



VENDOR MANAGEMENT & OPERATIONS UNIT



February 25, 2016

New Email Address for Least Expensive Brands Declaration Change Request Form

Starting March 1st, 2016, any vendors making changes to their declared traditionally Least Expensive Brand (LEB) Declaration form(s), must submit an LEB Change Request form(s). Each vendor account and outlet(s) must complete a separate change request form(s) if the traditionally least expensive brand for a particular food type is different for each outlet. All outlets needs to be listed. If you need additional space, you may also submit a blank page listing those outlets. The LEB change request form is located at: www.dshs.state.texas.us/wichd/vo/pdf/LEBchangeform. Email the change request form(s) to WICLEB@dshs.texas.gov.

Example:



LEAST EXPENSIVE BRAND DECLARATION CHANGE REQUEST FORM



For changes to Declared LEB, Vendors shall submit this page for approval. Each vendor account outlet must complete a separate Change Request Form if the traditionally least expensive brand for a particular food type is different at each outlet.

INSTRUCTIONS: *Please type; or legibly print all information provided below in ink*

1. **Account Information:** Ensure the Name, Account and Outlet indicated on this form match the original Declaration form submitted.
 - List the individual outlet numbers on the lines provided or attach a list of outlets and include the Effective Date.
2. **Be sure to sign and date form.**
3. **Labeling:** Upon approval, ensure declared item(s) on this form has an authorized "WIC Approved Item" tag/label affixed to the shelf.

ACCOUNT NAME: Moreland Food Express	WIC ACCOUNT#: 9525
WIC Outlet(s)#: 1,2,3,4,10,15,211,511	

Vendors authorized in the WIC Program must declare the traditionally least expensive brand (LEB) of each type and size of food item required by Policy WV: 02.0 at the time of contracting. The LEB information contained herein is incorporated by reference into the WIC Vendor Agreement covering the contract period.

DECLARE STATUS	FOOD TYPE	SIZE	BRAND NAME	VARIETY	UPC
To Add or Remove Item	List Food Category	List Size	List Brand Name	List Item Type/Variety	List all #s below product bar code
EX <input checked="" type="checkbox"/> REMOVE <input type="checkbox"/> ADD	Dried Beans	1-LB	YUMMY BRAND	PINTO	0-0000-111111
<input type="checkbox"/> REMOVE <input checked="" type="checkbox"/> ADD	Dried Beans	1-LB	TASTY BRAND	PINTO	1-1111-999999

If you have any questions, please contact Monitoring Oversight at WICLEB@dshs.texas.gov or at 1-800-252-9629 (TEXAS ONLY) or (512) 341-4425.