



## UPC Update Request Form

Effective Date: August 24, 2018

### 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 or Spreadsheet.
  - 1. All submissions must be for a WIC approved item identified in the current Indiana WIC Approved Foods Card (AFC) or Indiana WIC Formulary.
  - 2. Please use the UPC Update Request Spreadsheet if submitting multiple items.
- B.** Complete all applicable sections:
  - 1. List all relevant contact information at the top.
  - 2. For product additions, enter the UPC (12 -14 digit numbers only), chose item type from Item Category drop down list, list brand name and item description, package size and type, and item price.
  - 3. For product additions and changes, attach container label images including ingredients and nutrition label images.
- C.** Submit the completed form to: [WICVendormail@isdh.in.gov](mailto:WICVendormail@isdh.in.gov) or send via Fax to: (317) 233-5609.
- D.** Contact a member of the Indiana WIC Vendor Consultant Team with any questions or problems: 1-800-522-0874 or 317-233-5610.