

## Section III: State Agency Procedure Manual

### IX: State Food Delivery

#### B. Montana WIC Approved Foods

##### Purpose

This policy describes the process used by the State WIC Office to determine authorized supplemental foods, and ensure appropriate supplemental foods are available to WIC participants.

##### Policy

The State Office will conduct an annual review of the Montana WIC Approved Food List and will ensure the Universal Product Code (UPC) database accurately reflects Montana WIC Approved Foods.

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#### 1. Universal Product Code (UPC) Database

- The UPC database is the list of all specific food items available for purchase with WIC benefits. Stores use this database to approve or deny WIC purchases at their Point of Sale (POS).
- UPC database maintenance:
  - The State Office will accept ongoing UPC submissions via:
    - the WIC Shopper App
    - email sent to the State Office: [wicupc@mt.gov](mailto:wicupc@mt.gov)
  - The State Office will review requests within 3 business days.
    - Items must meet federal WIC food regulations to be considered.
      - a. All UPC submissions will have nutrition requirements verified with manufacturer information.
      - b. If the item meets criteria in the currently approved food list, the State Office will enter the item into the UPC database, which will be available for vendors to download to their POS within 48 hours.
    - The Approved Product List (APL) will be updated on the [wic.mt.gov](http://wic.mt.gov) website bi-weekly to reflect changes that have been made to the UPC database.
    - If the item does not meet the criteria for the current food list, but does meet the criteria within the federal regulations, the item will be considered during the next food list update review process.

#### 2. The WIC Approved Food List

- The WIC Approved Food List describes the size, type, brand (as applicable), and variety of WIC authorized foods and is available in print or electronic format.
  - Local Agencies use this list to educate WIC participants of WIC authorized foods.
  - WIC participants use this list to easily identify WIC authorized foods while shopping.
- The State Office will review and revise the WIC Approved Food List annually. In addition to the federal WIC food regulations, the following will be considered when revising the food list:
  - Cost of product, feasibility of UPC collection and maintenance, and local availability.
  - The annual review will consider all submissions which meet the federal criteria submitted by March 15<sup>th</sup> of each year for an effective date of October 1<sup>st</sup>.
- The revised WIC Approved Food List will be made available by July in both English and Spanish.
  - An electronic version will be posted on the [www.wic.mt.gov](http://www.wic.mt.gov) website.

- Hard copy food list documents will be directly mailed to Local Agencies for distribution to participants.
  - Spanish, or other language translations, are available upon request by Local Agencies.