
Purpose Identify the steps to follow if a WIC vendor voluntarily withdraws from the WIC Program

Outline of Process

- A. Notify the State Agency of any voluntary withdrawal from WIC by a vendor.
- B. Vendors who request to be taken off the Program should be handled in the following manner.
 - 1. Confirm the vendor's request with a letter, example page 4b, and a form, example 4c.
 - 2. Send the letter with the form to the vendor for him/her to complete and return to you.
 - 3. Retain a copy of the letter and completed form in the vendor's file.
 - 4. Terminate the vendor in the WIC computer system. Please refer to Vendor Processing User's Guide, pages 2-16 through 2-18, for additional guidance.
 - 5. The vendor number assigned to that vendor cannot be used again for any other vendor and will also be terminated.
 - 6. Request the return of the WIC vendor stamp to the WIC office.
- C. If both the vendor and the local agency mutually agree to terminate the agreement, the steps as outlined in B above should be followed.

(Date)

(Name and Address of Retailer)

Dear (Name of Retailer):

I am writing to you regarding the Nebraska WIC Program. As per our conversation on (date), you requested to end your Nebraska WIC Program Retail Vendor Agreement.

Please complete the enclosed form and return it to our office by (date). This will provide written confirmation of your request to end the agreement and the documentation necessary for our files.

Please return the WIC vendor stamp to our office.

As discussed in our conversation, your contract will expire (date-30 days from date of letter). This will allow sufficient time for any WIC shoppers with WIC checks designated for your store to use them at your facility.

We appreciate your cooperation as a WIC vendor. If you wish to be considered again as a WIC retailer, please contact our local WIC agency at (phone number) or our State WIC office at (402) 471-2781.

Sincerely,

(Name)

(Title)

Enclosure

xc: State WIC Vendor Management Coordinator

“WIC is an equal opportunity provider.

I _____, of (store name and address) request to end the Nebraska WIC Program Retail Vendor Agreement.

I understand this agreement will end on (date-30 days from date of letter).

Signature

Date

xc: State WIC Vendor Management Coordinator

“WIC is an equal opportunity provider”.