### Mississippi WIC Program UPC Submission Form

#### Submitter’s Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>WIC Vendor ID or eWIC card number</td>
</tr>
<tr>
<td>Store or Business Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>City, State, ZIP Code</td>
</tr>
</tbody>
</table>

Attach a copy of the product label. It must include the product name, size, manufacturer, nutrition facts, and UPC bar code. Only products with a UPC code denoted on the container will be considered. Manufacturers must provide a list of stores where the product is available.

#### Product Information

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Product Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Brand/Manufacturer</td>
<td>Package Size</td>
</tr>
</tbody>
</table>

**UPC Code** *(8, 12 or 13 digits)*

Fill in the number **exactly** as it appears on the product label and **include all numbers**.

#### For State WIC Use Only

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Label Attached</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Reviewed</td>
<td>Reviewed By</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Approved  - [ ] Denied - Reason for Denial

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date UPC Entered</th>
<th>Entered By</th>
</tr>
</thead>
</table>
**Instructions for Mississippi WIC Program UPC Submission Form**

**Purpose:** The Mississippi WIC Program UPC Submission form is used to submit UPC Code information to request inclusion on the eWIC Approved Product List. The form may be submitted by vendors or participants.

**Instructions:**

**Submitter’s Information**

1) Enter the name, phone number and email address of the submitter
2) Enter the WIC Vendor ID number if submitter is a Vendor or the eWIC card number if the submitter is a WIC participant
3) Enter the Store or Business name and physical address where the product is available

**Product Information**

1) Enter the Product Type (Example: Milk, Cheese, Cereal, etc.)
2) Enter the Product Name
3) Enter the Product Brand/Manufacturer
4) Enter package size (Example: Ounces, dozen, gallon, etc.)
5) Enter UPC Code (8, 12 or 13 digits) exactly as it appears on the product including all numbers.
6) Attach a copy of the product label. The product label must include the product name, size, manufacturer, nutrition facts, and UPC bar code.
7) Only Products with a UPC code denoted on the container will be considered.
8) Manufacturers must provide a list of stores where the product is available.

The completed form may be submitted via email, fax or US Postal Service.

- Email form to eWIC@ms.gov
- Fax form to 601-956-2969
- Mail form to MSDH WIC Program, Attn: Nutritionist Unit, PO Box 1700, Jackson, MS 39215

**For State WIC Use Only**

1) Enter the date the form is received.
2) Document whether a label is submitted with the form
3) Enter the review date
4) Enter the name of the person completing the review
5) Document the outcome of the review and the reason for denial if applicable
6) Enter the product Category and Subcategory
7) Enter the date the approved UPC Code is added to the system
8) Enter the name of the person entering the UPC Code in the system
Office Mechanics and Filing:
The submission form will be filed at the WIC Central Office.

Retention Period:
The submission form will be kept on file for a period of no less than 3 years.