



UPC Update Request Form

Effective Date: February 2, 2016

Instructions for Form Use

- A.** All submissions for changes to the Approved Product List must be submitted by completing and submitting a UPC Update Request Form.
- B.** All submissions must be for a WIC approved food identified in the current Indiana WIC Approved Foods List or Indiana WIC Formulary.
- C.** Only one UPC update may be submitted on the UPC Update Request Form. Manufacturer's and Wholesale Distributors are exempt from this if they are attaching an Excel document to the email. Please make a note of contents of Excel document in the comments section of form.
- D.** Complete all applicable sections:
 - 1. Mark submitter type. Local agency representatives, manufacturers or distributors are not required to enter WIC ID Number.
 - 2. Enter business name, phone number, date submitted to the State WIC Office, contact name and email address.
 - 3. Mark only one of the three update options.
 - 4. For product additions, enter the UPC (12 or 14 digit numbers only), chose item type from Food Category drop down list, list brand name and food description (including flavor, type, added ingredients, etc.), item price and package size and type,
 - 5. For product deletions, provide a reason for proposed deletion and the proposed effective deletion date in the comments field.
 - 6. For product additions and changes, attach container label images including ingredients and list number and description of attachments.
- E.** Submit the completed form to: WICVendormail@isdh.in.gov or send via Fax to: (317) 233-5609
- F.** Contact a member of the Indiana WIC Vendor Consultant Team with any questions or problems: 1-800-522-0874 or 317-233-5610