



Inter Tribal Council of Arizona, Inc. WIC Program
Request for Reduced Minimum Stock

The ITCA WIC Program may reduce the minimum stocking requirements for a vendor that is struggling to sell certain WIC foods. A vendor must meet the following criteria prior to requesting approval to reduce the required quantity of WIC foods:

- The vendor has stocked the food on the shelf for at least six months. The vendor must provide proof that the food item(s) were purchased and stocked for a six month period by providing an invoice or proof of sales to ITCA. \*see note below for exception
The vendor has a redemption record that indicates WIC customers are not purchasing the food.

A vendor must receive approval from ITCA WIC prior to reducing the stock of WIC foods in the quantities and varieties defined in the minimum stocking requirements. A failure to meet minimum stocking requirements prior to approval from ITCA WIC is a violation that results in warnings, fines, sanctions, and potential disqualification.

This form must be completed and submitted to the ITCA WIC program, at least 2 weeks prior to the change and must be approved by ITCA prior to implementation. Invoices or sales records must be submitted with this request to prove the food in this request was stocked on the shelf for at least six months.

The reduced minimum stock approval expires with the vendor contract. Vendors must submit a request for reduced minimum stock for each contract cycle they wish to have a reduced minimum stock.

\*Vendors who have received approval from ITCA to carry a reduced quantity and variety of WIC foods do not need to submit proof of carrying the food item for six months when entering into a new contract cycle, they only need to submit the request for reduced minimum stock form.

Form with fields: Vendor Name, Vendor ID, Physical Address, Mailing Address, City, State, Zip, Phone Number, Fax Number, Food item(s), exception requested for, Effective date (requested exemption start date), Reason for request.

Print Name Signature Date

Notice: Approved exceptions may be revoked by ITCA within 14 days written notification.

For ITCA use Only:

Reviewed Date: Approved: Yes No ITCA Approval Signature: