

# MEMORANDUM

MEMO TO: All Authorized Utah WIC Vendors

FROM: Chris Furner, Utah WIC Program Manager

DATE: February 3, 2015

MEMO #: FY 2015-5

SUBJECT: Annual WIC Training Requirement

Included with this memo are the WIC training materials for 2015:

- Training Module for Cashiers (several copies)
- Assessment Test - Training Module For Cashiers (several copies)
- Vendor Manual
- Manual for Bookkeeping and Cash Office Staff
- Bookkeeper Information Sheet

Please discard any previous editions of these materials. Electronic copies of these materials can be found at: <http://www.health.utah.gov/wic/vendors.php>

All store employees who complete or supervise WIC transactions must be trained on WIC each year. **WIC training must be completed by April 1, 2015.** In order to get credit for completion of the annual training requirement, please review the Training Module for Cashiers individually or as a group. Each employee should complete the Assessment Test (make additional copies if necessary). Bookkeeping staff should also read the Manual for Bookkeeping and Cash Office Staff. Store management and supervisory staff should also read the Vendor Manual. Once all staff have completed the Assessment Test, mail them by April 1, 2015 to:

Utah WIC Program  
Attn: Vendor Coordinator  
P.O. Box 141013  
Salt Lake City, Utah 84114-1013

Completion of annual WIC training by the stated deadline is a requirement under your Vendor Agreement.

We appreciate your participation in the Utah WIC Program and the great service you provide customers each day. Please do not hesitate to call us at (801) 538-6960, option 3, if you have any questions.

cc: WIC Directors  
Local Agency Retail Coordinators

