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Inter Tribal Council of Arizona, Inc.

## WIC & SEBTC Vendor Alert

Volume 22 Issue 8

# FY 2023 Annual Training Newsletter

### Annual Training Newsletter

ITCA WIC Annual Training Newsletters are scheduled to be mailed to each authorized vendor location on October 12, 2022. Annual vendor training is mandatory for ITCA WIC vendors. Vendor training is designed to inform vendors of program rules, regulations, policies and procedures, and prevent program errors and noncompliance with the vendor contract.

The FY 2023 Annual Training Newsletter will be sent by certified mail with return receipt requested. The return receipt is proof your store received the training newsletter. Vendors are **required** to accept all mail from the ITCA WIC program. Failure to accept the mailed Training Newsletter results in a failure to participate in the required annual training.

### Returned Mail

ITCA WIC will mail the Training Newsletter to a vendor a maximum of two times and will notify the vendor each time there is a failure to accept or pick up the Training Newsletter. The Training Newsletter will be mailed to the store again if it is returned to ITCA as undeliverable. If the Training Newsletter mail is returned to ITCA a second time, it will be kept at the ITCA office for a maximum of two months. During the two month period the vendor will be given the opportunity to pick up the Training Newsletter in person from the ITCA office (Phoenix, AZ). Failure to pick up the Training Newsletter in person within the two month period results in the store needing to attend an interactive Vendor Contract Training session via Zoom.

**If you have any questions regarding this WIC Alert, please contact Mallory Phelps, ITCA WIC Vendor Manager at 602.258.4822.**

This institution is an equal opportunity provider.