

**FOOD PRODUCT SUBMISSION PROCEDURES**

Hawaii WIC reviews food products for authorization every odd-numbered year. A review is scheduled for 2015. The current Hawaii WIC Allowed Food List effective 10/01/2013 is on-line at <http://health.hawaii.gov/wic/foodlist/>. A version effective 10/01/2014 is in production and will be replacing the 10/01/2013 version.

Manufacturers interested in submitting food product information shall follow the procedures below. NOTE: Submission does not guarantee that the product(s) submitted will be approved for the Hawaii WIC Allowed Food List. Hawaii WIC reserves the right to change the allowed food list at anytime.

1. Submit a written or email request for food product authorization by **January 1, 2015** along with contact name, email and phone number. No late submissions will be accepted. Submit required information, attachments and/or enclosures to:

E-mail: [wic@doh.hawaii.gov](mailto:wic@doh.hawaii.gov) Phone: (808) 586-8175 Fax: (808) 586-8189

Mail: State of Hawaii Department of Health  
Hawaii WIC Services Branch  
235 South Beretania Street, Suite 701  
Honolulu, Hawaii 96813-2419

2. Submit at minimum the following:
  - Contact Name, Telephone Number, and Email Address; and
  - Food Product Name; and
  - Food Product Size(s); and
  - Cost; and
  - Product Flats or Labels for each product (may be submitted as pdf.file if nutrient facts and ingredients are readable); and
  - Summary of Current Distribution in Hawaii (store names & locations); and
  - Identification of Wholesaler(s) Carrying the Product.
3. The Hawaii WIC Food Selection Committee (FSC) shall then evaluate each product based on current Federal requirements and State criteria. Final recommendations are presented to the WIC management team by **May 1, 2015** for implementation on **October 1, 2015**. Federal requirements and State criteria include the following:
  - a) Nutritional Requirements
  - b) Acceptability of Food Product
  - c) Availability of Food Product (at the retail and wholesale levels)
    - (1) The food product shall be available from the majority of the largest wholesale distributors.
    - (2) The food product, with the exception of infant formula, shall have been available for at least one year on store shelves before submission.
  - d) Cost (Higher priced items may be disallowed if equally nutritious products are available at a lower cost.)