

# CALIFORNIA WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM

## APPLICATION FOR AUTHORIZATION FOR AN ADDITIONAL STORE UNDER A CURRENT VENDOR AGREEMENT

Please note: An applicant **MUST** already have an existing CA WIC Vendor Agreement with the identical Vendor Ownership structure in order to submit an application at this time.

### INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

#### Informational Materials

Review the following before completing the application package:

- [\*Instructions on Counting the Number of Registers in Your Store\*](#)
- [\*How to Verify a California Seller's Permit Number\*](#)
- [\*WIC Authorized Food List Shopping Guide\*](#)
- [\*WIC Program Policy Regarding Solicitation of WIC Participants\*](#)
- [\*Preparing for an On-Site Inspection\*](#)
- [\*What is an Acceptable Record of Inventory\*](#)
- [\*Minimum Stocking Requirements\*](#)

#### Application Process

If you are able to download and fill out the [fillable PDF version of the application](#), please save the application with the store street and city location as the name of the file and the extension “.pdf” (such as: 123 Main Street, Sacramento.pdf), and e-mail the completed application file and all scanned documents to [WICVENDORINFO@cdph.ca.gov](mailto:WICVENDORINFO@cdph.ca.gov).

If you fill out a [paper version of the application](#), please mail the completed application, with an original signature, and all required supporting documentation to the address shown on the bottom of Page 6 of the application.

Each additional store location requires its own application package. For each vendor store location, submit the completed application, two copies of the [Vendor Agreement](#) and one copy of the [Exhibit A](#) form, and all other required documents. Follow the instructions carefully.

Submission of an application package does not guarantee that an application will be approved. If a vendor applicant does not meet authorization criteria, the application will be denied. If an application is incomplete, it will be returned to you.

**APPLICATION FOR AUTHORIZATION OF AN ADDITIONAL STORE  
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INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE (Continued)**

An application package must contain all the required information and signed application. Both the application materials and signed application must be submitted to WIC. Please note: a completed application package does not mean that all authorization criteria have been met. If the WIC Program identifies facts which indicate that you may not comply with WIC Program requirements, you will be notified.

**Vendor Training:** You will be required to attend a vendor training class, even if you or a representative have recently attended a vendor training class. The State will designate the date, time, and location of the vendor training class and you will receive an e-mail with the date, time, and location of the vendor training class. *All vendor training classes are conducted in the English language.* **Failure to attend and pass vendor training may result in denial of the application.**

**On-Site Inspections:** Some store locations may be required to undergo an on-site inspection before authorization. During an on-site inspection, a State representative will verify the store complies with WIC regulations.

If you are not ready for a scheduled on-site inspection, you may request (in writing) to withdraw your application, otherwise the on-site inspection will take place as scheduled. You may later reapply for that store location when you are ready to meet all authorization criteria.

### **Application Package**

The required forms that must be completed and returned to the WIC Program are listed below. Only original documents and electronic submissions using the guidelines provided in this instructional document will be accepted. Required forms are:

- **Application for Authorization of Additional Vendor Store** for ownerships with an existing Vendor Agreement with California WIC (1 original copy per application)
- Scanned copy of **Current Health Permit**
- Scanned copy of **Parent Company Information**, if applicable
- **Vendor Ownership Disclosure** information for additional individuals, if applicable
- Scanned copies of appropriate **CA Sales and Use Tax Forms**
- Scanned copy of **Application Certification** (Page 6 of application), including signature
- **Master Vendor Agreement** (2 signed original copies ) and **Exhibit A** (1 copy listing all stores)

**APPLICATION FOR AUTHORIZATION OF AN ADDITIONAL STORE  
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***A. Application for Authorization of an Additional Vendor Store***

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- Enter the **legal name** of the store; the store **telephone number**; **fax number**, an **e-mail address** to receive official correspondence from the WIC Program; and the **physical address** of store, including the **suite number if applicable**.
- Enter a mailing address (in addition to the physical store address), **ONLY** if no postal delivery is available to your store. Leave the mailing address fields blank if you receive mail delivery at your store location.
- Enter the date this vendor ownership acquired this vendor store location.
- Enter the date this vendor store location opened or is scheduled to open under this vendor ownership.
- Enter your **Federal Tax/Employee Identification Number (EIN)**.
- Enter the **Number of Registers** in your store. Refer to “Instructions on Counting the Number of Registers in Your Store” listed under Informational Materials.
- Enter your valid **California Seller’s Permit Number**. Refer to “How to Verify a California Seller’s Permit Number” listed under Information Materials.
- If the store location **will sell ONLY** WIC-authorized foods, check **Yes** in the box provided. If the store **will not sell ONLY** WIC-authorized foods, check **No**.
- Enter the **most recent date** the store passed a City or County **health inspection**. You **must also submit** a copy of the current, valid health permit **or** a copy of the health inspection report indicating that the new store is approved to open and operate under the vendor ownership indicated on your application. Please scan the appropriate document and attach to the e-mail you send with the application.
- Enter the **SNAP/CalFresh Program Number** and check YES on the box. If your store is not currently SNAP authorized, check NO. Indicate by checking “Yes” or “No” if your store is disqualified from the SNAP/CalFresh Program. If disqualified, enter the disqualification period.

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- In Section 3, check the appropriate box for the **vendor ownership type** for this store.
- In Section 4, enter all **vendor ownership** information.
- In Section 5, If applicable, enter **parent company** information for a Limited Liability Company or Corporation. Otherwise, leave blank.

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- In Section 6, enter **vendor ownership disclosure** information for **each individual** associated with this vendor ownership. All information must be entered for each individual. Please note: disclosure of the full social security number is optional but ***the last 4 digits of the social security number are required for each vendor owner listed.***

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- At top of page, you **must disclose** if any individuals in this **vendor ownership or management, including partners, corporate officers, LLC members, LLC managers, directors, or managers**, have been convicted of a crime or had a civil judgment entered against them for the reasons indicated on the application. If applicable, you must enter the name(s) of the individuals and dates of legal actions, and provide a description of the conviction or judgment.
- In Section 7, enter the **store hours of operation** for each business day and identify the holidays for which the store will be closed (if applicable).
- In Section 8, you **must** provide the sales information for this store location. In addition, as described on the application, if this vendor ownership has owned the store for one year or more, you **must** attach copies of the requested **California Sales and Use Tax Forms**. If this vendor ownership has owned the store for **less** the one year, you must attach copies of the requested **California Sales and Use Tax Forms** if available. Please scan the appropriate documents and attach to the e-mail you send with the application.

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- In Section 9, complete the Competitive Price Criteria worksheet. Provide current shelf prices for the listed WIC-authorized foods.
- For each food item, indicate the lowest shelf price in the “Low Price” box and the highest shelf price in the “High Price” box.
- If you only stock one type of a food item (or charge one price for multiple types of a food item), list that price for both the low and high prices.
- For more information, see the Shelf Price Survey frequently asked questions at the following link:  
<http://www.cdph.ca.gov/programs/wicworks/Documents/Shelf%20Price%20Survey%20FAQs%20FINAL%20010214.pdf>

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**Page 6**

- Read the information contained in Section 10. After review, fill in your name, your title, the date, and the store address for which you are seeking authorization. Print the page, sign the paper version, scan it, and attach to the e-mail you send with the application.

***B. Master Vendor Agreement (2 copies) and Attachment Exhibit A (1 signed original copy)***

- Contract ID Number and Vendor Number should be left blank.
- Complete the information on Page 1 of the Vendor Agreement
- Review all requirements contained in the Vendor Agreement.
- Enter date and sign both copies of the Vendor Agreement.

These documents must be signed according to the type of ownership as follows:

- Sole Proprietorship – signature of sole owner
- Partnership/Limited Partnership – ALL partners' signatures
- Limited Liability Company – two members' or managers' signatures
- Corporation – two corporate officers' signatures

***Note: if LLC has only one member and/or manager, only the signature of that individual is required. If Corporation has only one officer, only the signature of that individual is required.***

- Return a signed copy of the Vendor Agreement. One copy of the Agreement will be returned to you if the new store is approved for authorization.
- For each additional store location on a Master Vendor Agreement, complete Exhibit A by entering the names and addresses of the stores. Note: vendor numbers should be left blank. Include one copy of Exhibit A.

**APPLICATION FOR AUTHORIZATION OF AN ADDITIONAL STORE  
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**Application Package Submission**

Please e-mail the application and supporting materials as attachments to: [WICVENDORINFO@cdph.ca.gov](mailto:WICVENDORINFO@cdph.ca.gov) and include the **store address** in the subject line of the e-mail. (For example: 123 Main Street)

**To submit the package electronically, complete the following steps:**

1. Complete the [application](#) in the Portable Document Format (PDF).
2. Save this PDF application electronically with the street address and city as the name of the document. (For example: 123 Main Street, Sacramento.pdf)
3. Print the signature certification page (Page 6).
4. Sign the signature certification page.
5. Scan the signature certification page.
6. Attach the saved PDF application form and the signed, scanned version of the signature page 6 to an e-mail.
7. Complete, sign, scan and attach the signed Vendor Agreement to the same e-mail.
8. Scan and attach all other attachments to the same e-mail.
9. Submit the entire application package electronically to [WICVendorInfo@cdph.ca.gov](mailto:WICVendorInfo@cdph.ca.gov)
10. Make a copy of the entire application package for your records.

**To submit a hard-copy application package, please mail the materials to the following address:**

California WIC Program  
3901 Lennane Drive  
Sacramento, CA 95834  
ATTN: Vendor Applications

**Note: The WIC Program does not provide technical assistance or advice on how to establish or run a business.**

WIC Vendor information is also available at [www.wicworks.ca.gov](http://www.wicworks.ca.gov)

For more information, call **1-855-WIC-STOR (1-855-942-7867)**