

# Montana WIC Program

## eWIC Training Memo #1

May 8, 2017

Retail managers are responsible for ensuring this information is shared with all relevant store staff by June 1, 2017 (pilot stores only). WIC will be visiting each store prior to eWIC go-live to test the POS system and will be verifying this training requirement.



This is the first of multiple eWIC training memos to help retailers succeed in the shift from accepting WIC checks to accepting eWIC cards. We want to help your store understand and meet all of the expectations in this process.

It is critical that retail managers ensure all relevant staff understand this material and know the correct processes for conducting eWIC transactions.

For all eWIC information including the APL and UPC Submission form, refer to the “**eWIC Information for Retailers**” webpage, located here:

[www.dphhs.mt.gov/publichealth/WIC/Retailers/eWICInformationForRetailers](http://www.dphhs.mt.gov/publichealth/WIC/Retailers/eWICInformationForRetailers).

### eWIC Rollout Schedule:

eWIC rollout will begin in **June 2017** with approximately thirty retailers in the pilot area. The pilot area includes retailers in the following counties: **Broadwater, Deer Lodge, Jefferson, Lewis & Clark, Meagher, Powell, and Silver Bow.**

Statewide eWIC rollout will continue with all other retailers in **September 2017.**

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## Produce Mapping:

Montana WIC maintains an Approved Product List (APL) of UPC and PLU codes for every allowable WIC food. When retailers ring up a transaction, the APL determines which items are applied to the eWIC card. All of the PLU codes that your store uses for fresh produce must match a PLU code that WIC has in their system for the transaction to process correctly. If your store is using a different PLU, it must be mapped to an authorized PLU on the list.

Please review WIC's PLU list and contact your POS provider to learn about mapping capabilities in your system and to complete this task so that all fruits and vegetables ring up correctly.

All store generated UPC for WIC eligible foods (such as sliced melons or assorted berry cups) must be mapped to a PLU on WIC's list.

Please visit the "[eWIC Information for Retailers](#)" webpage to review and download the PLU list, or call us and we would be happy to email you a copy.

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## Approved Product List:

WIC's Approved Product List (APL) is available for retailers to review and use in testing. Please visit the "[eWIC Information for Retailers](#)" webpage to download a copy of the APL or give us a call and we will email you one.

If you notice items that are not currently on the APL but you think they may be WIC-eligible, please let us know. There is a form to submit UPC to the Montana WIC Program on the "[eWIC Information for Retailers](#)" webpage. A Public Health Nutritionist will review all submissions and make a determination about product eligibility within one week. If you have any questions about this process, please call Chris Fogelman at 406-444-5285.

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## Upcoming Retailer Conference Calls:

Montana WIC has scheduled eWIC Retailer Conference Calls to discuss what to expect during eWIC rollout. These calls are an opportunity to share updates, provide training, hear feedback and concerns from retailers, and maintain open communication. Please join us!

**Pilot Area Call:** May 19, 2017 10:00am

**Statewide Call:** June 23, 2017 10:00am

**Call in Number:** (866) 910-4857

**Passcode:** 768324

**\*Note:** Although the first call is for pilot area retailers, all retailers are welcome to participate and learn what to expect for statewide rollout.



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**Questions? Please do not  
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Questions regarding eWIC processing:

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(512) 291-6432

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