

Section III: State Agency Procedure Manual

I. State Vendor and Farmer Management

A. Vendor Services

Purpose

This section provides a description of the State Vendor Services Unit responsibilities.

Policy

The State WIC Office is responsible for ensuring compliance with Federal and State Vendor Management regulations.

1. State Responsibilities

- The State WIC Office Vendor Unit assumes responsibility for the management of the following:
 - Development and dissemination of vendor training and outreach materials;
 - Development and dissemination of Local Agency Retail Coordinator (LARC) training materials;
 - Annual vendor and LARC trainings;
 - Participant and retailer fraud/abuse;
 - Vendor complaints;
 - Annual vendor monitoring visits;
 - Annual High-Risk Analysis, and compliance investigations;
 - Vendor applications, renewals, and contract management;
 - Vendor management policies;
 - New Vendor “Above 50% Analysis”
 - Vendor cost containment and peer group placements;
 - Reporting WIC vendor data to USDA FNS;
 - eWIC transaction training, technical support, and review; and
 - Infant formula rebates.