

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective November 1, 2020

Policy No. WV:08.0

WIC Vendor Training

Purpose

To define state policies and federal regulations regarding authorized WIC vendor/vendor outlet training requirements to improve compliance and positively impact WIC's mission.

Authority

7 CFR Part 246.12

Policy

Training policy and procedures include WIC vendor/vendor outlet requirements of the U.S. Department of Agriculture's Food and Nutrition Service (USDA-FNS) and State Agency (SA). WIC vendor applicants must complete interactive training prior to SA initial authorization and/or reauthorization, a vendor selection criterion. At least one representative from each vendor outlet, with a current Vendor Agreement, must complete at least one WIC SA-approved Annual Online On Demand training each fiscal year. A fiscal year begins October 1st and ends September 30th. Authorized WIC vendors/vendor outlets are responsible for training all employed and contracted staff about WIC Program requirements annually. The SA and/or SA representative may assess any authorized WIC vendor outlet at any time during the Vendor Agreement period using the selection criteria in effect at the time of the assessment.

Procedures

- I. Types of Trainings
 - A. SA-Approved Interactive Training offers live interaction with SA staff. One of the two formats listed below must be completed by a vendor outlet representative prior to vendor SA authorization and/or reauthorization.

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1. Live Webinar (*most common for SA vendor reauthorization*)
 - a. The SA hosts live webinars twice a month.
 - b. Registration is required and accessible through the Texas [WIC Online Training Catalog](#).
 2. In-person training (*most common for SA initial authorization*)
 - a. The Texas WIC SA schedules in-person trainings throughout the state on an as needed basis.
- B. SA-Approved Annual Online On Demand Training
1. The SA offers various training topics that are always available online.
 2. Registration is required and accessible through the Texas [WIC Online Training Catalog](#).
 3. A vendor outlet representative must complete an annual online/on demand training within each fiscal year.

II. Training Requirements

- A. The scenarios below explain required trainings.
1. For WIC vendors/vendor outlets seeking initial authorization or reauthorization.
 - a. An interactive training
 - b. An annual online/on demand training
 2. For all other WIC vendors/vendor outlets not seeking initial authorization or reauthorization.
 - a. A representative from each vendor outlet location must complete an annual online on demand training within each fiscal year.

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Vendor Training Compliance Timeline			
Vendor Authorization Process	Year 1	Year 2	Year 3
Complete training requirement by September 30 of each year.			
Vendor Selection Criteria: A representative from each vendor outlet must complete interactive training prior to SA authorization and reauthorization.	A representative from each vendor outlet must complete at least one annual online on demand training.	A representative from each vendor outlet must complete at least one annual online on demand training.	A representative from each vendor outlet must complete at least one annual online on demand training. For Reauthorization: A representative from each vendor outlet must also complete interactive training.

B. Staff Training Requirement

1. Authorized WIC vendors/vendor outlets are responsible for training all employed and contracted staff on WIC policies and procedures annually.
2. A SA-trained WIC vendor outlet representative may train staff using SA-approved training materials and/or have the staff complete annual online on demand trainings.

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III. Vendor Training Violations/Sanction Schedule

For a vendor outlet failing to have a representative complete annual required online on demand training:

- A. The vendor will receive a written notification of noncompliance 20 calendar days prior to the end of the federal fiscal year (September 30). If the vendor outlet is still noncompliant by September 30, the vendor outlet's Vendor Agreement will be terminated effective on October 1 of the same year.
- B. The SA will not accept a civil money penalty (CMP) in lieu of disqualification unless it determines inadequate participant access. In that case, the CMP will be calculated in accordance with WV: 1.0, Section XI.B.

IV. Supplemental Vendor Resources

The following supplemental vendor resources do not apply toward a vendor outlet's interactive or annual online on demand vendor training requirements:

- A. Texas WIC Vendor Quarterly Webinars
- B. Texas WIC Guidebooks/Manuals
- C. Vendor News Flashes
- D. Technical assistance provided by Texas WIC staff after authorization.
- E. Instructional video job aids, not found within the WIC Vendor Online Training Catalog.

WIC Vendor Online Training Catalog: <https://tinyurl.com/y5w32yo6>