

eWIC Vendor meeting minutes

Conference Toll-Free Dial-In Number: 877-455-0244
Call: Conference code: 207 287 5366

Date: Tuesday, May 12, 2020
Meeting held the 2nd Tuesday of each month 10am ET (1hr) - except holidays

Time: 10am ET (1hr)

Attendees: ME WIC Vendors

Agenda items

- Welcome completed by Ana.
- Announced that the 2020 ME WIC Food List Effective April 13,2020 is now available. This will provide a broader range of products for participants. Electronic version can be found on our website <https://www.maine.gov/dhhs/mecdc/population-health/wic/vendors/index.shtml>. Please update cashiers. Summary of changes is also there.
- Retailers To Do List by **Mid of May**
 1. Talk to your VAR Point of Sale (POS) system or Electronic Cash Register system (ECR) provider. Reach out to your POS provider and IT support. All vendors should have this complete.
 2. Create a Maine eWIC training document for your system and email WICVendor.DHHSMECDC@maine.gov by May 22nd.
 3. Solutran will make the Production environment available May 19th.
 - Approved Product List (APL) will be available for download
 - Production Test Card number and pin, to be e-mailed
 4. If you have circumstances with your VAR where your store may not be ready - please let us know soon and give us a timeline **by May 22nd**.
 5. Prior to go live in each region, we will want to confirm vendor readiness by conducting Level Three (L3) certifications in the Production environment
- Prep for Level 3 certifications - Sarah from Maximus was introduced and did a brief introduction. Will be working with stores directly. To get started will be focusing on Pilot 1. Testing process should be considered in two different phases. First balance inquiry (BI) connectivity test then L3 certification.
 - BI – quick test where message is sent out from your system to check balance of benefits. Week of May 20th communication letting you know production environment is available. Will be provided with an eWIC card number and PIN to conduct BI test. This is an early indicator that things are looking good for your system. Solutran will monitor on the back

end to make sure that the BI is successful. Goal is to have BI fully completed by May 29th. Then move onto L3.

L3 Certification – If successful BI then L3 certification. Normally this would be done in person however due to travel restrictions will do testing remotely. Goals are: perform BI, Purchase transaction and void. Then also, hands on experience checking fruits and veg. and Q&A.

Who does the L3 certification? Stores will need to designate L3 contact. This person would most likely be passing on training to other store staff. Will provide open field in form to add any other comments.

Email June 1st to set up testing appointment for the week of June 8th. Test generally takes approx. 10 min. Maximus is very experienced with many different systems. Continue to talk to VAR for written instructions. Write down what you learn as you go. Anything that you are learning now, write it down. Maine WIC will be providing an actual card to eliminate need to manually enter a card number. Will provide more information as to when and how you will receive the cards as we get closer. In addition to card, will provide some additional information such as last-minute details. Will be as flexible as can be with your stores. Ana – first round, Pilot 1 – Penobscot and Piscataquis counties.

- Vendor Agreement with eWIC transition items- Vendor Agreements will be coming out soon using electronic signatures and will provide more details as we get closer.
- 2020 WIC Mandatory Interactive Training for Cumberland, Kennebec, Somerset, York, and New Hampshire stores – Any provided overview of May training materials. - All May trainings will be through Teams meeting and remain at the same time as if it would have been for in person training 10 am. April Young will be in touch with stores that are now registered to attend June 2nd and 3rd (Sanford, Skowhegan)
- ME eWIC L3 Survey, Pilot 1
Penobscot/Piscataquis Counties
- Where can retailers go for questions
207-287-3991
WICVendor.DHHSMECDC@maine.gov
- Next Meeting Tue. June 9th at 10am
- Any questions?

Andy's IGA Houlton Maine

Mapping question – Ana provided explanation and stated that will provide information with an email going out this week. Will they be four digits code? Mapping would only be for WIC approved foods. Sandi added would map any produce that has a UPC code to a PLU code. Clamshell with strawberries/blueberries would be mapped to either strawberry or blueberry PLU.