

eWIC Readiness Timeline

How to use this timeline:

- Use the month column for the suggested number of months before or after your store’s scheduled rollout date that each activity should be completed.
- Use the *eWIC Readiness Toolkit* section and resources from the website to help you complete each activity.
- Go to the website to find the recorded webinars to review as needed.

Time Prior to Rollout Date	View this Webinar	Complete this Readiness Activity	Use this eWIC Vendor Readiness Toolkit section
3 months	Shopper and Vendor Education	<ul style="list-style-type: none"> • Plan schedule for staff to view <i>eWIC</i> webinars and attend <i>eWIC</i> training. • Review inventory of state produced materials for changes necessary for <i>eWIC</i>. • Discussion and Decisions related to: <ul style="list-style-type: none"> ○ For stand-beside stores, which lanes, if not all, will have <i>eWIC</i> device(s) ○ Compliance Issues 	#1 Introduction to the <i>eWIC</i> Vendor Readiness Toolkit #2 <i>eWIC</i> Rollout and Transition #3 <i>eWIC</i> Transaction Training Components #4 Authorized Product List and System Types #5 Vendor Materials
2 months		<ul style="list-style-type: none"> • Identify how and where benefit balances will be printed. • Receive <i>eWIC</i> training dates that will be held at local WIC agencies. • Receive Merchant Agreement between FIS and the Vendor for stand beside system. ACTION ITEM: The Merchant Agreement between FIS and the Vendor must be returned to the Wisconsin WIC Vendor Management office in order to receive your stand beside equipment. 	#4 Authorized Product List and System Types #5 Vendor Materials

Time Prior to Rollout Date	View this Webinar	Complete this Readiness Activity	Use this eWIC Vendor Readiness Toolkit section
		<ul style="list-style-type: none"> • Receive agreement addendum between the State of Wisconsin and Vendor. • ACTION ITEM: The Vendor Agreement addendum must be returned to the State of Wisconsin WIC Vendor Management office before a store may accept eWIC transactions. 	
4 weeks		<ul style="list-style-type: none"> • Ensure that eWIC equipment has been received at stand-beside stores. 	
3 weeks		<ul style="list-style-type: none"> • Managers attend training at local WIC agency. • ACTION ITEM: Sign proof of training form. • Receive WIC specific materials at in person training. 	
2 weeks		<ul style="list-style-type: none"> • Onsite cashier training 	#3 eWIC Transaction Training Components #4 Equipment #5 Vendor Materials
Week prior	Wisconsin WIC Vendor eWIC All Staff Training Wisconsin WIC Vendor eWIC Manager Training	<ul style="list-style-type: none"> • Local WIC staff will be visiting stores for test purchases. 	#3 eWIC Transaction Training Components #4 Authorized Product List and System Types

