



State of Louisiana
Department of Health and Hospitals
Center for Preventive Health

August 3, 2010

TO: LOUISIANA WIC VENDORS
FROM: TRICIA GUIDROZ, MA
LA WIC VENDOR MANAGER 
RE: PERMIT TO OPERATE & ANNUAL SALES

Dear WIC Vendor:

Your current WIC Vendor Application and Agreement will expire on September 30, 2011. However, in order for your store to have continued active status with the Louisiana WIC Program, certain information must be submitted on an annual basis.

The items indicated below are needed to complete your continued status:

- Complete the attached WIC Vendor Sales Information form. Instructions for this form are on a separate attachment.
- Submit a **copy** of your **current** Permit to Operate issued by DHH-OPH. The permit submitted **MUST** have "**Grocery**" printed on it. The Permit to Operate must also state the store name, effective date and expiration date. (see attached example).

In order to maintain your active status with the WIC Program, you must return the requested information to the address printed on the bottom of this page by August 31, 2010. Although it is not required, in order to assure that we have received your documents, we recommend sending them via certified mail. We are not responsible for the mail service delivery.

If we do not receive the required information within the specified timeframe, your WIC agreement will be terminated.

Your cooperation is appreciated. Should you have any questions, please call (504)361-6725.