



## New Store Onboarding Checklist

Welcome on your journey to becoming a DC WIC authorized vendor! Please check off the following items as you pursue DC WIC authorization, to help keep track of the process and paperwork involved.

### Application Process:

1. Review the vendor selection criteria and expectations of WIC authorized vendors (see page 2)
2. Submit a completed DC WIC Vendor Application Package, which includes:
  - a. DC WIC Vendor Application
  - b. Store Information Sheet
  - c. Copy of the store's business license
  - d. Copy of most recent health inspection certificate

Submit the DC WIC Vendor Application Package by email to [info.vendor@dc.gov](mailto:info.vendor@dc.gov)

3. The State Agency will review the application package within 60 days of receipt and will request more information as needed.
4. Determination from the State Agency –
  - a. If application preliminarily approved - the State Agency will send:
    - i. Preliminary Vendor Agreement - indicates store's assigned vendor peer group
    - ii. Minimum Stocking Requirements Checklist – your store is expected to stock items to standard levels before the pre-authorization visit.

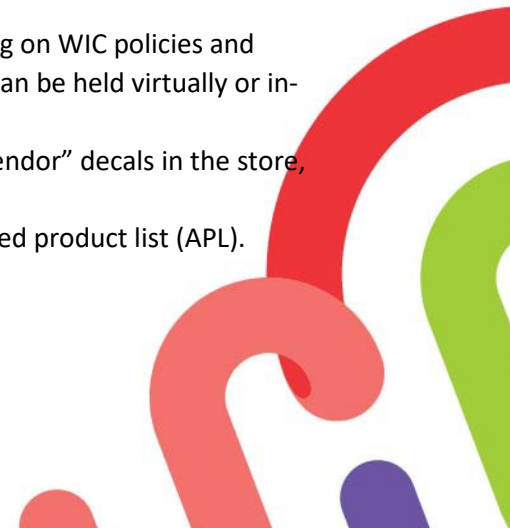
Complete documents and return to [info.vendor@dc.gov](mailto:info.vendor@dc.gov). See “New Store Authorization” below, for next steps.

- b. If application denied - the State Agency will inform you if, and for what reason, your application was denied. You may accept this result or request a fair hearing.

### New Store Authorization:

Once your signed Vendor Agreement has been received, the State Agency will schedule a time to complete the authorization process. The following steps will take place 1-2 weeks before your store opens, or as close to the start of WIC authorization as possible (for stores already operating). These steps include the following action items:

1. Pre-authorization visit – The State Agency will review stocking standards, ensure the store is sanitary and food items are not expired, and provide vendor materials (i.e. WIC posters, food lists, and shelf labels).
2. Authorization Training for Staff – The State Agency will provide training on WIC policies and procedures, including how to process WIC transactions. This training can be held virtually or in-person at your store upon request.
3. Place WIC Food Lists at cash registers and post “DC WIC Authorized Vendor” decals in the store, visible to the public.
4. Prepare the POS system(s) and download the most up-to-date approved product list (APL).
5. Start selling to WIC Customers!





### DC WIC Vendor Selection Criteria, and Expectations:

- Be WIC EBT (“eWIC”) capable
- Be located in a fixed, permanent retail establishment
- Be open for business a minimum of six days **or** 48 hours per week
- Have a valid business license
- Be **SNAP authorized**, with a valid SNAP identification number
- Have a valid Public Health permit and maintain the store in a clean and sanitary condition
- Ensure that mechanical refrigerated areas are maintained at a temperature at or below 40°F
- Meet all local, state and federal requirements, including sanitation and building code regulations, and remain in good standing in their jurisdiction
- Pharmacies: stock (or be able to retrieve) all special infant formulas on the DC WIC Formulary
  - Pharmacies are expected to be able to provide a participant with special formula within 48-hours of their request
- Grocers: stock all categories of WIC-Approved foods and standard contract infant formulas
  - Grocers are expected to fulfill the Minimum Stocking Requirements for DC-WIC Approved food items prior to their WIC authorization
  - Grocers are expected to be able to obtain standard contract infant formula within 24-hours, if out of stock
- Purchase infant formulas from a manufacturer, distributor, wholesaler and/or retail store who is approved by the DC WIC State Agency Provide competitive prices for WIC foods and formulas, as determined by the DC WIC State Agency
- Display no conflict of interest between the WIC State and Local agencies and the vendor
- Hold no outstanding fines or penalties to the State Agency
- Comply with all required corrective and financial actions identified from previous WIC authorization from any USDA FNS program
- Not have a conviction or civil judgement entered against them or any current owners, officers, or managers for fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and/or obstruction of justice
- Not be disqualified from participation in any other FNS Program, or paying a monetary penalty for abuse of such a program
- Ensure that employees whose responsibility will include WIC transactions do not have a history of WIC and/or SNAP violations

Once authorized, vendors must maintain compliance with the above criteria at all times. Authorized vendors must also meet the following additional operating criteria while on the Program:

- Meet the competitive price criteria within the same peer group based on WIC redemptions
- Meet the annual sales requirement indicated by their peer group placement
- Derive less than 50% of their annual revenue from the sale of WIC food items
- Ensure authorized representatives attend all mandatory trainings scheduled by the State Agency
- Comply with the terms of the Vendor Agreement, State and Federal WIC Program rules, regulations, policies, and applicable laws governing the Program.

This institution is an equal opportunity provider.

