



WIC Food Exemption Request Form

Please refer to the instructions and exemption policy on page two before completing this request form.

Store Name: _____ Vendor Number: _____

I am requesting exemption(s) from stocking and selling the following WIC food items(s) below:

	State Agency Use Only
<input type="checkbox"/> Fresh Milk <i>(If approved, vendors must stock a larger quantity of UHT milk.)</i>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<input type="checkbox"/> Lactose Free or Lactose Reduced Fresh Milk	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<input type="checkbox"/> Powdered and Dry Milk	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<input type="checkbox"/> Infant Formula	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<input type="checkbox"/> Infant Cereal <input type="checkbox"/> Infant Fruits and Vegetables <input type="checkbox"/> Infant Meats	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<input type="checkbox"/> Whole Wheat Bread	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<input type="checkbox"/> Soy Beverage	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<input type="checkbox"/> Tofu	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

I will make the item(s) available at my store within fifteen (15) days of notification by the State WIC Office staff that the item(s) are needed. It is my responsibility to communicate directly with the State WIC Office concerning the availability of exempted items once a need has been identified. If the item(s) will not be available due to unforeseen reasons, I will notify the State WIC Office within 48 hours so that clients can be placed on the mail order vendor (MOV) system. I understand that the State WIC Office may require that I submit invoices or purchase orders from my supplier(s) to document that the items requested were ordered within the specified time period, sufficient to maintain the minimum required stock.

Signature of Store Manager Print Name Date

Signature of Local Agency Staff Print Name Date

Local Agency Comments: _____

Alaska WIC Food Exemption Request Form Instructions

WIC VENDOR: Submit this form to the State WIC Office after reading the exemption policy and qualification for exemptions listed below.

WIC COORDINATOR: If approved, send a signed copy of this request to the State WIC Office within 15 days of receipt.

Exemption Policy:

As a condition of authorization, all vendors are required to maintain minimum stocks of the State's approved WIC foods at all times. All vendors should order and stock a sufficient amount of these foods to supply to WIC participants and other store patrons.

The Alaska WIC Program allows stores in rural areas only to be exempted from stocking specific food items that

- a. are fresh foods that cannot be ordered and delivered to the community at all, or that will not have an adequate shelf life upon delivery to the community to be regularly available to WIC participants. Example: if fresh milk, or fresh milk with sufficient shelf life cannot be obtained by the vendor in a remote area.

OR

- b. are food items that the local WIC agency does not prescribe to any participant in the community. Example: tofu or soy beverage, which are options for participants that may not be selected by any participant in the community, and thus do not appear on any WIC checks tendered in the community.

A vendor or vendor applicant in a rural area may request an exemption for fresh milk, whole wheat bread, lactose free or lactose reduced milk, powdered milk, soy beverage, or tofu by submitting the WIC Food Exemption Request Form to the State WIC Office's Vendor Management Unit, who will consult the appropriate local WIC agency. No WIC approved foods other than those listed in this paragraph may be exempted.

A local WIC agency may recommend approval of an exemption by the State WIC Office if the:

- a. vendor is classified in a rural peer group;
- b. vendor's request is submitted on the correct form;
- c. vendor qualifies under criterion a or b above;
- d. vendor agrees to make the exempted item(s) available in the store within 15 days of notification by the local WIC agency staff that the item(s) are needed;

The State WIC Office will approve the exemption if the request is properly submitted and the local WIC agency recommends approval.

Complete Forms Can Be Submitted by:

Email: wic@alaska.gov
Fax: (907) 465-3416

Mail: State of Alaska
DHSS-DPA-WIC
PO Box 110612
Juneau, AK 99811