

# Memorandum

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**To: All Authorized Utah WIC Vendors**

**From:** JoDell Geilmann-Parke- Utah WIC Vendor Manager

**Date: 8 January 2024**

**RE:** Utah WIC Annual Training– Memo 2024-01

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Dear Utah WIC Vendor,

All of the information and materials needed to complete the 2024 required annual WIC training can be found on the Utah WIC website under the vendor tab, or by following this link: <https://wic.utah.gov/vendors/training/>

Below you'll find the training requirements for all store staff who participate in WIC transactions:

1. Watch the vendor training video
2. Watch the eWIC checkout training video
3. Review and discuss the vendor training PowerPoint
4. Participate in hands on training at the register using the white WIC training card
5. Complete the 2024 annual training quiz online

**The deadline for completing all training and the online quiz is JULY 31, 2024.**

**As a reminder, those stores with interactive trainings scheduled this year do NOT have to complete the online training as well.**

Management should make every effort to ensure employees receive the training needed to make educated decisions while helping WIC customers. Vendors who provide store personnel with adequate training experience far fewer issues and complaints with WIC transactions. Proper training also significantly reduces the risk of receiving sanctions from the state office.

We appreciate all your store does to serve our WIC participants. You all play a huge role in providing Utah families with nutritious foods, and we appreciate all you do!

Please reach out to me with any questions or concerns.

Sincerely,  
JoDell Geilmann-Parke  
Utah WIC Vendor Manager  
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