



## Department of Health

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**VB #8 – August 5, 2016**

### NYS WIC PROGRAM VENDOR BULLETIN

**Title: Electronic Monitoring Implementation**

#### **This is an important notice. Please have it translated.**

Este aviso es importante. Haga que lo traduzcan.

Это важное сообщение. Пожалуйста, попросите перевести вам данную информацию

Đây là thông báo quan trọng. Xin vui lòng nhờ người chuyên ngữ tài liệu này cho quý vị.

Ovo je važna obavijest. Molimo da tražite da vam se prevede.

यह एक महत्वपूर्ण सूचना है। कृपया इसे अनुवाद करके रखें।

這是一項重要通告。請予以翻譯。

هذه ملاحظة هامة يرجى ترجمتها

זוהי הודעה חשובה. נא לתרגם אותה.

The New York State (NYS) WIC Program will replace the current paper-based vendor monitoring system with an electronic monitoring system in August 2016. Vendor Management Agency (VMA) staff will use a handheld tablet to complete each monitoring visit. VMA staff will review results of the monitoring visit with the vendor and ask the vendor to sign an electronic Summary Report. By signing the Summary Report, vendors are verifying they have been informed of the results of the WIC vendor monitoring visit, including a review of prices of WIC allowable foods and formula. The Summary Report will:

- Identify whether the vendor passed or failed the monitoring session
- Include details of any findings
- Identify areas requiring follow up
- Determine whether the vendor is price reasonable

A link to the Summary Report will be sent to the vendor via email. This electronic Summary Report will be the only copy of the results of the monitoring visit provided to the vendor; paper copies will no longer be provided.

**Authorized WIC vendors MUST maintain an active email address in order to receive the electronic Summary Report.**

Vendors must contact their VMA immediately if there are any changes to their email information.

It is the vendor's responsibility to ensure their email settings do not block or otherwise disallow receipt of the Summary Report. The sender of the Summary Report will be [noreply@healthsolutions.org](mailto:noreply@healthsolutions.org). This is an unmonitored mailbox set up for one-way sending of information. Do not attempt to respond to this email. If a monitoring visit is completed for your store and you do not receive the emailed Summary Report, you must notify your VMA to request a copy.

If you have questions about this information, please contact your VMA.

Thank you for your participation in the NYS WIC Program.

***This institution is an equal opportunity provider.***