



PROCEDURES FOR ADDING UNIVERSAL PRODUCT CODES (UPCs) TO THE DELAWARE WIC APPROVED PRODUCT LISTING (APL)

To submit a request to add a food item to the WIC Program's APL, vendors must:

1. Complete the Delaware WIC Program UPC Application Form (see Attachment) for each product to be added to, modified in, or deleted from the APL database.
2. Email your request by attaching the UPC Application Form along with the product label or photographs of the product front and back labels to dhsswicvendorhelpdesk@state.de.us. You can also fax the UPC Application Form and product label, to the eWIC Coordinator. The product label must include the product name, size, manufacturer, nutritional facts, and UPC barcode in acceptable format. If the request is mailed, the actual product label or photographs must be included. No copies please. Send to:

**Delaware WIC Program
Attn: eWIC Vendor Coordinator
655 S Bay Road # 1C
Dover, DE 19901-4656
Fax number (302) 741-2901**

3. The State WIC Agency will review the food item and determine if the product will be accepted for the APL. 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.
4. A copy of the UPC Application Form can be found on our webpage at:
<http://www.dhss.delaware.gov/dhss/dph/chca/dphwicveninf01.html>.

If you have any questions, call the Delaware WIC Program at (302) 741-2900.

Delaware WIC Program UPC Application Form

UPC APPLICATION FORM	
UPC Action	<input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete
Product Name:	
Product Price:	
Name of Store, Manufacturer, or Wholesaler requesting a UPC addition to the APL:	
UPC Code <i>UPC-A (12 digits) or EAN-13 (13 digits) formats only including check digit.</i>	
Contact Name	
Contact Email	
WIC Vendor Identification Number (if applicable):	
Daytime Phone	
Address: Street	
City, State, Zip Code	
Signature	
Date	
PLEASE PRINT LEGIBLY	

For State WIC Agency Use Only

APPROVED

DENIED (REASON FOR DENIAL) _____

SIGNATURE OF eWIC COORDINATOR

DATE