



Section 1: Introduction to the *eWIC* Readiness Toolkit

Welcome!

Beginning in 2015, the Wisconsin WIC Program will change the way food benefits are issued to WIC participants from paper checks to electronic benefit transfer, or EBT. In Wisconsin, this is called *eWIC*, and allows participants to purchase their WIC food benefits using a plastic debit card called an *eWIC* card.

This means that paper checks will no longer be printed and given to participants to spend at stores. During the time of transition, stores must continue to accept WIC checks through the end of 2015. *eWIC* transactions must not be accepted until *eWIC* training has occurred for owners, managers, and cashiers.

All participants will receive their food benefits electronically. The benefits of *eWIC* for participants and vendors include:

- *eWIC* is convenient and easy to use
- *eWIC* is safer and more secure than paper checks
- WIC foods don't have to be purchased all at once
- Cashiers are no longer responsible for checking whether or not a food is WIC-approved

The desired outcomes for this transition are:

- Participants continue to receive appropriate services, including nutrition education and WIC approved foods
- Participants have a positive experience with *eWIC*

Using This Toolkit

There are several planning and action steps WIC Vendors will want to take in order to assure a smooth transition to *eWIC* for both employees and participants. The *eWIC Vendor Readiness Toolkit* contains information to review and activities to complete in the months before converting to *eWIC*. The toolkit is written in the form of a workbook and divided into major sections for planning and decision making purposes. To assist you in making *eWIC* readiness decisions, each section identifies specific questions to review and discuss. Each section also identifies specific tasks that need to be completed before your store converts. The information is arranged so that discussions and decisions build upon each other in a logical sequence. Therefore, it is recommended that sections are reviewed in the order provided.

Sections will include:

1. Introduction to the *eWIC Vendor Readiness Toolkit* (this section)
2. Rollout and Transition
3. *eWIC* Transaction Training Components
4. Authorized Product List and System Types
5. Vendor Materials

Readiness Resources

- **Readiness Timeline**
Use this document to review the suggested time frames and develop a plan for accomplishing the different activities or tasks.
- **Webinars**
Wisconsin WIC Vendor *eWIC* Training webinar will give an overview of the impact of *eWIC* on WIC shoppers. The Shopper and Vendor Education webinar will focus on what the shopping experience will be like for *eWIC* cardholders and *eWIC* vendors and how WIC staff can support families as they make this change.
- ***eWIC* Glossary of Terms and Acronyms**

✓ Tasks: Steps to being ready for *eWIC*

In order to be ready for *eWIC* implementation:

- Step 1** ➡ Identify your store's rollout date and training week using the Rollout Schedule. Use the Readiness Timeline to develop a plan for when and how your store will complete the tasks.
- Step 2** ➡ Schedule staff to watch the Shopper and Vendor Education Webinar.
- Step 3** ➡ Read the Readiness Section for each topic and review the discussion questions to determine what decisions and changes will be made to your clinic processes to be ready for *eWIC*.
- Step 4** ➡ Develop a plan. Work with your staff to develop a plan for completing individual section tasks.
- Step 5** ➡ Complete the tasks on readiness timeline.
- Complete the tasks for each section.
 - Use the Task Checklist to track which tasks have been completed and which still need to be done.

Please submit your questions about the *Vendor eWIC Readiness Toolkit*. [Email WIC Vendor Unit](#).

