

WIC-authorized vendors are required to complete a shelf price survey at least every six months following authorization.

Failure to submit a shelf price survey is a WIC program violation and will result in receiving a notice of non-compliance.

- Please provide your store's regular (not sale or temporary price reduction) prices.
- Please note the specific sizes, brands, and flavors listed on the survey.
- Provide a price for all of the products on the survey that are available in your store. If a product is not available, write/type "not available."
- Universal Product Codes (UPC) for infant formulas are provided for easier product identification. Please be aware that product changes (e.g., packaging and flavors) could result in UPC changes that are not reflected on the survey.
- Complete both sides/pages of the survey.
- Use the current version (enclosed) of the shelf price survey. Contact the WIC Vendor Team or go to <http://www.oregon.gov/DHS/ph/wic/vendor.shtml> if you need an electronic version.
- The survey lists WIC-authorized foods only. Refer to the WIC food list or call the Oregon WIC Program if you need clarification on any foods.
- Shelf price surveys are *periodically* reviewed to identify stores that are not in compliance with the competitive pricing criteria. Therefore, submission of your store's shelf price survey does not guarantee compliance. This means that your store could still experience voucher rejections for "amount too high."

**Attention large and small chains:**

- Individual stores must contact their corporate office to determine if your store will submit a shelf price survey or if the corporate office will handle this request.
- Corporate offices can choose to submit one survey for each pricing zone within Oregon. Because each Oregon WIC-authorized store is required to submit a shelf price survey, corporate offices must list all store names/numbers in that pricing zone on the corresponding survey.
- If you need additional room to note all store names/numbers, please use the “Comments” field or attach an additional sheet.

**Mail or fax completed shelf price surveys to:**

Oregon WIC Program  
Attn: Vendor Team  
PO Box 14450  
Portland OR 97293

FAX: 971-673-0071

**Completed electronic shelf price surveys can be submitted by e-mail to:**  
wic.vendorservices@state.or.us

**Questions:**

Please call the WIC Vendor Team at 971-673-0060 or contact us by e-mail at wic.vendorservices@state.or.us if you have any questions.

**Thank you for completing the Oregon WIC Program shelf price survey!**

If you need this letter in an alternate format, please contact the State WIC Office at 971-673-0040.