Universal Product Code (UPC) Update Request Form

Effective Date: July 1, 2018

To add a product to the WIC Program's Approved Products List (APL):

1. Complete this form for each product requested to be added to the APL database.
2. Mail original, email, or fax to the eWIC Coordinator. The product label or a legible copy of the label must be included and contain the manufacturer, product name, size, nutritional facts, and UPC barcode.

Local Agency   Retailer   Other

Store Name		**Vendor ID**	
Store Phone		**Submission Date**	
Contact Name		**Email**	

Mark only one of the following:

Add   Change   Delete

12-Digit UPC (9-99999-99999-9)			
Product Name		**Manufacturer Name**	
Item Price		**Package Size**	
Availability Statewide Regional		**Promotional** Yes No	

Attach container label images including ingredients. List number and description of attachments.

_____

Send to: **eWIC Coordinator--West Virginia WIC Program**
350 Capitol St, Rm 519
Charleston, WV 25301
Email--dhhrwic@wv.gov
Fax--(304)558-1541

If you have any questions, call the West Virginia WIC Program at (304)558-0030

THIS SECTION TO BE COMPLETED BY STATE WIC OFFICE

☐ UPC Update Approved   ☐ UPC Update Denied

Comments:

_____
_____
_____

eWIC Coordinator Signature _____ Date _____