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**Subject: Local Agency Vendor Overview**

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Effective Date: October 1, 2010

Revised from: October 1, 2006

Policy: The State Agency contracts with the Local Agency to provide vendor management duties. Local Agencies perform the following functions:

1. Evaluate vendors for initial participation in the WIC program.
2. Monitor at least 10% of participating vendors on an annual basis, starting with vendors designated as "high risk".
3. Document each evaluation and monitoring visit in KWIC. Paper documentation generated from visits is to be filed in the Local Agency paper vendor files.
4. Resolve any conflict of interest that exists between any Local Agency staff and any WIC vendor.
5. Provide training for all authorized vendors.
6. Resolve complaints lodged by vendors against clients and those initiated by clients against vendors. All complaints shall be recorded in the KWIC system.
7. Perform any other necessary functions to ensure vendors abide by the conditions of the signed Vendor Participation Contract as well as state and federal regulations and procedures governing the area of food delivery.
8. Maintain vendor files documenting contacts with the vendors.

To fulfill these responsibilities, the local vendor contact should be thoroughly familiar with the Vendor Manual, Vendor Participation contract and the Local Agency WIC Contract.