



MISSISSIPPI WIC PROGRAM

Vendor Advisory Meeting

Thursday, September 17, 2026, 12 pm CDT

Virtual Microsoft Teams Meeting

Today's Discussion

- Reauthorization Update
- Vendor Training Requirements
- Pharmacy Updates
- Question & Answers
- Final Reminders & Next Steps

2026–2029 Vendor Reauthorization

New Authorization Period **October 1, 2026 – September 30, 2029**

- The new vendor authorization period covers **three years**.
- VMU is reviewing application submissions from current vendors for reauthorization.

Where We Are in the Reauthorization Process

Reauthorization Visits & Compliance Review

- Monitoring and Compliance (MaC) are currently conducting **in-person reauthorization visits**.
- Staff are reviewing **required minimum stock** and other compliance requirements under the **Vendor Agreement**.
- Vendors should address any follow-up items communicated by MaC staff after the visit.



Outstanding Reauthorization Information

Vendors with **missing or incomplete application information** receive a letter by email identifying the outstanding items.

Submit the requested items **by the deadline stated in the letter** so VMU can complete the application review and proceed with the **next steps** in the reauthorization process.

Check your email often and respond promptly to VMU requests.

Potential Missing Application Items

Forms & Surveys

- ☐ Vendor Application
- ☐ Store Brand Declaration Form
- ☐ Additional Store Attachment
List every store location
- ☐ Grocery/Pharmacy Price Survey
- ☐ Vendor Technology Survey

Supporting Documents

- ☐ Form W-9
- ☐ Copy of Business License
- ☐ Copy of SNAP Permit
- ☐ Copy of Lease, Deed, or Bill of Sale

Submit the items identified in your letter.

Reauthorization Visits Are Underway

Monitoring and Compliance (MaC) staff are completing in-person visits to verify:

- Minimum Stock Requirements (MSR)
- Required WIC door decals
- Required WIC shelf tags for milk, eggs, and cheese
 - Additional WIC shelf tags or decals may identify only products listed on the Approved Products List (APL).
- MaC staff may also review invoices to verify that vendors purchase infant formula from an approved infant formula supplier.



If your store does not pass the first visit, MaC staff will visit again. You must fix all problems found during the first visit before staff return.

MINIMUM STOCK REQUIREMENTS

Category	Type or Brand	Minimum Quantity
Infant Formula	12.4 – 12.5 oz. cans powder standard milk-based formula – WIC approved (Similac Advance)	12 cans
	12.4 – 12.9 oz. cans powder soy-based powder infant formula with iron – WIC approved (Similac Soy Isomil)	9 cans
	12.4 – 12.9 oz. cans powder low lactose milk-based formula – WIC approved (Similac Sensitive)	9 cans
	12.4 – 12.9 oz. cans powder low lactose, partially hydrolyzed milk-based formula – WIC approved (Similac Total/Gentle Comfort)	12 cans
Infant fruits and vegetables	4 oz. jars with at least 3 varieties of vegetables and 3 varieties of fruits – WIC approved	48 jars total
Infant Cereal	8 oz. box of dry infant cereal without fruit (Rice, Oatmeal, Multigrain, or Whole Wheat) – WIC approved	6 boxes
Milk	Whole milk – WIC approved	6 gallons total
	1%, or fat free (skim) – WIC approved	12 gallons total
	9.6 oz. Dry milk – WIC approved	3 boxes, bags, or cans
Eggs	Large white eggs, grade A – WIC approved	9 dozen total
Cheese	16 oz. cheese (Must carry at least two varieties) – WIC approved	8 pounds total
Yogurt	16 oz. - 32 oz. Containers Whole milk, Low Fat or Non-Fat (including Greek) – WIC approved	12 Containers. (Any combination of WIC approved products and flavors.)
Cereal	8.9 oz. - 36 oz. of At least 6 varieties of cold cereal – WIC approved At least 12 boxes of cereals carried must be whole grain – WIC approved	36 boxes total
	8.9 oz. - 36 oz. of At least 2 varieties of hot cereal – WIC approved	4 packages
Bread	16 oz. - 24 oz. whole grain bread – WIC approved	6 loaves

MINIMUM STOCK REQUIREMENTS CONTINUED

Category	Type or Brand	Minimum Quantity
Whole Grain Choices	12 oz. -16 oz. whole wheat and corn tortillas – WIC approved	4 packages
	16 oz. Whole Wheat/Whole Grain pasta – WIC approved	6 packages
	16 oz. Brown Rice – WIC approved	6 packages
Juice	64 oz. bottles of juice in at least two flavors – WIC approved	10 bottles
Peanut Butter	16 – 18 oz. jars of peanut butter – WIC approved	6 jars
Milk	Whole milk – WIC approved	6 gallons total
Dry beans/peas or canned beans/peas	16 oz. package of dry beans/peas in 3 varieties – WIC approved	6 bags
	15 – 16 oz. cans beans/peas in 3 varieties (No Added Flavors) – WIC approved	16 cans
Chunk tuna or pink salmon	5 oz. cans tuna – WIC approved	6 cans
	14.75 oz. cans salmon – WIC approved	6 cans
Fruits and vegetables	At least 5 varieties of fresh fruits and 5 varieties of fresh vegetables – WIC approved	\$24 dollar retail value

Vendor Agreement Compliance

Your store must follow the Vendor Agreement requirements throughout **October 1, 2026–September 30, 2029**.

- Keep required WIC-approved foods in stock and follow all other vendor requirements.
- Ensure shelf tags are placed on WIC-approved foods.
- Make sure store staff know and follow the WIC rules that apply to their work.
- Address any problems identified by MaC staff or participant complaints from VMU.

Passing a reauthorization visit does not end your store's responsibility to meet WIC requirements.

Vendor Agreement Compliance

- Failure to maintain required minimum stock may result in **corrective action or sanctions** under the Vendor Agreement, Vendor Handbook, and applicable sanction schedule.
- **All vendors are required to order WIC approved infant formula only from the approved list of manufacturers, wholesalers and distributors provided by the MS WIC Program to ensure product integrity.**
- A listing of approved suppliers is posted on our website at: www.freshnewwic.com under the Documents and Forms section.

Standard Infant Formula Requirements

Standard Contract Infant Formulas

- Similac Advance (MSR: 12 cans)
- Similac Sensitive (MSR: 9 cans)
- Similac Total Comfort / Gentle Comfort (MSR: 12 cans)
- Similac Soy Isomil (MSR: 9 cans)

Email VMU if your store has trouble keeping the required standard infant formula in stock.



Only the formula, size and form specified in the participant's eWIC benefits may be purchased. No substitutions.

Training Your Store Associates

Grocery Store Associate Training Expectations



- Each store location must complete the required **Store Associates** training. Follow the instructions in VMU's training email.
- Use the **WIC Vendor Training for Grocery Store Associates** at www.freshnewwic.com to train store associates, including cashiers.
- Train staff on your store's point-of-sale (POS) system and produce mapping procedures.
- Submit Training Records by the Email Deadline
- Completed Verification of Store Associate Training Form
- Records showing staff completed training, such as a sign-in sheet or employee acknowledgment form
- Need a sign-in sheet? Use the optional MSDH WIC form provided with your email.

Training Your Store Associates

Pharmacy Staff Training Expectations



- **Each pharmacy location must complete the required training.** Follow the instructions in VMU's training email.
- Use the **WIC Pharmacy Vendor Training** on the **Vendor Information** page at **freshnewwic.com**.
- Train staff to identify an **eWIC card**, swipe first to check stock for approved specialty medical formula, and process WIC purchases using your pharmacy's **point-of-sale (POS) system**.
- **Submit Training Records by the Deadline in Your Email**
- Completed **Verification of Store Associate Training Form**
- Records showing staff completed training, such as a sign-in sheet or employee acknowledgment form
- **Need a sign-in sheet? Use the optional MSDH WIC form provided with your email.**

Pharmacy Updates: Specialty Medical Formula

Ordering Process & Expectations

Ordering Process

Step 1: Confirm Benefits First

- Participant must visit the pharmacy **in person**.
- **Swipe the eWIC card** to confirm benefits for pharmacy pickup.
- Verify the **exact formula, size, and UPC**.

Step 2: Check Stock & Order

- **In stock:** Complete the eWIC sale.
- **Not in stock:** Check supplier availability and order the approved formula.
- Give an expected pickup date and **notify the participant when it arrives**.

Step 3: When to Refer

- Formula cannot be supplied, is backordered, or is discontinued.
- Benefits cannot be confirmed or the eWIC card declines.
- Refer participants to their local **WIC clinic or Helpdesk: ewicMS@msdh.ms.gov**.

Pharmacy Expectations

- **Order the approved formula when required** if it is not in stock.
- Give accurate pickup information and **notify the participant when the formula arrives**.
- Treat participants respectfully and follow WIC pricing, labeling, and checkout rules.

What NOT to Do

- **Do not order before confirming eWIC benefits.**
Exception: Orders placed to resolve participant complaints.
- **Do not substitute or exchange formulas.**
- **Do not break cases or change original packaging.**
- **Do not change benefits or select another formula.**
- **Do not refer participants before checking store stock and supplier availability.**

Before October 1: What Vendors Need to Do

- Check your stock against the updated MSR, ***especially standard infant formula***.
- *If applicable*, fix problems found during your reauthorization visit before MaC staff return.
- Train staff at each location (grocery and pharmacy) then submit the required training records.
- Make sure **all** pharmacy staff **know and follow** the specialty medical formula ordering process.

Watch Your Email: Reauthorization Is Not Complete Yet

Be on the lookout for emails from the Vendor Management Unit regarding:

- Missing or incomplete reauthorization documents
- Information that must be corrected or resubmitted
- Follow-up items identified during the reauthorization visit

DocuSign agreements

- Receiving a DocuSign agreement requires action.
 - It requires the signature of the **Authorized Agent Name / Store Owner**
 - Please review and sign promptly.

Let's talk...

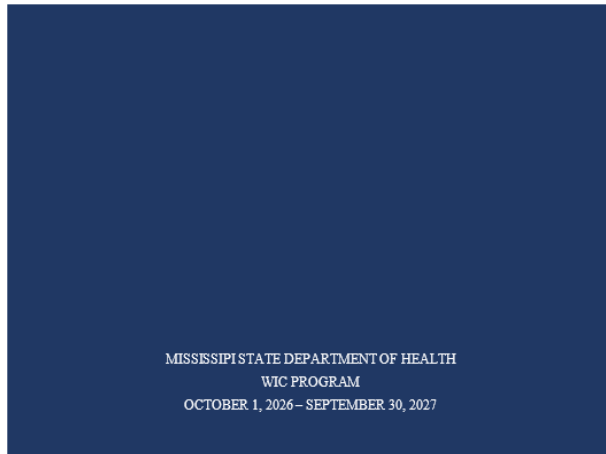


Questions & Answers

Resources



VENDOR HANDBOOK



Next Meeting

November 19, 2026

12:00 PM, CST

Submit any
discussion topics or
training needs to
vmu@msdh.ms.gov

Thank You

