



Georgia McGovern Vendor Manager 505-476-8963

Vendor Section Specialists

Adrienne Branch-Miera 505-476-8834

Joseph Lewis 505-476-8956

David Duran 505-476-8825

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

WIC Program Fax Number: 505-476-8900

INSIDE

Tuna – New issuance

Carrots – New Issuance

Juice – New sizes and brands reminder

Vendor Manual

New NTE's

Add a UPC

WIC Approved Stickers

October Newsletter

Training reviews

Vendor Concerns after rollout

Frequently asked questions

New Foods are here !!

We have all worked very hard to get ready for the New Food Rule changes. Please remember that during the start up there will be bumps in the road. We all 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 so remember the Golden Rule, treat others as you would like to be treated !!

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
Chunk It	Wahoo
El Mexicano	Surefine
Giesha	

Carrot Changes

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.

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 to the printer and then out to you.

New NTE's

Not to Exceed (NTE's) amounts are due for review beginning October 1st, 2009. Please check the WEB Site tomorrow afternoon for the changes.

Add a UPC

As we roll out and you begin to see clients with new food package issuance there may be some UPC's that do not scan but should. Please use the Add a UPC form in this newsletter to send the UPC information to use 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

**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
Carol.Byers-Garcia@state.nm.us