



VENDOR Newsletter

March 2010

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If you 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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New Foods Update !!

Please be sure to continue to download the APL often as we are continuing to add UPC's on a daily basis. We always remember to be as polite as possible if items don't scan or if clients pick up items that are not authorized.

Juice Update - V8 Splash Not Allowed

We discovered V8 Splash products are not WIC eligible because they are not 100% juice. We will be working with the clinics and clients to let everyone know the V8 Splash juices are not allowed.

We apologize for any inconvenience and confusion that may arise from this discovery.

Quarterly sales for January through March, Due April 15th

Save the date, April 15th, on your calendar !!

Quarterly sales data for the period from January 1, 2010 to March 31, 2010 are due on April 15th, 2010. This information is required to meet USDA regulations for identifying stores as Above 50% vendors. **Failure to send the information in a timely manner is a violation of your Vendor Agreement and may lead to a sanction for non-compliance.**

Failure to return the requested information may result in the temporary re-classification of your store as an Above 50% vendor until this requirement is fulfilled. **Your NTE amounts will be affected and possibly reduced dramatically.** Should re-classification be imposed, due to vendor failure to respond by the stated due date, the state will not be liable for any damages resulting from the temporary re-classification of your store as an Above 50% vendor.

Hot Cards - Importance of Down Loading the Hot Card List

The Hot Card issues have been resolved. With the resolution of this issue the downloading of the Hot Card List is extremely important. **We highly recommend you download the Hot Card List daily.** The Vendor Agreement and Vendor Manual stipulate the Hot Card List must be downloaded at least once within a 48 hour continuous time period.

If you have not downloaded the Hot Card List within the 48 hour continuous time period and you allow a WIC transaction where the card has been Hot Carded you may not be reimbursed for the transaction.

Mixed Basket Transactions

Many complaints have come in concerning the separating of WIC purchases from other tender purchases. It is not necessary to separate WIC purchases from other tender purchases. It is a violation of the Vendor Manual procedures for conducting a WIC transaction to ask clients to separate their purchases. Clients may choose to separate their WIC purchases but they should not be required to do so. If you do not understand how mixed basket WIC transactions work you can use your training card in the training mode of your Point of Sale (POS) system and experiment with mixed basket sales. Training cashiers to perform mixed basket transactions is a vendor responsibility. If you need help understanding how to use the training mode of your POS system or if you do not understand what a mixed basket is or how to process a mixed basket transaction contact your POS system provider or your corporate office for guidance and training.

Policing Client Purchases in the Lane

It is not necessary to police clients for least expensive brands or brand types of allowable foods in the lane. Provided your (POS) system is set up correctly all WIC allowable foods will scan as WIC allowable. All foods brought to the check out lane should be scanned even if you do not think they are allowed. Your POS system will accept or reject foods based on the APL and the clients remaining balance.

Scan Problems in the Lane

Please let us know when you have scan issues in the lane. UPC's can change often and you are our first line for information when they do change.

WIC Program WEB Site Link

This link will be continuously updated with new information so please check it regularly!

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