

***PROCEDURES FOR ADDING  
UNIVERSAL PRODUCT CODES (UPCs) TO THE WEST VIRGINIA WIC  
APPROVED PRODUCT LISTING (APL)***

1. Submitting requests to add UPC(s):

- A. Authorized vendors, manufacturers, and wholesale suppliers must mail or fax to the address below a completed “West Virginia WIC Program UPC Application Form” (see Attachment):

West Virginia WIC Program  
Attn: eWIC Coordinator  
350 Capitol Street, Room 519  
Charleston WV 25301  
Fax number – (304) 558-1541

The product label must also be submitted with the “West Virginia WIC Program UPC Approval Request Form.”

- 1) The product label must include the product name, size, manufacturer, UPC barcode, and nutritional facts.
  - 2) If the request is mailed, the actual product label must be included. No copies please.
- B. With exception of fresh fruits and vegetables (Cash Value Benefit items), food products without a UPC code denoted on the container will not be added to the APL.
2. The State WIC Agency will review the food item and determine if the product will be added to the APL.

# ATTACHMENT

## ***West Virginia WIC Program UPC APPROVAL Request Form***

To add a product to the WIC Program's APL, vendors, manufacturers, and wholesale suppliers must:

1. Complete this form for each product requested to be added to the APL database.
2. Mail (original, not a copy) or fax along with the product label, to the eWIC Coordinator. The product label must include the product name, size, manufacturer, nutritional facts, and UPC barcode.

Product name: _____
Price of Product: _____
Name of store, manufacturer, or wholesaler requesting a UPC addition to the APL: _____
UPC Code (please print): _____
Contact name: _____ EMAIL: _____
WIC vendor number (if applicable): _____
Daytime Phone: _____
Address: _____
City, state, zip code: _____
Signature: _____ Date: _____
PLEASE PRINT LEGIBLY

Send to: West Virginia WIC Program  
Attn: eWIC Coordinator  
350 Capitol Street, Room 519  
Charleston WV 25301  
Fax number – (304) 558-1541

If you have any questions, call the West Virginia WIC Program at (304) 558-0030

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### ***For State WIC Agency Use Only***

- CheckBox1      APPROVED
- CheckBox2      DENIED (REASON FOR DENIAL) \_\_\_\_\_

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SIGNATURE OF eWIC COORDINATOR

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DATE