      **2:00 to 5:00**

Sign in 2:00 to 2:15  
Start session at 2:15

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### Vendor Make Up Session

Santa Fe      September 24<sup>th</sup>

**Location:** Runnels Building  
1190 St. Francis Drive  
Santa Fe, NM  
First Floor Auditorium

### September 24th

**Vendor Session 1**      **9:00 to 1:00**

Sign in 9:00 to 9:30  
Start session at 9:30

**Vendor Session 2**      **2:00 to 5:00**

Sign in 2:00 to 2:30  
Start session at 2:30

- **New Foods Update**

There have been several changes to the new foods and the brands allowed under the new food rule.

Most notable is the change in the milk category. We have added half gallons and quarts to the food list. Half gallons will have a minimum stocking requirement, for some peer groups, but quarts will be required only upon request by a participant.

The other big change is the elimination of evaporated milk as an authorized food item. Evaporated milk in the 12 ounce can no longer meets the requirements as a milk substitution as it does not reconstitute to an appropriate amount and therefore no longer meets the regulations. Evaporated milk may be added to the authorized food list if and when manufacturing produces a 16 ounce can in sufficient quantities to meet the WIC program demands for this item.

Please take a few moments to browse the complete lists of allowed items on our website at the following address:

[http://www.health.state.nm.us/phd/wicsite/grocers/approved\\_grocer\\_list.php](http://www.health.state.nm.us/phd/wicsite/grocers/approved_grocer_list.php)

If you don't have access to this website, please call us and we'll ensure you receive the lists either through e-mail or the mail.

- **Draft Minimum Stocking Requirements**

Have you had a chance to look at the draft of the minimum stocking requirements? They were included with our last newsletter and are posted on the web at :

<http://www.health.state.nm.us/phd/wicsite/grocers/pdf/Draft%20Minimum%20Stocking%20Requirement.pdf>

Please take a few moments to review these requirements and do let us know what you think. Your input is very valuable and will be used to determine the final version of the Minimum Stocking requirements. Please e-mail us your comments at [NewMexico.WICVendor@state.nm.us](mailto:NewMexico.WICVendor@state.nm.us) or mail us your comments to the following address:

New Mexico WIC Program  
Attn: Vendor Section  
2040 S. Pacheco, Suite 152  
Santa Fe, NM 87505

Stores without electronic scales do not need to purchase additional equipment. If you do not have an electronic scale you will be required to stock a minimum of 2 varieties of fruits and 2 varieties of vegetables in either canned or frozen forms. Our goal is to provide the final version of the Minimum Stocking Requirements after all of the trainings are completed in September. This will give everyone a chance to comment before the minimum stocking levels are finalized.

## **New Vendor Manual**

Coming Soon!

As part of the reauthorization process, you'll be receiving a new vendor manual which will be updated to reflect the new Food Rule. The new vendor manual will be available to you in late August or early September. In addition, we'll ensure it is posted on our website.

### *WIC Program WEB Site link*

This link will be continuously updated with New Food Rule information so please check it regularly!

<http://www.health.state.nm.us/phd/wicsite/grocers/>