

# MEMORANDUM

DATE: February 18, 2016

TO: All Authorized Utah WIC Vendors

FROM: Nicole Reames  
Benefits Delivery & Integrity Coordinator

MEMO #: FY 2016-02

SUBJECT: **Annual WIC Training Requirement**

Included with this memo are the WIC training materials for 2016:

- Training Module for Cashiers (multiple copies)
- Assessment Test - Training Module For Cashiers (multiple copies)

Please discard any previous editions of these training 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 each year. **WIC training must be completed by April 15, 2016.** In order to get credit for completion of the annual training requirement, please review the Training Module for Cashiers individually or as a group. All cashiers, bookkeepers, store managers and supervisory managers should complete the Assessment Test (make additional copies if necessary). Once all staff has completed the Assessment Test, mail them by April 15, 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 current 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 1-877-942-5437, if you have any questions.

cc: WIC Directors  
Local Agency Retail Coordinators

