

# Training Documentation For WIC Retailers

Store Name and Number and WIC ID Number: \_\_\_\_\_  
 Address: \_\_\_\_\_

My signature below verifies that I have attended the WIC retailer training session and/or watched the Colorado WIC Retailer Training Video. The following agenda items were discussed:

- Purpose of WIC and WIC food packages
- Allowable WIC foods
- Program policies and procedures (including minimum variety & quantity of foods that must be stocked; required sources of formula; and use of incentive items)
- WIC transactions and WIC check redemption procedures (including the steps in taking a WIC check)
- Vendor violation point system and sanctions for non-compliance (from non-payment of checks to disqualification)
- Vendor complaint process and how to handle special circumstances
- Claims procedures
- Changes to the WIC Program

As an employee at a WIC-approved store, I understand the importance of accepting and processing WIC checks correctly to ensure that our store is paid and WIC participants receive only the nutritious foods that are prescribed for them.

Refer to your Retailer Handbook or call your local WIC clinic with questions about the WIC Program.

Print Name	Title	Signature	Date

**Please note:** This document must be maintained in the *WIC Handbook*, Section 5. All store employees involved in WIC transactions, including store management, must be trained and listed on this form.

