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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 email address: [NewMexico.WICVendor@state.nm.us](mailto:NewMexico.WICVendor@state.nm.us)

WIC Program Fax Number: 505-476-8900

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***Coming Up!***

- **Re-authorization application for all vendors (June/July 2009)**
- **Revision to the Vendor Agreement for New Food Rule changes (June/July 2009)**
- **New Vendor Manual (June/July 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 schedule in this newsletter**

## Mandatory Vendor Training Schedule

Mandatory vendor training registration forms will be sent out via email or regular mail for vendors without email access, during the 1<sup>st</sup> or 2<sup>nd</sup> week of June. The training is expected to take 3 to 4 hours. The deadline for choosing a training location, time, and returning the registration form will be July 15<sup>th</sup>, 2009. For vendors with email access we strongly encourage you to return the forms via email. For those of you without email a fax or mail return will be acceptable. The mailing address is New Mexico WIC Program, 2040 South Pacheco Street, Santa Fe, NM 87505 and the fax number is 505-476-8900.

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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

## **Farmington**

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

**Location:** Connelly Hospitality House Conference Room  
710 South Lake St.  
Farmington, NM

### **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

## *Draft Minimum Stocking Requirements*

The Draft Minimum Stocking Requirements have been attached to this email or incorporated into the body of the email and can be found at the WIC Program WEB site, at the WEB link given at the end of this newsletter, in June 2009. The Draft Minimum Stocking Requirements for current foods have been developed from sales data from the daily submission of claims within each food category within each peer group. The Draft Minimum Stocking Requirements for the new foods have been developed according to client demographics to the extent possible.

Please review the Draft Minimum Stocking Requirements and send comments and concerns to the New Mexico WIC Vendor email address, [NewMexico.WICVendor@state.nm.us](mailto:NewMexico.WICVendor@state.nm.us). You may also write to New Mexico WIC Program, 2040 South Pacheco Street, Santa Fe, NM 87505 or fax to 505-476-8900.

Your feedback on the Draft Minimum Stocking Requirements is welcomed and appreciated. It is our intent to make all allowable foods accessible to clients throughout the state without the burden of having stock which does not move or sell and then expires in your stores.

On the Draft Minimum Stocking Requirements listing, items designated in grey are new food categories. Items where the minimum stocking amount is listed as Upon Request are optional stocking items which we encourage you to carry. Optional items must be stocked upon request by a client if they are available from your distributor.

## *Food Categories with Draft of Authorized Brands to Date*

A complete Draft of Authorized Brands to Date will be posted to the WIC Program WEB site in June 2009.

Attached to this email is a listing of the brands of new juices and whole grains that will be allowed, to date. If you cannot open the attachment and would like this information sent to you please contact a Vendor Section Specialist.

Juices will be changing from 46 ounce cans or bottles to 64 ounce plastic bottles for children food packages. Women packages will be limited to 12 ounce frozen concentrates only. The amount of juice provided will also decrease. See the New vs. Old Food Packages spreadsheet, which will be posted to the WEB site in June, to see how they will be changing. Juices will also be changing to private label or store brands eliminating the national brands from the approved list of foods. This will provide a greater variety of juices available to clients; will reduce costs and make the shopping experience easier for clients when selecting juices. The approved juices to date are attached to this email. If you would like to have this in hard copy format please contact the Vendor Section.

Whole grains, including bread will be offered in 16 ounce portions to clients that qualify for whole grain benefits. The eWIC card will aggregate the entire amount of whole grains each family qualifies for by the ounce. This is the same way cereals are issued currently and will continue to be issued. Family groups with more than one person qualifying for whole grains will be able to mix and match their whole grain selections up to the total aggregated benefit amount for the family group. The whole grain benefit can be used to purchase allowable whole grain breads, whole wheat and corn tortillas, brown rice, barley, and, oatmeal in any quantity and variety the client selects.

## *New Food Packages - Old vs. New - What are the differences*

Attached to this email is a spreadsheet called New Food Packages – Old vs New. The spreadsheet identifies the difference between the standard food packages issued now and the new standard food packages that will be issued beginning October 1, 2009. At the bottom of the spreadsheet is a stocking breakdown demonstrating the inventory levels required to fulfill one each of the new standard food packages for each classification of client. This information will be posted to the WIC Program WEB site in June 2009. If you cannot open the attachment and would like this information sent to you please contact a Vendor Section Specialist.

## *Reauthorization*

Reauthorization is required by Federal regulations a minimum of every 3 years. This is a reauthorization year for New Mexico. Vendor Applications and Vendor Agreements will be sent in July via email for vendors with email access and by regular mail for those that do not have email. The Vendor Application and Vendor Agreement need to be completed and signed by a person authorized to enter into legal agreements within your organization. There will be a deadline, to be announced in the next newsletter, for the return of the documents. If the documents are not returned by the deadline your organization could lose your authorization as a WIC Program vendor.

With the implementation of electronic WIC (eWIC) completion of a Food Price Record is no longer necessary as in years past. This data is now available from the database containing pricing information from each vendors daily claim submissions. This data will be used to verify competitiveness within peer groups. Vendors found to be outside of the competitive range for their peer group will be notified and given a chance to adjust their pricing structure.

## *Vendor Recertification for Cash Value Benefit*

We will be working with your system provider or corporate office IT division to accomplish this task. We will be sending out information on how this will affect you in the June newsletter.

## *Changing your bank account*

Changing your bank account poses challenges; one of which is ensuring automatic deposits and payments are using the correct bank information. This includes your payment for WIC foods purchased at your store. You can help us help you ensure a smooth transition by providing us with a canceled check from your new account when requesting a change to your bank account information. We use your canceled check to verify the account information in the event our bank encounters problems when attempting to ACH funds to your new bank, which, in turn, speeds the payment to your account.

Don't forget --- send a canceled check!!

## *Internet and Email Access*

We encourage vendors to consider obtaining access to the internet as the WIC Program WEB site will have new information posted about the New Food Rule starting in June. Some of the information we want to provide is not easily communicated in an email. Another advantage of the internet is more reliable access to the state host for submitting claims and picking up the Approved Product List and Hot Card List. Some system providers can also better assist vendors when system issues arise as internet gives them direct access to the system for troubleshooting problems.

We encourage vendors with internet access but without email to seriously consider obtaining email access if available in your area as the WIC Program will be sending out numerous updates as we approach the New Food Rule implementation date of October 1, 2009. Using email to notify vendors of changes to the WIC Program and new policies is fast, efficient and saves a lot of trees !!

## *WIC Program WEB Site link*

This link will be updated with New Food Rule information in June 2009.

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