

**SECTION: Nutrition Services**

**SUBJECT: WIC Educational and Program Material ordering form**

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**POLICY**

The WIC state agency contracts with [ARC Safety Group](#) for warehousing services which includes the storage and distribution of all WIC educational and program materials.

All orders for WIC forms, educational material and breastfeeding supplies must be submitted via email to the WIC Secretary. As a cost savings measure orders must be consolidated to avoid the submission of multiple orders within the same month. The WIC local agency should designate one WIC local agency staff member for ordering purposes.