

## **WIC Vendor Selection Criteria**

Any store interested in being authorized as a WIC Vendor must apply for authorization. Only businesses that are authorized as WIC Vendors by the WIC Program may legally redeem WIC food benefits. The state agency authorizes a sufficient number of vendors to assure reasonable participant convenience and access. The state agency considers Vendor Applications on an on-going basis.

The state agency must determine that the following Vendor Selection Criteria have been met in order for a vendor to be authorized.

### **Accuracy and Completeness of Information Provided on the Application**

All information in the application and Price Sheet must be accurate and complete. Vendor applications must be signed in ink and originals sent to the State WIC office.

### **Full Line of Grocery Items are Stocked**

A full service grocery is a store selling authorized WIC Food Items, meats, produce, dairy, (fresh, frozen and/or canned) and dry goods and other products that a participant might normally use and is located in a fixed, permanent location.

### **Minimum Stock of WIC Foods**

Vendors (except pharmacies) must keep in stock at all times the required quantity and variety of WIC foods as specified in the WIC Vendor Manual. (Pharmacies that only provide special formula and medical foods are required to maintain the minimum required stock of infant formula.)

### **Infant Formula Procured from List of Authorized Suppliers**

Vendor must certify that it purchases infant formula only from sources on the List of Authorized Suppliers of Infant Formula provided by State WIC Agency.

### **Competitive Prices and Price Limitations**

Prices must be competitive with, and within the price limitations for, similarly situated vendors (in terms of type and size of store and geographic location).

### **Percentage of Food Sales from WIC**

WIC sales cannot make up more than 50% of vendor's total annual food sales. Vendor applicant will not be approved if it is expected that food sales from WIC will comprise more than 50% of total food sales. Currently authorized vendors' volume of WIC redemptions will be monitored to determine if they exceed 50% of total annual food sales.

### **Accessibility to Participants and WIC staff**

The applicant must be located in an area where a minimum of 10 WIC participants routinely shop and must be open at least 8 hours per day, 6 days per week. The vendor must be in a location that WIC staff will be able to visit as required by federal regulations to conduct training and monitoring visits.

### **Business Integrity**

Vendors may not be authorized if the current owners, officers, or managers have been convicted of or have had a civil judgment during the last 6 years for the following: fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, or obstruction of justice.

### **Compliance with SNAP/Food Stamp Program**

If a vendor has been authorized to participate in the USDA SNAP/Food Stamp Program, the vendor must be in good standing and cannot be, or has been in the preceding two years, disqualified or suspended from the Food Stamp Program/SNAP, or been assessed a Food Stamp Program/SNAP civil money penalty for hardship if the disqualification period that would otherwise have been imposed has not expired.

### **Satisfactory Pre-Agreement On-site Inspection Report**

The on-site inspection report certifies that the applicant meets WIC vendor criteria and documents that initial vendor training has been performed.