

**WISCONSIN WIC PROGRAM  
REBATE PROCEDURES**

REBATE CALCULATIONS:

1. Rebates will be provided on all contract brand products issued with a first date to use (FDU) within the term of the contract and any extensions. Rebates will be provided on all food instruments redeemed after the termination of the contract but with a FDU prior to the termination of the Contract. This may take up to 120 days for all food instruments with the contract brand products to be used and processed through the banking system.
2. Food instruments will identify the contract brand product to be purchased, and total number and size of containers. Rebates will be calculated based on the ounces of the rebated product redeemed by WIC Program participants during a report month.
3. The rebate amount applied shall be the rebate amount effective for that product during the month in which the food instrument is redeemed.
4. Rebates on all new products and changed container sizes will be based on the same percentage discount as the primary contract product.

INVOICING:

1. The WIC Program shall provide monthly to the Contractor an Invoice which specifies the total number of ounces of the contract brand product purchased through the WIC Program based on redeemed food instruments during the report month and based on the calculation identified above. The WIC Program shall mail the invoice to the Contractor no later than one month following the month in which the food instrument was redeemed.
2. Monthly redemption data shall be provided to the Contractor in an electronic format at the Contractor's request.
3. The Contractor may be entitled to recoupment of funds paid due to an overbilling error, after demonstration of these billing errors has been accepted. The Contractor may only recoup funds due to overbilling and must notify the WIC Program within 45 days of payment of the invoice. Any review of WIC redemption data by the Contractor shall be for purposes of recoupment in resolving discrepancies of overbilling.
4. All rebate disputes must be settled within 90 days of the end of the federal fiscal year in which the dispute(s) occurred.

PAYMENT:

1. The Contractor's monthly rebate payment shall be made by the Contractor within 30 days of receipt of the redemption report and invoice. Payment will be made by electronic transfer of funds (ETF) or may be mailed to the Wisconsin WIC Program at the address below and made payable to DEPARTMENT OF HEALTH AND FAMILY SERVICES CASHIER. The Contractor may not withhold any rebate payment under any circumstances.

CASHIER  
DHFS-Bureau of Fiscal Services

PO Box 1668  
Madison WI 53701

2. If payment is not mailed to the WIC Program within 30 days of receipt of the invoice, the Contractor shall pay the WIC Program, in addition to the amount due, interest at the rate identified in the Contract on the portion thereof of the unpaid balance from the expiration of the 30-day period until such time as the payment is made to the WIC Program.