
Purpose

Outline the steps in accepting applications from stores not currently participating on the WIC Program and from stores currently participating on the WIC Program

Store Not Currently Participating on the WIC Program

1. When a retailer contacts WIC staff requesting to be a WIC approved store, staff will record the store name, address, phone number, and name of person to whom the application should be mailed. WIC staff then notifies the State WIC vendor management coordinator that the retailer has requested WIC authorization.

2. An application packet is mailed to the retailer by the State WIC office. A copy of the application cover letter is sent to the local agency WIC vendor manager for that retailer's file. This will also provide documentation for the local agency WIC vendor manager of the date the application was mailed.

If the application is requested during the period of April 1 through September 30 of the last year of the current three year contract period, the application for the contract period beginning October 1 is sent to the applicant. If it is determined that there is inadequate participant access to a WIC authorized retailer, the application for the current contract period will be sent to the applicant.

3. A follow-up phone call by the local agency WIC vendor manager is made to the retailer 15 days after the application is sent. The local agency WIC vendor manager verifies that the retailer received the application packet, reminds the retailer that the application should be returned as soon as possible so the review process can begin, goes over what materials are needed for a complete application, and answers any questions that the retailer may have.

4. The retailer completes the application and returns it to the State WIC vendor management coordinator as soon as possible. If return of the application materials is delayed and the forms are revised, the retailer will be asked to complete current forms.

5. Once the application is received, the State WIC vendor management coordinator begins the application review process.

6. After the complete application is received and reviewed, it is forwarded onto to the local agency WIC vendor manager.

7. The local agency WIC vendor manager documents the date the application was mailed, the date of the follow-up phone call, the

postmark date on the returned application, and any additional notes and their dates on the Nebraska WIC Vendor Authorization Process Log Sheet, example page 2c.

Stores Currently Participating on the WIC Program

1. Agreements for all current WIC stores expire on September 30 of the third year of the current contract period, regardless of when they were initially signed. A new application is required for each three year agreement period.
2. During the third quarter of the last year of the current contract period, application packets are mailed to all current WIC retailers by the local agency WIC vendor manager, as directed by the State WIC office.
3. A follow-up phone call is made by the local agency WIC vendor managers to the retailers 15 days after they have been mailed their applications. The local agency WIC vendor manager verifies that the retailers received the application packets, reminds the vendors that the applications should be returned by the specific timeframe identified in the application packet, so the review process will not be delayed, goes over what materials are needed for complete applications, and answers any questions that the retailers may have.
4. The retailer completes the application and returns it to the local agency WIC vendor manager.
5. Once the application is received, the local agency WIC vendor manager begins the application review process.
6. The local agency WIC vendor manager documents the date the application was mailed, the date of the follow-up phone call, the postmark date on the returned application, and any additional notes and their dates on the Nebraska WIC Vendor Authorization Process Log Sheet, example page 2c.

Application Materials

1. Please refer to the appendix for examples of the application materials.
2. The application materials may be ordered from the State WIC office.

