

Instructions for Form Use

- A. All submissions for changes to the Approved Product List must be made by completing and submitting a UPC Update Request Form.
- B. All submissions must be WIC-approved foods identified in the current WIC Approved Food List or Infant Formula Flyer. **This form may not be used to submit future Food List change requests.**
- C. Each UPC update request must be submitted on a separate form.
- D. Complete all applicable sections:
 - 1. Mark submitter type. Local agency representatives are not required to enter WIC ID number.
 - 2. Enter store name, store phone number, date submitted to the State WIC Office, contact name, and email address.
 - 3. Mark only one of three update options.
 - 4. For product additions, enter UPC (12-characters, 9-99999-99999-9), food category (of the following choices: Beans (Dry), Beans (Canned), Bread (Whole Wheat), Brown Rice, Cheese, Eggs, Fish, Fruits, Infant Cereal, Infant Food, Infant Formula, Juice (Frozen), Juice (Liquid), Milk (Soy), Milk (Whole, Reduced Fat), Peanut Butter, Tortillas (Whole Wheat), Tortillas (Corn), and Vegetables), manufacturer name, food description (including flavor, type, added ingredients, etc.), brand name, package size, item price, quantity in single package, and mark availability type and promotional eligibility type.
 - 5. For product changes, enter UPC. Other fields are optional but should be completed if they have changed.
 - 6. For product deletions, enter UPC, food category, manufacturer name, food description, brand name, and package size. The comments field should contain the reason for the proposed deletion and the proposed effective deletion date.
 - 7. Attach container label images including UPC code and ingredients and list number and description of attachments.

Virginia WIC Program
UPC Update Request Form

Effective Date: 1/12/ 2016

E. Submit the completed form via one of the following methods (listed in order of preference and processing time):

1. Email: brian.tun@vdh.virginia.gov or wic_retailer@vdh.virginia.gov

2. US Mail: Attn: Brian Tun, WIC UPC Coordinator
Division of Community Nutrition
Virginia Department of Health
109 Governor Street, 8th Floor
Richmond, VA 23219

F. Contact the UPC Coordinator at brian.tun@vdh.virginia.gov or 804-864-7849 for additional clarification.

UPC REQUEST FORM ON NEXT PAGE

Virginia WIC Program
UPC Update Request Form

Effective Date: January 1, 2014

☐ Local Agency

☐ Retailer

☐ Other

Store Name	WIC ID
Store Phone	Submission Date
Contact Name	Email

Mark only one of the following:

☐ Add

☐ Change

☐ Delete

UPC #	Food Category
Manufacturer Name	Food Description
Brand Name	Package Size
Item Price	Package Quantity
Availability <input type="checkbox"/> Statewide <input type="checkbox"/> Regional	Promotional <input type="checkbox"/> Yes <input type="checkbox"/> No

Attach a label image including UPC and ingredients. List number and description of attachments.

Comments:

THIS SECTION TO BE COMPLETED BY STATE WIC OFFICE

☐ UPC Update Approved

☐ UPC Update Denied

Comments:

UPC Gatekeeper Signature _____ Date _____