**Creating an Online Submission Form for Utah WIC Eligible Foods**

**People Involved in the Project and Their Organizational Affiliation**

Utah State WIC Office Staff: Chris Furner, Mark Nielsen, JoDell Geillman-Parke, Angela Sorrells, John Radmall, Brandy Peterson

State of Utah Department of Technology Services Staff- Aryavash Aryazand

Various food distributors, manufacturers and vendors

**Background/Introduction**

Utah WIC is in the process of creating an online submission portal that would allow food distributors, manufacturers, and vendors to submit their food items that they would like considered for the Utah WIC Program in a more efficient and simple way.

Utah WIC currently requires all food items to be submitted via an excel sheet and email on a yearly basis to ensure they meet USDA WIC regulations.

**Project Goals**

With the assistance of Aryavash Aryazand of the Department of Technology Services and John Radmall of the Utah WIC Program, we hope to have an online portal created and functioning by December 2022.

**Methods**

1. Ensure adequate funding for the project
2. Initiate communication with Aryavash Aryazand and John Radmall
3. Contact other State WIC Programs that use an online system for support and demonstration. Texas WIC has been a big help and provided a demonstration for us of their portal.
4. Create a portal outline using Microsoft Office materials and share materials in Google Drive.
5. Perform translation of materials into an online system (coding and program development via Ary Aryazand).
6. Preform testing with the help of food distributors/manufacturers.
7. Resolve bugs and issues before launch.
8. Complete the project by December 2022

**Results/Summary/Discussion**

Utah WIC has provided the necessary materials to Ary Aryazand and we are in the process of translating our submission form to an online system with his help. We hope to have a beta version available this summer for testing.