LEAST EXPENSIVE BRAND DECLARATION
CHANGE REQUEST FORM

For changes to Declared LEB, Vendors shall submit this page for approval. Each vendor account outlet must complete a separate Change Request Form if the traditionally least expensive brand for a particular food type is different at each outlet.

INSTRUCTIONS: *Please type; or legibly print all information provided below in ink*

1. **Account Information**: Ensure the Name, Account and Outlet indicated on this form match the original Declaration form submitted.
   - List the individual outlet numbers on the lines provided or attach a list of outlets and include the Effective Date.
2. **Be sure to sign and date form.**
3. **Labeling:** Upon approval, ensure declared item(s) on this form has an authorized "WIC Approved Item" tag/label affixed to the shelf.

ACCOUNT NAME:	**WIC ACCOUNT#:**
WIC Outlet(s)#:	

Vendors authorized in the WIC Program must declare the traditionally least expensive brand (LEB) of each type and size of food item required by Policy WV: 02.0 at the time of contracting. The LEB information contained herein is incorporated by reference into the WIC Vendor Agreement covering the contract period.

DECLARE STATUS	FOOD TYPE	SIZE	BRAND NAME	VARIETY	UPC
To Add or Remove Item	List Food Category	List Size	List Brand Name	List Item Type/Variety	List all #s below product bar code
EX ☑ REMOVE ☐ ADD	*Cheese*	*1-LB*	*YUMMY BRAND*	*Mild Cheddar*	*0-0000-1111111*
☐ REMOVE ☑ ADD	*Cheese*	*1-LB*	*TASTY BRAND*	*Mild Cheddar*	*1-1111-9999999*
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COMMENTS:

Manager's Signature: Effective Date:

For WIC Use Only: Verified By & Date: Scanned By & Date:

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