



## Current Vendor, New Store Onboarding Checklist

Before considering a request to add a new store to a vendor’s portfolio, the vendor should ensure their new store meets the following requirements.

### **DC WIC Specification Requirements:**

- ( ) Store hours - open for business a minimum of six (6) days per week
- ( ) No outstanding fines or penalties owed to the State Agency by the overhead organization
- ( ) No criminal history for at least six (6) years among store’s ownership or managers
- ( ) Acknowledge minimum annual sales expectations: ( ) Grocers – \$20,000 ( ) Pharmacies - \$1,000
- ( ) Shelves contain the minimum stocking requirement for the vendor’s assigned peer group
  - All stores on one Vendor Agreement will be in the same vendor peer group
- ( ) Prices must be within range of Competitive Price Criteria among other vendors in peer group
- ( ) Pharmacies are expected to provide special formulas within 48 hours of request (if applicable)
- ( ) Grocers are expected to produce out-of-stock standard formulas within 24 hours, if requested

If the vendor feels their new store meets the above requirements, the vendor can move forward with applying to add a new store to their approved Vendor Agreement.

### **6 weeks before store opening:**

Send to the State Agency via [info.vendor@dc.gov](mailto:info.vendor@dc.gov):

Attach  
To Email

- ( ) Completed Store Information Sheet, including store’s SNAP authorization number
- ( ) Most recent state health inspection certificate
- ( ) Food Price Listing and Pharmacy Price Listing, as applicable

Include info  
in the email

- ( ) Expected opening date
- ( ) Request for DC WIC Shelf Labels
- ( ) Date(s) available for State Agency vendor training 1-2 weeks before open date

### **1-2 weeks before store opening:**

- ( ) State Agency will perform on-site monitoring visit to review minimum stocking levels and prices
- ( ) Host on-site State Agency WIC vendor training for staff
  - At this time, the State Agency will provide the WIC poster(s), WIC Folder and Food lists to be maintained at each cash register, and the vendor’s DC WIC stamp

This institution is an equal opportunity provider.

