

### **Training of Local Agency Vendor Coordinators**

- I. All new WIC staff assigned to the position of Local Agency Vendor Coordinator must complete the Vendor Management Module for Local Agency Vendor Coordinators within 90 days and must be trained by state vendor management staff before conducting any vendor training or monitoring.
- II. Each local agency vendor coordinator will be required to complete the Vendor Management Module for Local Agency Vendor Coordinators and pass the post-test every fiscal year. If the individual has not completed the module, then they should not be conducting vendor training or monitoring.
- III. State staff will provide technical assistance to local vendor coordinators in the proper completion of vendor monitoring and training. The State Office will be responsible for providing training to the local agencies on effective vendor education methods. This will ensure uniform vendor education procedures are conducted statewide. Vendor education and training is designed to prevent program errors and violations and to improve program service.