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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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**New Foods Update !!**

During the start up there have been some expected bumps in the road. We have had wonderful feedback from many stores across the state concerning items that don't scan and many of these reported UPC's have been added to the Approved Product List (APL). We still need to remember to be as polite as possible if items don't scan or if clients pick up items that are not authorized. There is a lot to learn for all of us and as clients continue to be converted to the new package, from the old, there will continuously be clients getting used to the new foods for quite some time, so remember the Golden Rule, treat other's as you would like to be treated !!

## Whole Grains - Breads

We have received many calls about breads labeled as 100% Whole Wheat that do not scan. We have the authorized list of breads on the WEB site. Please refer to it for the listing of brands and types that are authorized. Many factors are considered before a whole wheat bread can be added to the authorized list. There are two main factors to authorizing a whole wheat bread. First, whole wheat or whole grain must be the first ingredient. Enriched whole wheat is not allowed and water cannot be the first ingredient. Second, the fiber content of the bread, per serving, must meet specific USDA requirements. Even though the first ingredient is whole wheat and the label says 100% Whole Wheat the bread may not meet the fiber requirement.

A prime example of this is Ozark Hearth 100% Whole Wheat bread. When New Mexico put this bread through the USDA required bread calculator it fell short on the fiber content. Many of you have been receiving flyers and advertising stating this bread will be WIC allowable. Many of you have stocked it in anticipation of the new food rule. Unfortunately New Mexico cannot authorize this brand and type of bread.

## Tuna Changes

In order to change tuna from issuance by the can to issuance by the ounce we have split the brands of tuna available to clients into 2 groups. National brands will be available to clients with new food package issuance. Store brand and private label brands will be available to clients with the old food package issuance.

### **New Food Package Issuance Brands**

Bumble Bee  
Chicken of the Sea  
Libby's  
Starkist  
Portside

### **Old Food Package Issuance Brands**

Albertsons	Great Value
Amigo	Hy-Top
Best Choice	IGA
Best Yet	Kroger
Breast of Chicken	Parade
Chunck It	Wahoo
El Mexicano	Surefine
Giesha	

## Juices - New Sizes and Brands

Juices have changed with the issuance of the new food packages.

Women clients with the new food packages are being issued 11.5 to 12 ounce frozen juices. They may select the national brands that have always been on the program. They may also select from the private or store brand labels including the blended juices that are approved.

Children clients with the new food packages are being issued 64 ounce juices. They may select only private or store brand labels. These include the blended juices as well. They may not select any of the national brands in the 64 ounce sizes.

Clients with old food packages have been issued juice and can purchase 11.5 to 12 ounce frozen or 46 ounce cans or bottles in the national brands traditionally allowed in the past.

We urge you to go to the WEB site and look at the approved juice list so you will know which juices should scan for all types of food packages. Old and new food packages will both be around until the end of December.

Remember this can be very confusing for clients that have had the training on the new food package but still have old food package benefits. Clients may also have a combination of old and new food packages on the same card.

Each type of juice is listed as a separate line item on the beginning balance receipt. For old food package issuance the beginning balance receipt will state the number of cans issued (6 CAN) and will have juice listed as Juice All categories. For this issuance clients can select only national brands that have always been authorized in either, 12 ounce frozen cans, 46 ounce cans, or 46 ounce bottles. For new food issuance for women the beginning balance receipt will have juice listed as the number of cans issued (6 CAN) and the receipt will have juice listed as Juice frozen concentrate 12 (for 12 ounce). For new food issuance for children the beginning balance receipt will have juice listed as the number of bottles issued (6 BTL) and will have juice listed as Bottled Juice 64 oz.

## Carrot Reminder

Carrots are now cash value benefit issuance. Clients with old food package issuance will no longer be able to get carrots. They will get carrots back on their card when they receive their new food package issuance. If a client with an old food package is upset about not being able to get their carrots please remind them that carrots were converted to CVB items and for them to work with their clinic to understand this change. Any size and type of carrot you stock is allowable for clients with the new food package as a cash value benefit item. This includes fresh, fresh organic, frozen, and canned. Please be sure carrots are properly associated with the appropriate national standard PLU. If you have carrots that are sold by UPC and they do not scan please be sure to send us the Add a UPC form including the 12 digit UPC so we can add the UPC to the APL.

## *Training Cards and Brochures*

We are currently producing the training cards with a combination of new foods and old foods. These new cards can be used to assist in training your cashiers and in troubleshooting items that may not scan. The training cards can be used to show cashiers how cards with new benefits will scan the new items and what a transaction with a combination of old food package items and new food package items may look like particularly with juices and milk which can be confusing. You can go to the WEB site and use the Old Food Package vs. New Food package table to come up with scan combinations that will demonstrate how a mixed basket of old and new foods will scan.

Brochures will be sent out with your training cards. Please do not give your brochures out to clients. We have a limited supply and we will not be able to send you replacements for any that you give away. If a client asks for one please politely ask them to get one from their clinic as supplies are limited in the store. If this presents any problems with the clients please let us know.

We are working towards having the training cards and brochures to you within the next two weeks.

## *Vendor Manual*

The Vendor Manual is under review at USDA. As soon as we have incorporated any changes they may request we will send the Vendor Manual out to you.

## *Add a UPC*

Please use the Add a UPC form in this newsletter to send UPC information. You may send UPC information via fax or email. We will do our best to get any UPC that is allowable into the APL as soon as possible. Please practice patience with the clients if an item does not scan properly and they have been instructed to practice patience in return.

## *WIC Approved Stickers*

Many of you have asked about WIC Approved stickers. We will be developing policies and guidelines for this activity. Placing WIC Approved stickers will be on a voluntary basis. If you choose to use WIC Approved stickers you will be responsible for making sure they are appropriately placed.

### *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/>

## Procedure to Add a UPC to the Approved UPC Database

### Purpose

To provide a system for UPC submittal which captures all needed information required by the New Mexico WIC Program for inclusion of a product Universal Product Code (UPC) code into the Food Management code tables of the Automated Data Processing (ADP) System.

### Authority

Vendor Policy Memo Number 2008\_10\_29\_a

### Policy

This policy will override any prior understanding or procedure used for submitting UPC information to the New Mexico WIC Program. UPC information on formulas and foods is required by the current ADP system in order for electronic WIC (eWIC) systems to be able to process an eWIC transaction to fill a food prescription for a given client or family group. eWIC transactions are completed utilizing a smart card system, in which all coded food items loaded to the card must have associated UPC data in the Approved Product List (APL) in order to scan properly at retail establishments.

### Procedures

1. Complete the New Mexico WIC Program request form to add a UPC.
2. Include Product brand, name and unit size of product.
3. Include the 12 digit UPC; this code must include any leading numbers as well as the final check digit number located at the end of the bar code.

Example of a bar code:



4. E-mail or fax the completed form with a PDF or Photocopy of the product label to the UPC Gatekeeper information located at the bottom of the form.
5. The original product label must include the manufacturer, name, container size, Barcode and Nutrition Facts information.
6. UPC entry requests will be completed within 7 days of submission of information to the New Mexico WIC Program.

UPC Gatekeeper Fax: 505-476-8900

UPC Gatekeeper phone: 505-476-8809

UPC Gatekeeper email: [Carol.Byers-Garcia@state.nm.us](mailto:Carol.Byers-Garcia@state.nm.us)

**New Mexico WIC Program  
Request to Add UPC(s) to the WIC Program Approved UPC Database Form**

To add a product to the WIC approved UPC list or to verify if an item is already in the WIC approved UPC list grocers, manufacturers, and wholesalers must:

1. Complete this form for each product you are requesting to be added to the UPC list.
2. Complete product description, brand name, product name, and unit size.
3. Complete UPC information, including twelve digit bar code number with check digit included.  
Bar codes may be scanned by photocopy or PDF and sent to us.
4. Fax (UPC Gatekeeper 505.476.8900) this form and a PDF of the **original product label or a photocopy of the product label.**
5. The **original product label** must include the product name, container size, manufacturer name, UPC barcode and the nutrition facts.

Indicate Type of Product: \_\_\_\_\_ Food \_\_\_\_\_ or \_\_\_\_\_ Formula

Brand and Name of Product: \_\_\_\_\_  
\_\_\_\_\_

Unit size: \_\_\_\_\_

UPC: \_\_\_\_\_

Store or Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number (area code) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Indicate who is requesting the UPC addition: Store \_\_\_\_\_ Manufacturer \_\_\_\_\_ Wholesaler \_\_\_\_\_

If manufacturer or wholesaler list grocer and/or location(s) where product will be available:

Prepared by (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Info:

Carol Byers-Garcia  
NM WIC Nutrition Program  
505.476.8809  
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