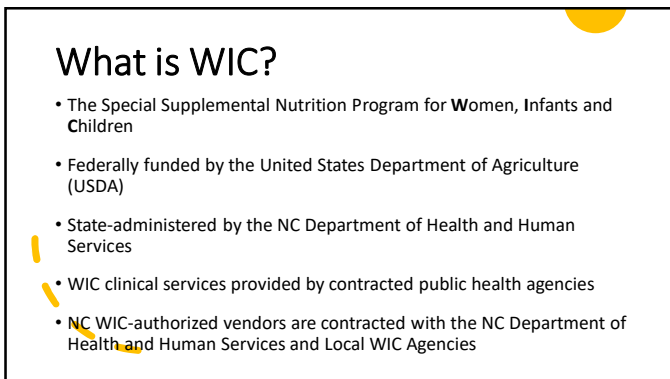




1



2



3

What is eWIC?

- eWIC is the term used for EBT (Electronic Benefit Transfer) by the North Carolina WIC Program
- EBT is a method that permits access to WIC food benefits using a plastic card

4

WIC Works!

- In NC, every WIC dollar spent on a pregnant woman saves multiple dollars in newborn health care costs
- Children on WIC have better diets; particularly for vitamin C, thiamin, protein, niacin and vitamin B₆




5

Maintaining Vendor Status

- Meet all current selection criteria
- Follow all Program policies
- Meet competitive pricing and price limits
- Attend annual vendor training
- Train all staff to properly transact eWIC benefits
- Complete vendor-related forms
 - ✓ NC WIC Vendor Information Update
 - ✓ eWIC Update for Non-Corporate Vendors
 - ✓ Verification of Attendance

6



Selection Criteria

- Established by U.S. Department of Agriculture and NC WIC Program
 - ✓ 20 items
- Listed in the Vendor Manual

7

NC Peer Group System

VENDOR PEER GROUPS			
#	STORE TYPE	LOCATION	DESCRIPTION
5	Pharmacy	Statewide	Free-standing pharmacy that sells a limited variety of foods
6	Convenience Store	Statewide	Retailer with a limited assortment of grocery items
7	Mass Merchandiser and Commissary	Statewide	Retailer that sells a wide variety of merchandise but also carries groceries and has store locations in most or all states Grocery store operated by US Defense Commissary on a military base
8	Independent Grocery	Urban	Retailer that primarily sells groceries with fewer than 11 store locations
9	Independent Grocery	Non-urban	Retailer that primarily sells groceries with fewer than 11 store locations
10	Regional Grocery Chain	Urban	Retailer that primarily sells groceries with at least 11 store locations and operates in 2 or more states
11	Regional Grocery Chain	Non-urban	Retailer that primarily sells groceries with at least 11 store locations and operates in 2 or more states

8

Competitive Pricing and Price Limitations

- Peer group structure
 - ✓ Peer groups have NTEs for WIC supplemental foods and contract formula
 - ✓ No longer published by the State WIC Agency

9



Minimum Redemption

- Except for Free-standing pharmacies, a vendor must redeem at least \$2,000 annually in WIC supplemental food sales
 - ✓ If not, the Vendor Agreement will be terminated
 - ✓ The store must wait 180 days to reapply

10

Purchasing and Providing Infant Formula from a State-approved Source

- Vendors must purchase all infant formula, exempt infant formula and WIC-eligible nutritionals only from the sources on the State WIC Agency's list of approved sources
- Vendors must provide only such infant formula, exempt infant formula and WIC-eligible nutritionals to WIC customers
- Authorized vendors will have their WIC Vendor Agreement terminated for failure to comply with this requirement
- A list of State-approved sources can be obtained from your Local WIC Agency or found at <https://www.ncdhhs.gov/wicvendorsconnection>

11

Not-to-Exceed (NTE) Prices

- NTEs are set at 2 standard deviations above the average price for supplemental foods within a vendor peer group.
 - ✓ Calculated for each UPC for each WIC supplemental food
 - ✓ Based on redemption of all vendors in the peer group
 - ✓ Obtained from the eWIC system
 - ✓ Different NTEs for different sizes of the same food even if it is the same brand
- Foods and Contract Formula

12

NTEs vs. Current Shelf Price

- Vendors **must** charge current shelf price
- Vendors **DO NOT** have to charge the NTE
- Charges for WIC transactions must be less than or equal to charges to regular customers
- Vendors **cannot** set their prices at the NTE and charge other customers less
 - This is a federal violation for which a vendor can be disqualified

13


WIC Approved Foods With No NTE

- NTEs do not apply to exempt infant formula or WIC-eligible nutritionals
- Open market system (shelf price)
- Exempt infant formula and WIC-eligible nutritionals can be found at <https://www.ncdhhs.gov/wicvendorsconnection>
- NTEs do not apply to fruits and vegetables purchasable with cash-value benefits (CVBs)

14

What about exchanges?

- **Identical items only** when:
 - Defective
 - spoiled or
 - has exceeded its “best if used by” or “sell by” date on the date of purchase



15

Annual Vendor Training

Vendors, their store manager or other authorized store representative are required to attend vendor training

Failure to attend annual training by September 30th of each year will result in termination of the WIC Vendor Agreement

16

Predominantly WIC Vendor (PWV)

- In North Carolina, the WIC Program classifies vendors that derive more than 50% of their annual food sales revenue from WIC food benefits (excluding CVBs) as Predominantly WIC Vendors or PWVs
- PWVs cannot be authorized NC WIC vendors
 - ✓ If a vendor applicant is expected to be a PWV, the application will be denied
 - ✓ If a vendor becomes a PWV anytime during authorization, the Vendor Agreement will be terminated
 - ✓ Must wait 90 days to reapply
- State Rule 10A NCAC 43D.0706-Vendor Peer Groups
- Terms of Vendor Agreement): Section I Number 3(n)

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Predominantly WIC Vendor (PWV) continued

- State WIC Agencies are required to identify vendors that derive more than 50% of their annual food sales revenue from WIC food benefits
- The USDA classifies these vendors as Above 50% Vendors
- In North Carolina, these stores are called Predominantly WIC vendors (PWVs)
- State WIC Agency collects data to determine total SNAP – eligible food sales as part of the PWV identification process

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PWV Identification

PWV Identification is reviewed after six months of authorization as well as annually

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PWV Identification continued

- Request sales records, financial statements, reports, tax documents or other verifiable documentation
- State Agency may require vendor to sign a release of information form from the Department of Revenue to verify SNAP eligible food sales-known as the "GEN-93"
- **Very important** for vendors to be aware that this information may be requested each year for the previous federal fiscal year

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GEN-93 FORM

- Release of Tax Information Form
- Authorizes the Nutrition Services Vendor Unit to acquire the vendor's E-500 forms directly from Department of Revenue (DOR)
- Must be completed accurately matching what DOR has on file for store
- Must be notarized

21

SNAP-eligible Food Sales Records

- Vendors must maintain a record of all SNAP-eligible food sales
- SNAP-eligible food sales are sales of those foods that can be purchased with SNAP (Food Stamp) benefits
- Vendors are required to provide the State WIC Agency, upon request, a statement of the total amount of revenue derived from SNAP-eligible food sales and written documentation to support the dollar amount of sales claimed
- Food Sales
 - ✓ The sale of all foods that could be purchased with SNAP benefits
 - ✓ Food Sales Fact Sheet

22

Appropriate Documentation

- Each year select vendors are asked to submit SNAP eligible food sales as part of PWV determination
- Request sales records, financial statements, reports, tax documents or other verifiable documentation
- Keep a monthly copy in files

23

Verifiable Documentation of SNAP-eligible Food Sales

- Ledger Totals
 - ✓ Daily, Weekly or Monthly Cash Register Receipts totaled in a ledger (**DO NOT send actual cash register receipts**)
 - ✓ Some registers have the ability to separate out different types of items
 - ✓ It is highly recommended that Vendors maintain this type of system. Makes this annual process easier
- Sales and Use Tax returns are not always sufficient for documenting complete SNAP eligible food sales
 - ✓ These returns may be used along with ledger totals to verify a vendor's documentation of SNAP eligible food sales

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SAMPLE LEDGER

Date	Quantity (Food only 2% vend)	Non-Food Items	Food Items	Total of Food & Non-Food	WC	SLUP
1/1/23	\$250	\$500	\$125	\$425	\$500	\$200
1/2/23	\$120	\$600	\$25	\$575	\$100	\$100
1/3/23	\$195	\$500	\$125	\$625	\$100	\$300
1/4/23	\$115	\$1000	\$125	\$1025	\$300	\$250
"	\$195	\$1000	\$125	\$1025	\$300	\$300
"	\$210	\$1000	\$25	\$1025	\$550	\$250
"	\$100	\$1000	\$55	\$1005	\$750	\$100
1/31/23	\$105	\$1000	\$20	\$1020	\$500	\$100
Totals	\$1,400	\$6,650	\$400	\$7,050	\$2,300	\$1,600

25

Different Types of Documentation

- Sales and Use Tax Return
- If your store files electronically, it is recommended that you keep a copy for your records as this documentation may be requested as additional documentation
- Additional information may still be requested from the State WIC Agency if these forms are submitted as documentation

26

Type of Tax Rates

- Tax Type Column
 - Line 8
 - 2% Food Rate
 - Any food sold that only requires a tax of 2%
- Receipts Column
 - Line 8
 - Dollar (\$) total of food sold at the 2% food rate

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Types of Tax Rates - continued

- **Tax Type Column**
 - Line 4
 - ✓ General State Rate
- **Receipts Column**
 - ✓ Current % 4.75
 - ✓ Food items may also be reported in this column
- **SNAP eligible food sales possibly included**

28

Submitting False Information

Vendors must not submit false, erroneous, or misleading information to the State or Local WIC Agency

Failure to comply will lead to denial of a vendor applicant's authorization or termination of an authorized vendor's WIC Vendor Agreement

The store must wait 1 year to become eligible to reapply for WIC vendor authorization

29

eWIC Payments Through the Banking System

30

Automated Clearing House (ACH)

- Vendors will receive payment for all eWIC transactions processed in their store through an Automated Clearinghouse (ACH) system in which payments are directly deposited into their bank account
- Each approved food has an NTE
- If a vendor submits an item price that is above the NTE, their payment will be decreased to the NTE amount for the item

31

Vendor Bank Accounts

- Vendors (with stand-beside devices because FIS pays them directly) must submit their most current banking information to the eWIC contractor, FIS, (or third-party processor) to ensure payment for eWIC transactions.
- Current vendors (with stand-beside devices because FIS pays them directly) must contact the eWIC contractor with any changes in a vendor's bank account.
- Vendors can contact FIS at 1-800-894-0050 Monday- Friday from 8:00 AM to 5:00 PM CT for account changes or updates



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FIS Retailer Helpdesk

- FIS Retailer Helpdesk for stand-beside device assistance:
 - Retailer Helpdesk: 1-844-230-0836 (available 24/7)
 - Email: merchant.services.support@fisglobal.com

33

Vendor Reimbursement Policy

- Vendors may not ask the WIC customer:
 - ✓ To make up the difference in price for eWIC transactions
- Vendors are responsible for keeping their prices at or below the NTE for their peer group

34

Paying Above the Maximum

- Customer can pay for an amount that exceeds the CVB maximum
 - ✓ Example: \$10.00 CVB
 - ✓ Total cost of WIC fruits and vegetables is \$10.25 Customer can pay 25¢ plus tax on the 25¢ or use other acceptable methods to pay for the outstanding balance, e.g SNAP which is not taxable
 - ✓ Vendor submits an eWIC transaction for \$10.00 in CVBs

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Questions

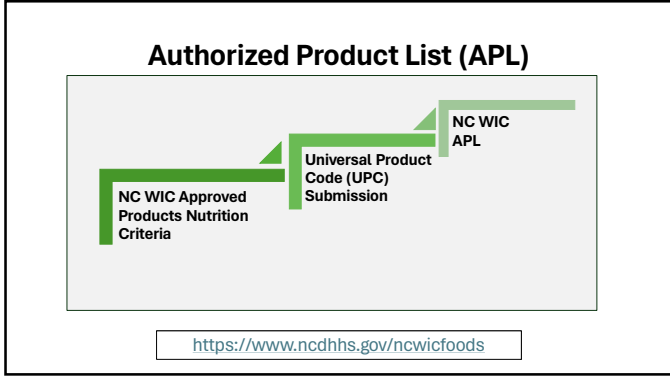
36



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38



39

Supplemental Foods for Infants Food Packages I, II, III

Supplemental Food Category	Fully formula fed (FF)		Partially (mostly) breastfed (BF/FF)		Fully breastfed (BF)	
	Food Packages: I-FF & II-FF A: 0 - 3 months B: 4 - 5 months	Food Packages III-FF & III-FF 6 - 11 months	Food Packages I-BF/FF & III BF/FF (A: 0 to 1 month) B: 1 - 3 months C: 4 - 5 months	Food Packages II-BF/FF & III BF/FF 6 - 11 months	Food Package I-BF 0 - 5 months	Food Package II-BF 6 - 11 months
WIC Formula	A: FNB = 806 fl oz. B: FNB = 884 fl oz.	FNB = 624 fl oz.	A: <104 fl oz. B: FNB = 354 fl oz. C: FNB = 442 fl oz.	FNB = 312 fl oz.		
Infant Cereal		24 oz.		24 oz.		24 oz.
Infant food fruits and vegetables		128 oz.		128 oz.		256 oz.
Infant food meat						77.5 oz.

FNB: Full Nutrition Benefit

40

Supplemental Foods for Children and Women Food Packages IV, V, VI and VII

Supplemental Food Category	Children		Women	
	Food Package IV: 1 - 4 years	Food Package V: Pregnant and Partially Breastfeeding	Food Package VI: Postpartum	Food Package VII: Fully Breastfeeding
Juice, single strength	128 oz.	144 oz.	96 oz.	144 oz.
Milk, fluid	16 qt.	22 qt.	16 qt.	24 qt.
Breakfast cereal	36 oz.	36 oz.	36 oz.	36 oz.
Cheese	N/A	N/A	N/A	1 lb.
Eggs	1 dozen	1 dozen	1 dozen	2 dozen
Fresh fruits and vegetables	\$26.00 in cash-value benefits	\$47.00 in cash-value benefits	\$47.00 in cash-value benefits	\$52.00 in cash-value benefits
Whole wheat or whole grain bread	2 lb.	1 lb.	N/A	1 lb.
Fish (canned)	N/A	N/A	N/A	30 oz.
Legumes, dry and/or Peanut butter	1 lb. or 18 oz.	1 lb. and 18 oz.	1 lb. or 18 oz.	1 lb. and 18 oz.

41

Milk




- ✓ Pasteurized cow's milk
- ✓ Skim/1%/2%/Whole
- ✓ Lactose-reduced/free
- ✓ Ultra High Temperature (UHT)
- ✓ Evaporated
- ✓ Gallons, half gallons, quarts and cans*
- ✓ Regular or organic




*Evaporated milk only

42

Milk


 **Unit of Measure = GAL (Gallon)**



Gallon	Half Gallon + Quart	Half Gallon	Quart	12 oz.
1.0 Gal.	0.5 + 0.25 = 0.75 Gal.	0.5 Gal.	0.25 Gal.	0.19 Gal.


43

Cheese

 **Criteria for Approval**

- ✓ Equivalent to one pound (16 oz.)
 - Package sizes of 8 oz. or 16 oz.
- ✓ Low-sodium varieties
- ✓ Reduced-fat/cholesterol varieties
- ✓ Regular or organic
- ✓ Types:

• Cheddar (Mild, Medium, Sharp, Extra Sharp)	• Monterey Jack
• Colby	• Mozzarella
• Pasteurized Processed American	• Muenster
	• Provolone
	• Swiss



44

Cheese

 **Unit of Measure = LB (Pound)**

One container = 16 oz. package
or
two 8 oz. packages



45

Soy-Based Beverage

Criteria for Approval



- ✓ Half gallon containers
- ✓ Unflavored
- ✓ Meets nutrient requirements
- ✓ Regular or organic



Unit of Measure

= GAL (Gallon)

The table lists various brands and products under 'DAIRY - Yogurt' and 'SOY - Beverage - Tofu'. It includes columns for 'Not Approved' and 'Approved' items, with specific product names and descriptions.

46

Tofu

Criteria for Approval

- ✓ 14 to 16 ounce prepackaged
- ✓ Calcium-set tofu
- ✓ Can contain coagulants
- ✓ Regular or organic



Unit of Measure

= LB (Pound)

One container = 14 - 16 oz. package

The table lists various brands and products under 'DAIRY - Yogurt' and 'SOY - Beverage - Tofu'. It includes columns for 'Not Approved' and 'Approved' items, with specific product names and descriptions.

47

Yogurt

Criteria for Approval

- ✓ Equivalent to one 32 oz. container
 - Package sizes of 16 oz. or 32 oz.
- ✓ Pasteurized
- ✓ Flavored or unflavored
- ✓ < 40 grams sugar per cup
- ✓ Fortified with Vitamin A and D
- ✓ Non-fat, Low-fat, Whole-fat yogurt
- ✓ Regular or organic



48

Yogurt

Unit of Measure

= CTR (Container)/Quart

One container = 32 oz. package
or
two 16 oz. packages

49

Juice

Criteria for Approval

- ✓ Frozen or Shelf-stable Concentrate
 - 11.5 to 12 oz. containers
- ✓ Single Strength
 - 48 oz. and 64 oz. containers
- ✓ 100% fruit or vegetable juice or blends
 - unsweetened and pasteurized
- ✓ Fortified with Calcium, Vitamin D or Vitamin C
- ✓ Contains >30mg of Vitamin C per 100 mL
- ✓ Plastic, glass, cans or refrigerated paper cartons
- ✓ Regular or organic

50

Juice

Unit of Measure

= CTR (Container)

**Food Packages: V, VI, VII, VII+ (III)
Pregnant, Postpartum, and Breastfeeding Woman**

One container = 48 fluid oz.

- 48 oz. single strength
- 11.5-12 oz. concentrate

**Food Package: IV (III)
Child**

One container = 64 fluid oz.



- 64 oz. single strength

51

Cereal

Criteria for Approval


- ✓ 11.8 / 12 ounce or larger box or bag
- ✓ Ready to eat
- ✓ Instant and regular hot cereal
- ✓ ≤ 6 grams sugar per dry ounce
- ✓ Regular or organic


52

Cereal

Unit of Measure = OZ (Ounce)




4/1/2023 thru 4/30/2023				
153264497	\$16.00	\$88	Fruit and Vegetables	
153264497	3.25	GAL	Whole Milk	
153264497	2	CTR	Cheese	
153264497	4	CTR	Juice 64 oz Fluid	
153264497	64	OZ	WW Bread or Whole Grains	
153264497	3	CTR	Whole Grains 3.5 cups (1.75 L)	
153264497	72	OZ	Breakfast Cereal	




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Bread/Whole Grains

- ✓ Whole wheat tortillas
- ✓ Soft corn tortillas
- ✓ Whole grain/whole wheat bread/Buns/Rolls
- ✓ Brown rice
- ✓ Whole wheat pasta
- ✓ Whole grain Barley
- ✓ Bulgur
- ✓ Oats





54

Bread/Buns/Rolls

Criteria for Approval

- ✓ 16 ounce loaf
- ✓ 100% whole-grain and/or whole-wheat bread/Buns/Rolls
- ✓ Regular or organic



55

Tortillas

Criteria for Approval

- ✓ 16 ounce package
- ✓ Soft corn tortillas (yellow or white)
- ✓ Whole wheat tortillas
- ✓ Regular or organic



56

Brown Rice

Criteria for Approval

- ✓ 14 to 16 ounce bag or box
- ✓ Plain, whole grain brown rice
- ✓ Instant, quick or regular cooking
- ✓ Regular or organic



57

Whole Wheat Pasta

Criteria for Approval

- ✓ 16 ounce packages
- ✓ 100% whole grain and/or whole wheat
- ✓ All shapes
- ✓ Regular or organic



58

Whole Grain Barley/Bulgur/Oats

Criteria for Approval

- ✓ 14 to 16 ounce bag or box
- ✓ Plain, whole grain barley/bulgur/oats
- ✓ Instant, quick or regular cooking
- ✓ No added sugars, fats, oils, or salt
- ✓ Regular or organic



59

Whole Grains

 Unit of Measure = OZ (Ounce)



13520438 thru 4242018	135204538	\$27.00	\$\$\$	Fruit and Vegetables
	135204538	3.75	GAL	Whole Milk
	135204538	1	CTR	Cheese
	135204538	3.25	GAL	Lactose Free Skim & 1% HGL
	135204538	4	CTR	Tolu 14-16oz Pkg
	135204538	4	CTR	Juice 8.4 oz 3/Pkg
	135204538	80	OZ	WW Bread or Whole Grains

60

Eggs

Criteria for Approval

- ✓ One dozen chicken eggs, all sizes and grades
- ✓ Brown eggs
- ✓ Specialty eggs such as low-cholesterol, cage free, stress-free, free-range, vitamin enriched, antibiotic-free, vegetarian-fed-hen, no-growth-hormones, fertile
- ✓ Regular or organic

Unit of Measure = DOZ (Dozen)

61

Beans, Peas, and Lentils

Criteria for Approval

- ✓ Dry
 - (Any type) plain, unseasoned mature
 - 16-ounce bag or box
 - Regular or organic
- ✓ Canned
 - (Any type) plain, unseasoned mature
 - Regular or low sodium
 - 15 to 16-ounce can
 - Regular or organic

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Beans, Peas, and Lentils

Food Benefits

Mature

- Black Beans
- Butter Beans
- Lima Beans
- Garbanzo Beans
- Soybeans
- Lentils
- Split Peas

VS

Cash-value Benefits

Vegetable

- Green Beans
- Green Peas
- Snap Peas
- Snow Peas
- Snap Beans
- Garden Peas
- Wax Beans

63

Peanut Butter

Criteria for Approval

- ✓ 16 to 18-ounce container
- ✓ Regular or less sugar, salted or unsalted
- ✓ Regular or reduced-fat varieties
- ✓ Plain, creamy, crunchy or chunky
- ✓ Regular, "natural", or organic



PROTEIN - Peanut Butter	
Approved	Not Approved
<ul style="list-style-type: none"> ✓ 16 to 18-ounce container ✓ Regular or less sugar, salted or unsalted ✓ Regular or reduced-fat varieties ✓ Plain, creamy, crunchy or chunky ✓ Regular, "natural", or organic 	<ul style="list-style-type: none"> ✗ Added sweeteners ✗ Added salt ✗ Added hydrogenated oils ✗ Added artificial flavors ✗ Added artificial colors ✗ Added preservatives ✗ Added other additives

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Beans, Peas, Lentils, and Peanut Butter

Unit of Measure = CTR (Container)

One container Beans/Peas or Peanut Butter =



OR



OR



PROTEIN - Peanut Butter	
Approved	Not Approved
<ul style="list-style-type: none"> ✓ 16 to 18-ounce container ✓ Regular or less sugar, salted or unsalted ✓ Regular or reduced-fat varieties ✓ Plain, creamy, crunchy or chunky ✓ Regular, "natural", or organic 	<ul style="list-style-type: none"> ✗ Added sweeteners ✗ Added salt ✗ Added hydrogenated oils ✗ Added artificial flavors ✗ Added artificial colors ✗ Added preservatives ✗ Added other additives

65

Fish

Criteria for Approval

- ✓ 5 to 6-ounce cans or foil packs
- ✓ Plain, unseasoned pink salmon
 - with or without bones
- ✓ Chunk-light tuna packed in water
- ✓ Regular or organic



Unit of Measure = OZ (Ounce)

PROTEIN - Fish, Eggs, Legumes	
Classified Fish for fish procurement review	
Approved	Not Approved
<ul style="list-style-type: none"> ✓ 5 to 6-ounce cans or foil packs ✓ Plain, unseasoned pink salmon ✓ Chunk-light tuna packed in water ✓ Regular or organic 	<ul style="list-style-type: none"> ✗ Added salt ✗ Added preservatives ✗ Added other additives
Eggs	
Approved	Not Approved
<ul style="list-style-type: none"> ✓ 5 to 6-ounce cans or foil packs ✓ Plain, unseasoned pink salmon ✓ Chunk-light tuna packed in water ✓ Regular or organic 	<ul style="list-style-type: none"> ✗ Added salt ✗ Added preservatives ✗ Added other additives
Legumes (Beans, Lentils, Peas)	
Approved	Not Approved
<ul style="list-style-type: none"> ✓ 16 to 18-ounce container ✓ Regular or less sugar, salted or unsalted ✓ Regular or reduced-fat varieties ✓ Plain, creamy, crunchy or chunky ✓ Regular, "natural", or organic 	<ul style="list-style-type: none"> ✗ Added sweeteners ✗ Added salt ✗ Added hydrogenated oils ✗ Added artificial flavors ✗ Added artificial colors ✗ Added preservatives ✗ Added other additives

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Infant Formula

WIC customers must purchase what is specified on their food benefit account:

- ✓ Brand
- ✓ Size
- ✓ Type
- ✓ Quantity



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NC WIC Program Contract Formula

- Similac Advance[®]**
 - 12.7 oz. Powder
 - 13.0 oz. Concentrate
 - 32.0 oz. Ready-to-Feed
- Similac Soy Isomil[®]**
 - 12.4 oz. Powder
 - 13.0 oz. Concentrate
 - 32.0 oz. Ready-to-Feed
- Similac Sensitive[®]**
 - 12.5 oz. Powder
 - 32.0 oz. Ready-to-Feed
- Similac Total Comfort[®]**
 - 12.6 oz. Powder

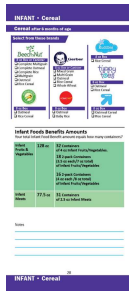
68

Infant Cereal

Criteria for Approval

- ✓ 8-ounce box of plain, dry infant cereal
- ✓ Must contain minimum of 45 mgs of iron per 100 grams of dry cereal
- ✓ Regular or organic

Unit of Measure = OZ (Ounce)





69

Infant Meats

Criteria for Approval

- ✓ Plain meat with gravy or with broth
- ✓ 2.5-ounce containers, single or multi pack
- ✓ Regular or organic






Unit of Measure = OZ (Ounce)


70

Infant Fruits & Vegetables

Criteria for Approval

- ✓ Single ingredient fruit or blends of fruits
- ✓ Single ingredient vegetable or blends of vegetables
- ✓ Without added sugars, starches, or salt
- ✓ Combination of Infant fruits and vegetables
 - 2-ounce (2 pack),
 - 3.5-ounce or 4-ounce containers single or multi pack
- ✓ Regular or organic





Unit of Measure = OZ (Ounce)

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Shopping for Infant Foods

Food	Amount Listed	Is Equal To
Infant Fruits & Vegetables	128 OZ	32 2oz. 2-packs or 4-oz containers of infant fruits and vegetables.
		18 3.5oz. 2-pack containers of infant fruits and vegetables.
		16 4oz. 2-pack containers of Infant fruits and vegetables.
Infant Meats	77.5 OZ	31 2.5oz. containers of infant meats.

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Cash-Value Benefits Fruits and Vegetables

Criteria for Approval

- ✓ Fresh, frozen or canned fruits and vegetables
- ✓ Regular or organic

Unit of Measure

= \$ Cash Value Benefit Dollar Amount

FRUITS & VEGETABLES Cash Value Benefits	
Cash Value Benefit Dollar Amount	
Approved	Not Approved
<ul style="list-style-type: none"> ✓ Fresh, frozen or canned ✓ Regular or organic ✓ No added sugar, fats, oils or salt ✓ No added preservatives ✓ No added artificial colors or flavors ✓ No added artificial sweeteners ✓ No added artificial flavors ✓ No added artificial preservatives ✓ No added artificial colors or flavors ✓ No added artificial sweeteners ✓ No added artificial flavors ✓ No added artificial preservatives 	<ul style="list-style-type: none"> ✗ Fresh, frozen or canned ✗ Not regular or organic ✗ Added sugar, fats, oils or salt ✗ Added preservatives ✗ Added artificial colors or flavors ✗ Added artificial sweeteners ✗ Added artificial flavors ✗ Added artificial preservatives

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Fruits

Criteria for Approval

- ✓ Fresh, frozen, canned
- ✓ Whole or cut fruit without added sugar, fats, oils or salt



74

Vegetables

Criteria for Approval

- ✓ Fresh, frozen and canned
- ✓ Whole or cut without added sugar, fats or oils
- ✓ Vegetables can contain added salt



75

Fruits and Vegetables



NOT Approved

- Herbs used for flavoring
 - Infant fruits and vegetables*
 - Mature legumes (dry or canned beans, peas, lentils)*
 - Ornamental or decorative fruits or vegetables
 - Catsup or other condiments
 - Dried fruits or vegetables
 - Salsa
 - Sauerkraut
 - Pickled vegetables, olives
 - Fruit and/or vegetable juices*
 - Fruit baskets
 - Fruit leathers and fruit roll-ups
 - Fruit or vegetable items on party trays
 - Fruit or vegetable items on salad bars
- * See other approved criteria: 'Infant fruits and vegetables'; 'Beans, Peas, Lentils' and 'Juice'.

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77



Minimum Inventory Requirements

Food Category	Required Package Size	Required Quantity
Milk (Skim/1% Milk AND Whole Milk)	Gallons	Skim/1% milk = six (6) gallons Whole Milk = two (2) gallons *2 types required*
Cheese	One (1) pound = 16 oz.	Two (2) pounds of one approved type
Juice (Single Strength*) *concentrated juice does not have inventory requirement	48 oz. container AND 64 oz. container *2 sizes required*	48 oz. container = four (4) containers 64 oz. container = four (4) containers
Cereal	12+ oz. package	Six (6) packages *required to have 2 types whole grain cereal*


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Minimum Inventory Requirements

Food Category	Required Package Size	Required Quantity
Bread	16 oz. loaf of bread, 16 oz. package of tortillas	Two (2) loaves or packages OR One (1) loaf & one (1) package
Brown Rice	14 to 16 oz. package	Two (2) packages
Eggs	One (1) dozen	Two (2) packages
Beans, Peas, Lentils	One (1) pound dry beans, peas, lentils	Two (2) packages of dry beans, peas, lentils *Only one 1 (one) approved type required*
Peanut Butter	16 to 18 oz. containers	Two (2) containers
Fish	5 to 6 oz. containers	Six (6) cans


79



Minimum Inventory Requirements

Food Category	Required Package Size	Required Quantity
Infant Formula (contract milk-based AND soy-based powder infant formula)	11.0 – 14.0 oz. cans	Milk-based Infant Formula = Eight (8) cans Soy-based Infant Formula = Four (4) cans
Infant Cereal	8 oz. container	Six (6) boxes *only one (1) approved type required*
Infant Fruits and Vegetables (Fruit AND vegetable)	3.5 to 4 oz. containers	64 ounces total (or ~16-18 containers) *required to have one (1) type of fruit and one (1) type of vegetable*

80



Minimum Inventory Requirements

Food Category	Required Package Size	Required Quantity
Fruit (CVB) (Canned Fruit)	14 to 16 oz. can	10 cans * Two (2) varieties required*
Vegetable (CVB) (Canned Vegetables)	14 to 16 oz. can	10 cans * Two (2) varieties required*

81

North Carolina WIC Program Resources



82

Summary

The NC WIC Program offers a variety of nutritious foods as part of the Authorized Product List (APL).

The APL includes all approved products meeting the nutrition criteria for WIC foods and submissions for new products are considered on a continual basis.

Each supplemental food category has a specified 'unit of measure'.

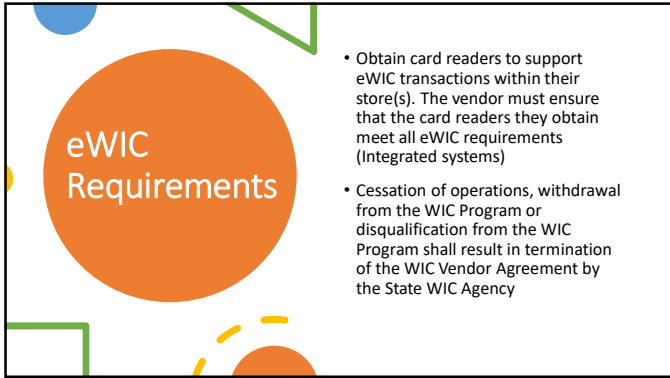
Required minimum inventory of approved products ensures products are available to WIC customers.

83

Questions



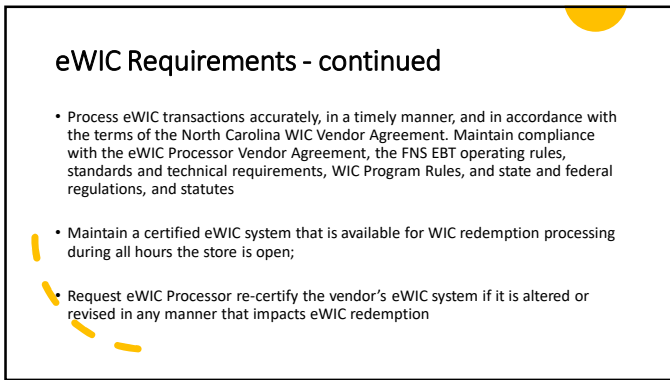
84



eWIC Requirements

- Obtain card readers to support eWIC transactions within their store(s). The vendor must ensure that the card readers they obtain meet all eWIC requirements (Integrated systems)
- Cessation of operations, withdrawal from the WIC Program or disqualification from the WIC Program shall result in termination of the WIC Vendor Agreement by the State WIC Agency

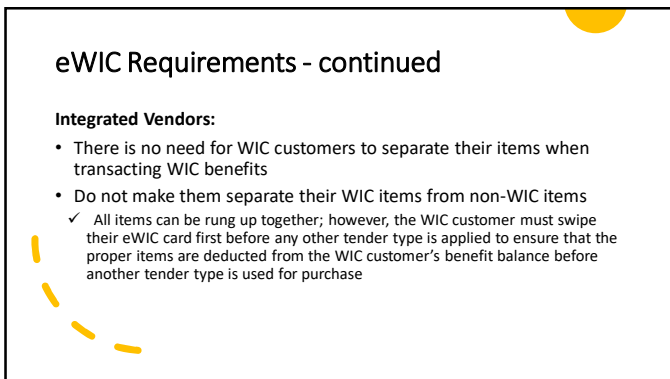
85



eWIC Requirements - continued

- Process eWIC transactions accurately, in a timely manner, and in accordance with the terms of the North Carolina WIC Vendor Agreement. Maintain compliance with the eWIC Processor Vendor Agreement, the FNS EBT operating rules, standards and technical requirements, WIC Program Rules, and state and federal regulations, and statutes
- Maintain a certified eWIC system that is available for WIC redemption processing during all hours the store is open;
- Request eWIC Processor re-certify the vendor's eWIC system if it is altered or revised in any manner that impacts eWIC redemption

86



eWIC Requirements - continued

Integrated Vendors:

- There is no need for WIC customers to separate their items when transacting WIC benefits
- Do not make them separate their WIC items from non-WIC items
 - ✓ All items can be rung up together; however, the WIC customer must swipe their eWIC card first before any other tender type is applied to ensure that the proper items are deducted from the WIC customer's benefit balance before another tender type is used for purchase

87

eWIC Requirements - continued

- Should a vendor that uses stand-beside device(s) to transact eWIC decide to upgrade to an integrated system, the vendor must:
 1. Inform the eWIC processor before making **any** change, so that it can be determined if the system needs to be certified and testing can be performed to establish connectivity
 2. Inform the State WIC Agency so that Level III certification testing can be performed prior to use of the system in the store
- Testing performed with the eWIC processor for a new system that a vendor chooses to use does not supersede the Level III certification testing that must be performed by the State WIC Agency
- These procedures also apply to vendors who alter the integrated system that they currently use or decide to use a different integrated system altogether

88

eWIC Requirements - continued


- The State WIC Agency, not the eWIC processor, must grant final approval before a new system or system that has been altered is used by a vendor
- Vendors must inform the State WIC Agency if their integrated cash register system will be altered or revised in any manner that impacts eWIC redemption. This is a requirement detailed in the Terms of Vendor Agreement. Failure to do so may result in the termination of their WIC Vendor Agreement

89

eWIC Requirements - continued

- It is important to continue to follow policies and procedures to maintain authorization
- Federal regulations provide processes to support program integrity
- Review your Vendor Manual for more detailed information regarding federally and state mandated WIC Vendor policies and procedures

90




Business Integrity Standards

- May not have any owners, officers or managers who have been convicted of or had a civil judgment entered against them in the last six years for any activity indicating a lack of business integrity
- Includes, but is not limited to fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, making false claims, and obstruction of justice


91

Violations and Sanctions

- A violation is an infraction of WIC Program regulations or other requirements
- A sanction is an administrative action taken as a result of a pattern of violations and may include:
 - ✓ Disqualification or civil money penalty in lieu of disqualification




92



Violations

- Any intentional or unintentional action of a vendor's owners, officers, managers, agents or employees, **with or without knowledge of management**, that violates the WIC Vendor Agreement or federal or state statutes, regulations, policies or procedures governing the Program

93



Types of Violations

- Federal violations for which vendors are subject to disqualification
 - ✓ Federal violations; carry longest disqualification periods
 - ✓ Found through compliance buys and inventory audits
- State violations for which vendors are subject to disqualification
 - ✓ Usually found during compliance buys and Local WIC Agency monitoring

94

Vendor Violations and Sanctions

- 10A NCAC 43D.0710 includes language for eWIC transactions. The rule states a vendor shall be disqualified from the WIC Program for:
 - ✓ One year for three occurrences within a 12-month period of failure to properly transact WIC food benefits by manually entering the EBT card number or entering the PIN into the POS instead of the WIC customer, scanning the UPC or PLU codes from UPC codebooks or reference sheets when completing a WIC customer's EBT transaction, not entering the correct quantity and item price, or not providing the WIC customer with a receipt that shows the items purchased and the customer's remaining food benefit balance.

95

Vendor Violations and Sanctions continued

- As a Reminder:
- 10A NCAC 43D.0708 (20)(j) states that the vendor must:
 - ✓ Scan or manually enter Universal Product Codes (UPC) only from approved supplemental foods being purchased by the WIC customer in the types, sizes, and quantities available on the WIC customer's EBT account. The vendor shall not scan codes from UPC codebooks or reference sheets;
- This requirement is also listed in the current Terms of Vendor Agreement
- 10A NCAC 43D.0710 has two state violations relating to the eWIC system
- Vendors may be disqualified from the WIC Program if they commit either of these state-established violations

96

Vendor Violations and Sanctions continued

- The two violations for which a vendor can be disqualified are failure to make EBT point of sale equipment accessible to WIC customers and failure to comply with minimum lane coverage criteria. The pattern of occurrences and respective disqualification periods are:
- 180 days for three occurrences within a 12-month period of failure to make EBT point of sale equipment accessible to WIC customers to ensure that EBT transactions are completed in accordance with 10A NCAC 43D .0708(20)
- 90 days for three occurrences within a 12-month period of failure to comply with minimum lane coverage criteria required by 7 CFR 246.12(z)(2) and 10A NCAC 43D .0708(20)(c)

97

Pattern of Occurrences

- The nature of the violation and the number of violations determine the sanction imposed
- Sanctions remain on a vendor's record for 12 months or until a vendor is disqualified
- A pattern of occurrences for the same violation may result in disqualification
- The number of occurrences needed to establish a pattern depends on the violation

98

Examples of Patterns of Violations

- Three occurrences within a 12-month period of failure to stock minimum inventory
- Three occurrences within a 12-month period of stocking WIC supplemental foods outside of the manufacturer's expiration date
- Three occurrences within a 12-month period of failure to mark the current shelf prices of all WIC supplemental foods
- Three occurrences within a 12-month period of failure to make EBT point of sale equipment accessible to WIC customers

99

Preventing Fraud and Ensuring Compliance

- State WIC Agency must investigate at least 5% of vendors annually using:
 - ✓ compliance (undercover) buys
 - ✓ inventory audits
- Must also ensure that vendors are monitored by Local WIC Agency staff



100

Compliance Buys and Audits

- State WIC Programs are required to identify and investigate high-risk vendors
- NC sometimes works with the U.S. Office of Inspector General for investigations

101

Compliance Buys

- Undercover purchases by a compliance investigator
- May make multiple visits over one year
- Vendors may receive a letter from the State WIC Agency if problems are noted



102

Vendor Overcharging

- Intentionally or unintentionally charging more for supplemental food provided to a WIC customer than a non-WIC customer or charging more than the current shelf price for supplemental food provided to a WIC customer
- Overcharging is a serious federal violation that can lead to vendor disqualification
- This violation is uncovered during compliance buys
- Vendor overcharging is **NOT** the same as charging over the NTE

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Overcharging?

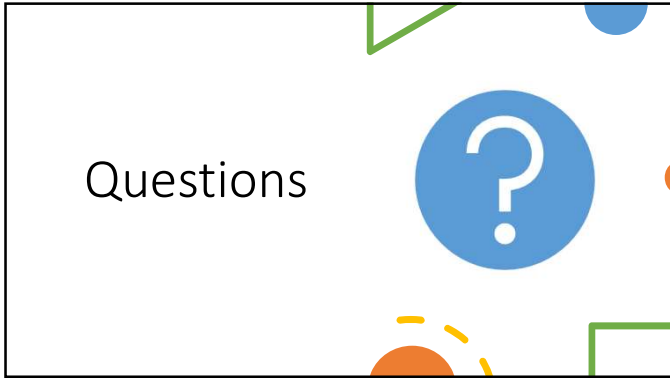
- A vendor looks at the NTE to determine what they could charge the WIC customer for a gallon of whole milk. The current shelf price is \$2.79. They charge the WIC customer \$3.69 for the gallon of whole milk because that is the current NTE for the month. Is this vendor overcharging?
- A vendor charges a WIC customer \$6.50 for WIC approved cheese. The current shelf price is \$6.50. The NTE is \$6.29. Is this vendor overcharging?

104

Food Substitution

- Per the Vendor Agreement:
 - ✓ Vendors must provide to the WIC customer only the approved supplemental foods, fruit, and vegetables contained in the authorized product list (APL) after it has been determined that the WIC customer has an available balance for the item on the date of the transaction
- Vendors must properly transact the WIC supplemental foods that are listed on the participant's food benefit balance
- **Vendors cannot substitute one food subcategory for another**
 - Federal violation that carries 1-year disqualification
 - ✓ **Example:** Substituting 1% Milk/Skim Milk for 2% Milk or Whole Milk


105




106

Use of Scanning Sheets Prohibited

- Vendors cannot use a collection of UPC barcodes on Scanning Sheets, cash registers, computers, tablets, cell phones or any other similar electronic devices to transact eWIC
- Failure to comply with this policy could result in termination of their WIC Vendor Agreement



107



Inventory Audits

- A vendor must make available at any reasonable time and place **ALL:**
 - ✓ Program-related records: invoices, purchase orders, various tax and business records
- **MUST** be retained 3 years or until audit pertaining to these records is resolved, whichever is later

108

Purchase Documentation Requirement

- Specific requirements for purchase documentation of WIC supplemental foods
- Invoices, receipts, purchase orders, and any other proofs of purchase for WIC supplemental foods must include the following:
 1. The name of the seller and be prepared entirely by the seller or on the seller's business letterhead;
 2. The date of purchase and the date the authorized vendor received the WIC supplemental food at the store if this date is different;
 3. A description of each WIC supplemental food item purchased, including brand name, unit size, type or form, and quantity

109

Violations Detected During Inventory Audit

- Claiming reimbursement for the sale of an amount of a specific supplemental food item which exceeds the store's documented inventory of that supplemental food item for six or more days within the 60-day period
 - The six or more days do not have to be consecutive
- Inability to provide records or providing false records is also a violation

110

Vendor Claims

- Overpayment to a vendor as determined by an inventory audit or compliance buy investigation requires repayment to the WIC Program
- The State WIC Agency assesses a claim against the vendor in the amount of the overpayment
- Vendors can request a conference to review the claim, but this action cannot be appealed

111

Claims Assessed for Vendor Violations

- If a vendor is assessed a claim, the vendor must reimburse the State WIC Agency in full or agree to a repayment plan within 30 days of written notification of the claim
 - ✓ Failure to do so will lead to termination of the Vendor Agreement
- A vendor applicant cannot be authorized if any of the vendor applicant's owners, officers or managers currently have or previously had a financial interest in a WIC Vendor that was assessed a claim by the WIC Program and the claim has not been paid in full

112

Disqualification

- Ranges from 60 days to permanent
- WIC status may impact status with SNAP (formerly the Food Stamp Program)
- Vendor has right to appeal




113

Disqualification continued

- Upon disqualification or termination, vendors are required to return their stand-beside equipment to FIS within 10 business days
 - ✓ Including all cords, cables, scanners and pin pads (if applicable)
 - ✓ FIS will send a shipping label
- Failure to return all stand-beside equipment to FIS will result in the initiation of an ACH debit from the vendor's account
- If a vendor's bank account has been closed, Local Agency staff will be asked to retrieve all equipment from the vendor location


114



Office of Inspector General

- **MISSION:**
 - ✓ Perform audits and investigations of the Department's programs and operations;
 - ✓ Work with the Department's management team in activities that promote economy, efficiency, and effectiveness or that prevent and detect fraud and abuse in programs and operations, both within USDA and in non-Federal entities that receive USDA assistance;
- OIG web site: <https://usdaoig.oversight.gov/>

115



Conflict of Interest

- A vendor shall not have any owner(s), officer(s) or manager(s) who are employed, or who have a spouse, child, or parent employed by the State WIC Agency or the Local WIC Agency serving the county in which the vendor conducts business
- A vendor shall not have an employee who handles or transacts food benefits or cash-value benefits who is employed or has a spouse, child or parent who is employed by the State WIC Agency or the Local WIC Agency serving the county in which the vendor conducts business
- Ask your staff if they have a spouse, child or parent who works for the WIC program
 - ✓ if they do, report it to your vendor contact at your Local WIC Agency

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Routine Monitoring

- Includes, but is not limited to:
 - ✓ Review of formula invoices and receipts
 - ✓ Price checks
 - ✓ Treatment of WIC Program participants and customers
 - ✓ Inventory of WIC-approved foods subject to minimum inventory requirement
 - ✓ Ensure equipment for use in transacting eWIC is accessible
- Visits are documented and if violations found:
 - ✓ An occurrence assessed
 - ✓ The vendor must take steps to correct them
 - ✓ Will be monitored again within 21 days

117

Equitable Treatment

- Section 246.12(h)(3)iii of the Federal WIC Regulations requires WIC-authorized vendors to offer WIC customers the same courtesies that are offered to other (non-WIC) customers
 - ✓ WIC customers cannot be excluded from in-store promotions
- Failure to provide the same courtesies to WIC customers is a violation of Federal WIC Regulations, thereby constituting a vendor violation
 - ✓ Discrimination on the basis of WIC participation
 - ✓ May result in disqualification

118

Definitions

- **Incentive item**-an item or service provided by a vendor to attract customers or encourage customer loyalty
- **Vendor discount**-an in-store promotion that reduces the price or increase the quantity of a given product; a vendor discount could also result from the use of a coupon
- **In-store promotion**-a sales promotion in which a vendor may offer incentive items, vendor discounts or coupons in order to increase sales of certain items or to encourage customer loyalty to the vendor

119

Incentive Items

- Incentive items must be approved by the North Carolina WIC Program prior to providing them to WIC customers
- The North Carolina WIC Program may approve incentive items-including food, merchandise or services-that a vendor obtained at no cost or that cost a vendor less than \$2.00. Vendors may also provide food sales or specials (vendor discounts) that involve no cost or cost the vendor less than \$2.00

120

Approval for Incentive Items

- To obtain approval to provide incentive items to WIC customers, a vendor must submit a written request directly to the North Carolina State WIC Agency
- WIC vendors **cannot** offer incentive items to WIC customers without approval from the State WIC Agency

121

Approval for Incentive Items continued

- Following is a list of prohibited incentive items:
 - ✓ Assistance applying for WIC benefits
 - ✓ Transportation for WIC customer to and/or from vendor premises
 - ✓ Delivery of WIC supplemental foods
 - ✓ Lottery tickets
 - ✓ Cash gifts
 - ✓ Any other service that results in a conflict of interest, any item that incurs a liability to the WIC Program or violates any Federal, State or Local law or regulation

122

In-Store Promotions and Coupons

- Allowing WIC customers to use vendor discounts in WIC purchases reinforces wise food purchasing practices
- Vendor staff/cashiers should be well-informed about the use of different types of in-store promotions and coupons
 - ✓ Understand the temporary nature of some offers in order to reduce confusion at the point of sale
 - ✓ Know how to properly transact eWIC using in-store promotions and coupons

123

Types of In-Store Promotions and Coupons

- Buy One, Get One Free (BOGO)
- Buy One, Get One at a Reduced Price
- Free Ounces Added to Food Item by Manufacturer (Bonus Size Items)
- Transaction Discounts
- Store Loyalty/Rewards Cards
- Manufacturers' Cents Off Coupons

124

In-Store Promotions: BOGOs and eWIC

Per the USDA WIC EBT Operating Rules:

- In a true BOGO, the free item cannot be deducted from the WIC customer's benefit balance or reported to the State Agency.
- If a food item is advertised as "Buy one, get one free" **with the disclosure that each item is sold for half the advertised price**, both food items shall be redeemed using WIC benefits and shall reflect an item price of half the advertised price in the transaction.
 - ✓ Quantity discount
 - ✓ If using this methodology for BOGOs, vendors must put this disclosure in store advertising

125

Sales Tax & Cash Back

- Sales Tax on Manufacturers' Coupons
 - ✓ Not permitted to tax WIC items, so cannot charge WIC customers tax on manufacturer's coupons
- Cash Back
 - ✓ Not permitted as a result of vendor discount in any WIC transaction

126

Reporting Customer Service Issues (Complaints)

- Vendors should report customer service issues (complaints) to the Local WIC Agency concerning:
 - WIC customer inappropriate behavior
 - ✓ Vendors are not required to tolerate behavior from a WIC customer that they would not tolerate from other customers
 - ✓ May also report complaints about other vendors
- May use form in the Vendor Manual or on website at: <https://www.ncdhs.gov/wicvendorsconnection>


127

Training Employees

- Vendor owners/managers are responsible for training all cashiers on WIC as it pertains to the following:
 - ✓ WIC-approved foods
 - ✓ WIC Vendor Transaction Guides
- Allowing same courtesies to WIC customers that are provided to non-WIC customers
- Completing eWIC transactions
- All other NC WIC-vendor related policies and procedures

128

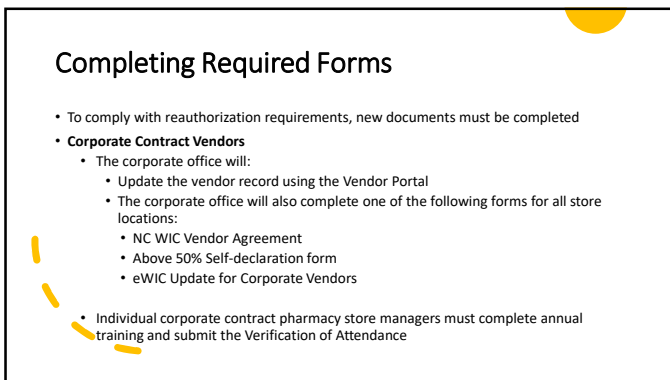
Questions



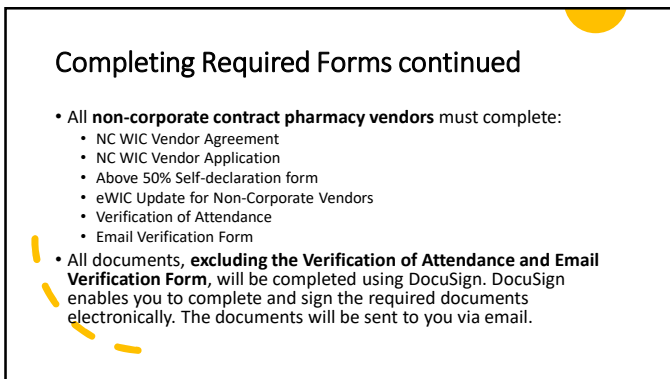
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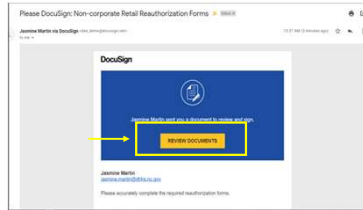
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132

Vendor Process Using DocuSign

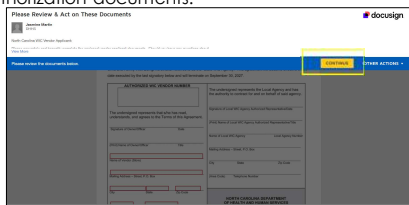
- You will receive an email from the State Agency via DocuSign.
- This is the email you will receive
- You will click on the "Review Documents" button.



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Vendor Process continued

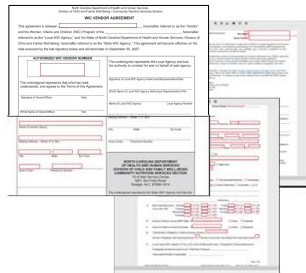
- Once you have clicked "Review Documents," this screen will open.
- You will click the "Continue" button to review and complete the reauthorization documents.



134

Fields to Complete

- You will move through the documents, typing in the correct information as it pertains to your store. You will only be able to complete fields that are indicated for vendors. You will not be able to click the **Finish** button unless all fields have been completed. **Answer all questions accurately.** If fields are not answered accurately, **ALL** documents will be returned for completion.



135

Adopting a Signature

- When you first click on the **Sign** tab, an **Adopt Your Signature** screen will appear as shown in the example. There are three options for completing signatures: **Type** your signature and initials in and select the style, **Draw** your signature using your mouse, or **Upload** a clear picture of your signature and initials.

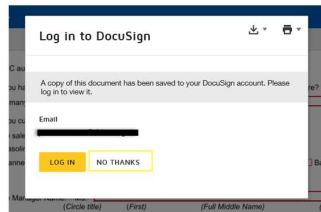


- Once your signature is to your liking, click on the **Adopt and Sign** button. Throughout the documents, wherever sign or initial appears, click the button and the adopted signature appears.

136

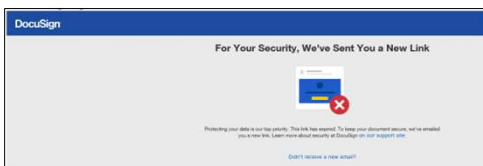
Final Screen

- You may see this screen upon completion
 - Can select "No Thanks"
- All parties will receive a copy of the fully completed forms



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Important Note



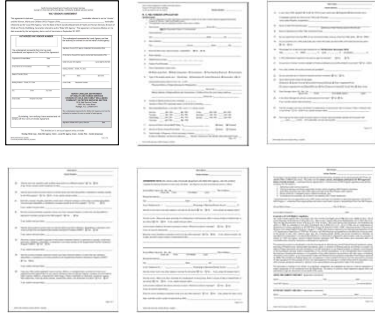
It is extremely important that the email address associated with the store is checked regularly. If the documents are not opened in a timely manner, a new link will be sent to you for security purposes. The documents are also set to expire 9/30/2024 so you will need to complete them once you receive the email.

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Required Forms

- NC WIC Vendor Agreement
- NC WIC Vendor Application

To be completed using DocuSign by Owner/Officer.

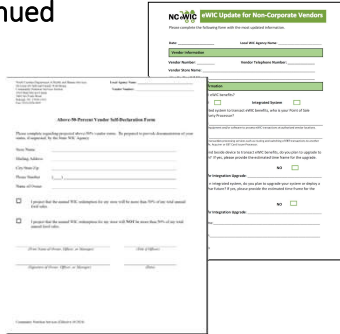


139

Required Forms continued

- Above 50% Self-declaration form
- eWIC Update for Non-Corporate Contract Vendors

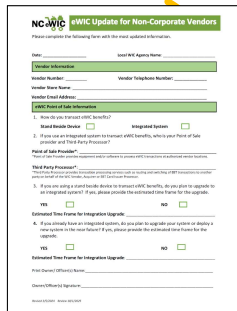
To be completed using DocuSign by Owner/Officer.



140

eWIC Update Form

- Why Is This Form Needed?
- Comply with the Electronic Benefit Transfer (EBT) provisions in the Terms of Vendor Agreement
 - Section I, Number 18(e)



141

Verification of Attendance Form

- Vendors must check off ALL items they receive in their training packets
- Vendor number must be documented on the form
- Signature of the vendor owner/representative attending training ensures the receipt of forms, manual and training materials

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Email Verification Form

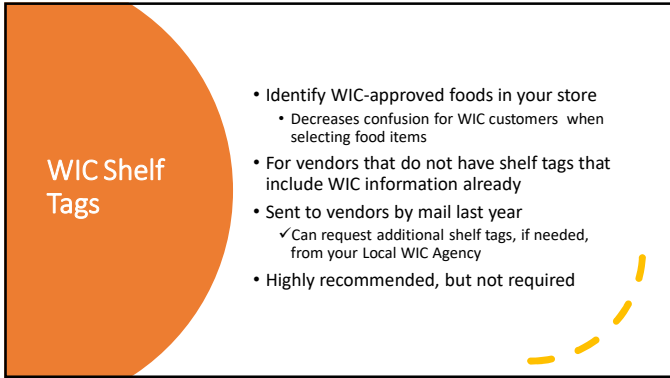
- Non-Corporate Contract Vendors will receive the Email Verification Form
- This form is to verify which email addresses reauthorization documents need to be sent to
- DocuSign will **not** be sent until State WIC Agency receives Verification of Attendance Form and Email Verification Form
- ✓ Complete the forms in DocuSign in a timely manner and as accurately as possible as to not delay your reauthorization

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Required Forms Reminders!

- Be complete and accurate
- Include your vendor number on all forms
- Your store name must be the same on each form
- Call your Local WIC Agency, if you have questions

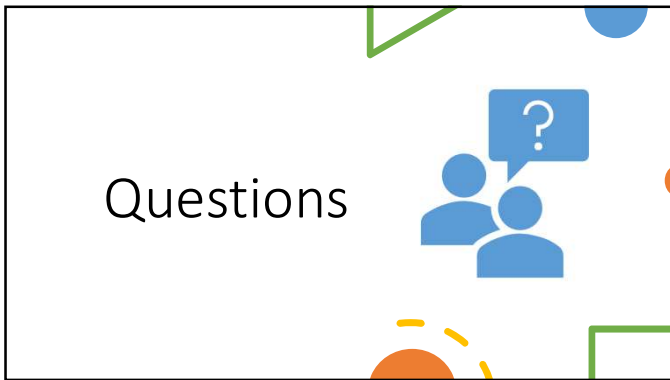
144



WIC Shelf Tags

- Identify WIC-approved foods in your store
 - Decreases confusion for WIC customers when selecting food items
- For vendors that do not have shelf tags that include WIC information already
- Sent to vendors by mail last year
 - ✓ Can request additional shelf tags, if needed, from your Local WIC Agency
- Highly recommended, but not required

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Questions

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Assurance of Civil Rights Compliance

The vendor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189) and as implemented by Department of Justice regulations at 28 CFR Parts 35 and 36; Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000); all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq.); and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex (including gender identity and sexual orientation), or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the agency receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

This assurance is binding on the vendor, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the vendor.

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USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17FaxMail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2. **fax:** (833) 256-1665 or (202) 690-7442; or

3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.
