

## Division of Community Nutrition

<i>Subject:</i> <b>Vendor Management (Declared Emergencies)</b>		<i>Policy:</i> <b>EP 4.0</b>
<i>Reference:</i> <b>Policy Memo 2024-3</b>	<i>Effective:</i> <b>4/1/2025</b>	<i>Supersedes:</i> <b>N/A</b>

### I. Policy:

In response to a declared emergency, Virginia WIC shall temporarily operate under Emergency Procedures. Virginia State WIC Office (SWO) shall make alterations to Vendor Management Services to ensure the quality and continuity of WIC services remains throughout the declared disaster or emergency. These temporary provisions will be in place until WIC services can safely return to normal operations as declared by the Virginia SWO and/or the United States Department of Agriculture (USDA).

### II. Procedure(s):

#### A. Vendor Requirements

1. Waivers shall be requested, if available, to expand vendor requirements for authorized retailers to expand benefit redemptions options and to address monitoring.

#### B. Minimum Stock

1. State WIC Office (SWO) shall evaluate and assess minimum stocking changes for the variety and quantity of supplemental foods to ensure appropriate levels of inventory are maintained at authorized retailers.
2. Waivers shall be requested, if available, based on the SWO minimum stocking evaluation and assessment.