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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.

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- **Re-authorization application for all vendors (July 2009)**
- **Revision to the Vendor Agreement for New Food Rule changes (July 2009)**
- **New Vendor Manual (July\August 2009)**
- **Vendor Recertification for system changes to allow for a Cash Value Benefit (CVB) for all forms of fruits and vegetables**
- **Required Vendor Training in August & September - **See the Vendor Training Schedule in this newsletter for the change in location for Farmington****

- **UPC Addition Form**

There are times when a grocer will find a WIC approved food which is not included in the APL. To add a product to the WIC approved UPC list or to verify if an item is already in the WIC approved UPC list or APL, grocers, manufacturers and wholesalers need only to complete and submit our new form. The new form will request the brand name, product name, product description, and unit size for each item. In addition, the UPC information, which consists of the twelve digit bar code number including the check digit, will be required. These codes may be scanned into a PDF file or photocopied for easy transmission to the state.

This new form will be added to our Website in the near future. We'll let you know via e-mail when it is available and will welcome your comments and suggestions.

- **Re-Authorization Process**

2009 is a Re-Authorization year. This year the process will be slightly different than in years past. To help smooth the re-authorization process, it will be done in steps rather than all at once. The following chart details when you'll be receiving each document and when it will be due back to the state.

Document	Should Receive by:	Due back to the State By:
Annual Sales Report	July 10, 2009	July 31, 2009
Vendor Application	July 10, 2009	July 31, 2009
New Vendor Agreement	August 1, 2009	August 15, 2009

We greatly appreciate you reading the agreement as soon as you receive it so any questions you may have will be quickly answered. Although we have a due date of August 15, we will welcome all completed agreements prior to that date!

- **Re-Certification Process**

The new Food Rule is bringing exciting changes to the WIC Program by making foods such as fresh fruits and vegetables available to our WIC Clients. The new foods will be purchased using the e-WIC EBT Card. As such, changes are required to your in-store grocer systems in order to ensure your registers will recognize and correctly handle a WIC purchase of the newly allowed foods.

The modifications to the grocer system software packages has been progressing over the past months and the WIC IT (Information Technology) Staff is currently busy performing a Level II Certification of all the software changes. This means sometime during the months of July, August and September your system will be upgraded with the newly enhanced software.

As there are significant changes being made to support the New Food Rule, a Level III Certification will be required. With a few exceptions, this will be a self certification. We will mail you a package with everything that you will need to perform the certification around the time your new software is installed. Please remember, it is important to perform this certification as soon as you receive the package and to return the results to the State. More information on this certification will be distributed as the implementation schedules for the software upgrades are finalized. The July newsletter will provide more updates as well.

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

NOTE: Location change for Farmington, see schedule below. Dates remain the same!

The mandatory vendor training registration forms have been distributed and the registrations have been pouring in! For those who have not responded, please remember the deadline for registering for this important training session is July 15th, 2009. Please ensure your registration form is returned by that date. 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 and the 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

Roswell

August 5th and 6th

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

August 5th

Vendor Session 1

9:00 to 1:00

Sign in 9:00 to 9:30

Start session at 9:30

August 6th

Vendor Liaison Session 1

9:00 to 1:00

Sign in 9:00 to 9:15

Start session at 9:15

Las Cruces

August 19th and 20th

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

August 19th

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 20th

Vendor Liaison Session 1 **10:00 to 3:00**

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

Farmington

August 27th and 28th

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

August 27th

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 28th

Vendor Liaison Session 1 **9:30 to 12:30**

Sign in 9:30 to 9:45
Start session at 9:45

Albuquerque

September 9th and 10th

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

September 9th

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 10th

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 17th

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

Santa Fe

September 23rd

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

Vendor Make Up Session

Santa Fe **September 24th**

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. 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

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.

- **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. You're 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 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 vegetables in either canned or frozen forms.

Our goal is to provide the final version of the Minimum Stocking Requirements in our July newsletter so please forward your comments as soon as possible!

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. This manual will be available to you in late July or early August. 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/>