



IDAHO DEPARTMENT OF  
HEALTH & WELFARE

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August 24, 2016

Dear Vendor Manager,

This packet contains materials for the Idaho WIC Authorized Vendor training for federal fiscal year 2016. As part of the vendor agreement, store staff are required to receive WIC training every year. Training should occur no later than September 30, 2016. Instructions for this year's training can be found on the Training Verification Form on the next page.

A signed verification form must be returned to the State office by October 7, 2016. Stores that do not complete these requirements will incur a state violation, which may lead to sanctions and/or disqualification.

Additional training materials can be found on our website at [www.wic.dhw.idaho.gov](http://www.wic.dhw.idaho.gov), or can be ordered by calling the State office at 208-334-4933 or 866-347-5484. Please feel free to call with any questions or concerns you have regarding this year's training.

Thank you for your continued participation in the Idaho WIC program.

Sincerely,

Idaho WIC Vendor Team

## Idaho WIC 2016 Training Verification Form

Training must be completed by September 30, 2016. Once you have completed all of the items listed below, please sign this form and return it to the State WIC office, no later than October 7, 2016.

Please indicate how you participated in this year's interactive training:

- I used the live webinar feature on my computer
- I called in to the live webinar by phone
- I reviewed the presentation on the Idaho WIC website

By signing this form you verify that all relevant store personnel have:

- Read the enclosed Idaho WIC Vendor Training Newsletter
- Reviewed the new Idaho WIC Authorized Food List – effective October 1, 2016
- Reviewed the relevant sections of the Idaho WIC Vendor Guide

And that you have:

- Replaced the laminated Idaho Authorized Food List with this year's version at each register
- Updated all UPCs and shelf tags using the Idaho WIC Authorized Food List
- Compiled a training sign-in sheet with the names of staff trained and the date(s) training occurred. Sign-in sheets should be kept on file at the store.
- (Optional) gather feedback from store staff regarding Idaho WIC training tools and complete the Training Survey on the back page of this form.

I, \_\_\_\_\_ verify that all relevant store personnel of \_\_\_\_\_  
Printed Name Store Name and Number

have received WIC training as listed above and each item on the checklist has been completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

Please return this sheet no later than October 7, 2017. Submissions can be sent by e-mail to [wicvendor@dhw.idaho.gov](mailto:wicvendor@dhw.idaho.gov), by fax to 208-332-7362 or by regular mail.

Call if you have any questions about training materials or requirements.