
Subject: Minimum Stock Requirements – Allowable Exemptions

Effective Date: March 1, 2014

Revised from: October 1, 2010

Policy: The State Agency (SA) establishes minimum requirements for vendors regarding the variety and quantity of the approved WIC eligible foods they must stock in order to be authorized and/or continue with their current authorization.

The vendor agrees to keep shelves stocked or have products immediately available on-site to satisfy the Kansas minimum stock requirement at all times during the contract period. The specific brands, package size and quantities required are listed on the [Minimum Stock Requirements form](#). WIC approved foods must be located in an area readily accessible to WIC clients or available at the vendor location (e.g. back stock room.) Outdated food will not be counted in minimum stock assessments.

Failure to maintain minimum stock requirements could lead to a denied application or a sanction being imposed. SA or LA staff members may conduct unannounced visits throughout the contract period to determine if a vendor consistently meets the minimum stock requirements.

The Kansas WIC program has established minimum stock requirements for the following food categories:

- Infant Formula
- Milk
- Cheese
- Infant Cereal
- Eggs
- Juice
- Adult Cereal
- Peanut Butter
- Baby Food
- Canned Beans
- Shelf Stable Fish
- Whole Grains
- Fruits and Vegetables

MINIMUM STOCK CALCULATIONS

Minimum stock requirements for Infant Formula are calculated by using Food Package 1 – Fully Formula Fed Infants. Minimum stock requirements for Infant Cereal are calculated by using Food Package 2 – Fully Breastfed Infants. Minimum stock requirements for the remaining foods are calculated by using Food Package 7 – Breastfeeding Women.

URBAN COUNTIES

Minimum stock requirements for urban counties are determined by the maximum food quantity authorized by Federal Regulation for two clients.

RURAL AND FRONTEIER COUNTIES

Minimum stock requirements for rural counties are determined by the maximum food quantity authorized by Federal Regulation for one client.

Refer to VEN 02.02.01 Kansas County Designation for information on categorizing counties as urban or rural.

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EXEMPTIONS FROM MINIMUM STOCK REQUIREMENTS

Vendors may request exemptions from minimum stock requirements from their Local Agency (LA). Exemptions from minimum stock can be requested for the following items:

- Infant formula (powder or concentrate)
- Infant baby food

Exemptions may be provided for those items that are not used by WIC clients on a regular basis. The vendor agrees to order exempted stock within 72 hours of a client requesting to redeem their WIC benefits at the Vendor's store. Approval for exemption from minimum stock is granted by the LA. A copy of the [Minimum Stock Exemption form](#) must be on file at the vendor's location, the LA and the SA.

Reference: 7 CFR §246.12(g)(3)(ii)

Procedure:

1. Vendors may request an exemption to the minimum stock requirements for powder or concentrated infant formula and for baby food.
2. When a vendor requests an exemption to the minimum stock requirements, the LA must evaluate the WIC client population and determine if the clients will be negatively impacted if the vendor is exempted from the required minimum stock. The LA should run the Food Quantity report found in the Local Vendor application, under Reports, High Risk to determine if an exemption can be provided.
3. The LA has sole discretion in granting an exemption from minimum stock to the vendor. Minimum stock exemptions are issued on a case-by-case bases and the LA should monitor exemptions by tracking infants coming on the program who may have caregivers who will want to shop at their local grocery store.
4. When an exemption is requested, the LA forwards the Minimum Stock Exemption form to the vendor. The vendor completes the form and mails the original to the LA. The LA staff member approving the exemption signs the form and sends a copy to the vendor. A copy should be sent to the SA for the vendor's master file. The original form is maintained in the LA vendor file.