

## HOW TO BECOME A WIC AUTHORIZED VENDOR

For those deciding to become a WIC authorized vendor, an application package can be found on the State's WIC website:

<http://www.wicworks.ca.gov/grocers/NewVendorAppInfo.asp>

The package consists of documents explaining the process and forms that can be printed, filled out and mailed to the WIC Program. Included in the information is a minimum inventory of WIC authorized foods. Upon receipt of the application, the following steps are taken by state staff:

1. The package undergoes an initial review for completeness and accuracy.
2. Once the package is deemed to be complete, the ownership entity (partner, corporation, sole proprietor, etc.) is reviewed for business integrity. This consists of a background check to ensure the company or its officers have a clean record.
3. The applicant is then scheduled for a half-day face-to-face vendor education session, held at one of six locations throughout the state. A test is given at the end of the training and the applicant (the owner or a representative of the store) must pass in order to continue with the process.
4. State staff then schedule an on-site inspection, reminding the vendor of the minimum inventory requirements. The inspection consists of obtaining shelf prices of WIC authorized foods, collecting data on the quantity and variety of foods in the store, counting the number of cash registers, and ensuring the necessary permits and licenses are properly displayed.
5. If the store's shelf prices are competitive with other, similarly sized stores and the other requirements are satisfactorily met, the WIC authorized vendor will receive a signed, executed vendor agreement and may start accepting WIC food instruments.

The entire process can take 90 days or longer. Most of the delays in processing can be attributed to incomplete applications or applications containing errors. A correction letter will be sent in such cases and the time it takes to respond will affect the overall processing time.

Additional resource: The above process and requirements are pursuant to federal regulations contained in 7 CFR 246.12.