



## **Procedure: Local Agency Review of Vendor Applications**

Functional Area: I Vendor and Farmer Management

Section: A 1b

Approval Date: 7/2013

Citation: 246.12 (g)

Revised Date: 7/2013

<b>Purpose</b>	Provide guidance to the local agency for review of store applications
<b>Review of Application</b>	<p>Complete the first page of the "Review Sheet for WIC Vendor Eligibility" for each retailer applying for WIC authorization. Please see the appendix for an example of this form.</p> <p>An incomplete application is one which does not contain the following items: The current application form with all answers completed and requested information submitted and a completed WIC Application Food Price List. When this happens, do the following:</p> <ul style="list-style-type: none"><li>• <b>For a store currently participating on the WIC Program</b> send the letter, as on page 3, to the retailer. The letter explains that the application submitted was incomplete and requests the required information within 10 days of the date of the letter.</li><li>• When the information is received make every attempt to process the application as soon as possible, even if the 10 day period was not met.</li><li>• <b>For a store not currently participating on the WIC Program</b>, the State WIC office initially reviews the application and will follow-up with those submitting an incomplete application.</li><li>• A complete application submitted by the retailer is necessary before review of the eligibility criteria can begin.</li></ul>
<b>Review of Eligibility Criteria</b>	<p>Complete the pre-visit review section, of the "Review Sheet for WIC Vendor Eligibility".</p> <p><b>Store not currently participating on the WIC Program</b></p> <ul style="list-style-type: none"><li>• The on-site review will be made by the local agency WIC vendor manager to the store. This on-site visit should be made within 30 days of receipt of a complete application from the retailer, as directed by the State WIC office. The local agency WIC vendor manager should contact the retailer to schedule the on-site visit. During the on-site visit, the local agency WIC vendor manager will verify information submitted on the application and complete the on-site review section of the "Review Sheet for WIC Vendor Eligibility".</li></ul>

### **Stores currently participating on the WIC Program**

- The on-site review will be made by the local agency WIC vendor manager to the store. This on-site visit should be made after receipt of a complete application from the retailer, as directed by the State WIC office. The on-site visit should be made within 30 days of receipt of the complete application from the retailer. The local agency WIC vendor manager should contact the retailer to schedule the on-site visit. During the on-site visit, the WIC vendor manager will verify information submitted on the application and complete the on-site review section of the "Review Sheet for WIC Vendor Eligibility".

Submit to the State WIC office the State Agency copy of the application (white original), the application price list, and the Review Sheet for WIC Vendor Eligibility.

Submit to the State WIC office the application materials for a store not currently participating on the WIC Program within 30 days of receipt of a complete application from the retailer.

Submit to the State WIC office the application materials for stores currently participating on the WIC Program as directed by the State WIC vendor management coordinator. If the application is postmarked, after the specified timeframe identified in the application packet mailing, the application materials should be submitted to the State WIC office within 30 days of receipt of the complete application from the retailer.

(Date)

(Retailer Name and Address)

Dear (Name of Retailer):

We have received your application for Nebraska WIC Program retailer authorization. In reviewing your application, we have noted that some additional information is needed. Please send to our office the following:

- \_\_\_\_1. Your enclosed application with additional information as indicated
- \_\_\_\_2. A copy/sample of your cash register receipt
- \_\_\_\_3. WIC Application Food Price Reporting List

This information is needed to further process your application. Please return the information by (date-- ten days from the date of this letter) to allow a decision about your store's eligibility to be made prior to the expiration of your current WIC agreement.

You may send the requested information to the following address:  
(Agency Name and Address)

If you have any questions or need more information please contact our office at (Agency phone number).

Sincerely,

(Name)  
(Title)

xc: State WIC Vendor Management Coordinator

“This institution is an equal opportunity provider”.