

# Vendor - Monthly Self Monitoring Check List

Revised 11/2018

Store Name: \_\_\_\_\_

**FAX TO: 1-302-741-2901**  
**WIC VENDOR UNIT ON THE**  
**1<sup>st</sup> OF EVERY MONTH**

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Stock Check  
for the month of \_\_\_\_\_

ITEM & STOCK AMOUNT REQUIRED	LIST NAME OF BRAND (if applicable)	WIC SHELF Label Posted	MEETS MINIMUM	FAILED MINIMUM
<b>Milk - Store Brand</b>				
Whole Milk = <b>Must have 3 gallons</b>				
1% Milk = <b>Must have 3 gallons</b>				
Whole Milk = <b>Must have 3 half gallons</b>				
1% Milk = <b>Must have 3 half gallons</b>				
Whole Milk = <b>Must have 3 quarts</b>				
1% Milk = <b>Must have 3 quarts</b>				
Non-Fat Dry Milk				
Evaporated Milk				
UHT (Ultra High Temperature)				
Lactose Reduced				
Soy – 8 <sup>th</sup> Continent (Original or vanilla) or Silk (Original) ½ gallon				
<b>Eggs - Store Brand</b>				
Large, White only				
<b>Must have 5 dozen</b>				
<b>Cheese - Store Brand</b>	American			
Domestic = <b>Must have 2</b> varieties and 2 pounds each	Cheddar			
	Mozzerella			
<b>Juice – 64 oz. bottle</b>	Juicy Juice – all 1 2 3			
<b>Must have 3</b> varieties and 12 bottles total	Old Orchard – all 1 2 3			
	Apple =			
	Orange =			
<b>Frozen Juice – 11.5-12 oz. can</b>	Apple =			
<b>Must have 3</b> varieties and 15 cans total	Orange =			
	Old Orchard =			
	Welch’s =			
<b>Peanut Butter - Store Brand</b>				
<b>Must have 5 – 16 to 18 oz. jars</b> creamy or crunchy				
<b>Dried Peas, Beans, Legumes –Store Brand</b>				
<b>Must have 2</b> varieties/2 pounds each				
<b>Infant Formula - Contract Brand</b>				
Milk Base = <b>62</b> - 13 oz. cans, conc.	Similac Advance Early Shield			
Milk Base = <b>18</b> – 12.4 oz. cans, pwdr.	Similac Advance Early Shield			

ITEM & STOCK AMOUNT REQUIRED	LIST NAME OF BRAND (if applicable)	WIC SHELF Label Posted	MEETS MINIMUM	FAILED MINIMUM
<b>Cereal</b> Adult – <b>Must have 5</b> varieties (one must be a hot cereal), 72 oz. Totaling 72 oz.	Cheerios			
	Multi-Grain Cheerios			
	Kix			
	Corn Chex			
	Rice Chex			
	Wheat Chex			
	Wheaties			
	Crispix			
	Kellogg’s Corn Flakes			
	Frosted Mini Wheats			
	All Bran Complete Wheats Flakes			
	Cream of Wheat Whole Grain			
	Cream of Wheat 2 ½ Minute			
Quaker Instant Oatmeal-reg. pkt.				
Infant – <b>Must have 2</b> varieties (one must be rice), 4 - 8 oz. boxes	Gerber/Beech Nut Rice			
	Gerber/Beech Nut			
<b>100% Whole Wheat Bread – Store Brand</b> <b>Must have 5</b> loaves, 1 pound each				
<b>100% Whole Wheat Tortilla’s – Store Brand</b> <b>Must have 5</b> packs, 1 pound each				
<b>Fresh Fruit</b> <b>Must have 2</b> varieties, 10 pounds total UPC’s must be mapped to PLU’s	=			
	=			
<b>Fresh Vegetables</b> <b>Must have 2</b> varieties, 10 pounds total UPC’s must be mapped to PLU’s	=			
	=			
<b>Infant Fruit – Gerber &amp; BEECH Nut Brands</b> <b>2<sup>nd</sup> stage</b> Gerber 10-2pks. or Beech-nut 20-4oz. jars	=			
	=			
<b>Infant Vegetables – Gerber &amp; BEECH Nut</b> <b>Brands 2<sup>nd</sup> stage</b> Gerber 10-2pks. or Beech-nut 20-4oz. jars	=			
	=			
Valid State of Delaware business license posted				
“We accept eWIC Here” window cling 1English & 1 Spanish at each Entrance				
WIC Approved Shelf Tags on all authorized WIC foods				
<p><b><u>Cashier Checkout Procedures:</u></b></p> <p><input type="checkbox"/> All items mixed at the checkout register.</p> <p><input type="checkbox"/> Ring up the actual shelf price for each WIC item.</p> <p><input type="checkbox"/> eWIC card swiped cleanly through the card machine.</p> <p><input type="checkbox"/> All UPC’s for WIC items rang up correctly.</p> <p><input type="checkbox"/> Offer the WIC customers the same courtesies extended to other customers.</p>				

# WIC Vendor Supply Request

Store Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Attention To: \_\_\_\_\_ (please print)

## Items Needed:

Window Clings (We accept eWIC )

WIC approved shelf stickers

WIC Authorized Food List  
(Laminated 8½x11 Sheet)

Vendor Handbook

eWIC Program Booklet  
(For the registers)

Cashier Training Video/DVD

Minimum Stock Check List

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Name

\_\_\_\_\_  
Title

**FAX TO  
WIC VENDOR UNIT AT  
1-302-741-2901  
OR MAIL TO  
WIC VENDOR UNIT  
BLUE HEN CORPORATE CENTER  
655 BAY ROAD, SUITE 1C  
DOVER, DE 19901**