

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

### APPLICATION FOR AUTHORIZATION OF MULTIPLE NEW VENDOR STORES UNDER A MASTER VENDOR AGREEMENT

#### INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

#### **Application Package**

Following the instructions and providing accurate information will assist the WIC Program in processing your application in a timely manner. Please refer to the documents listed in "Informational Materials" before completing the application package. Submission of an application package does not guarantee that your application will be approved.

Enclosed are the required forms that must be completed and returned to the WIC Program. Only the originals of the documents listed below will be accepted (no photocopies).

- "Application for Authorization of New Vendor Store" (1 copy for each store)
- "Stocking Requirement Certification"
- "Master Vendor Agreement" and "Food Instrument Redemption Procedures Addendum to Vendor Agreement" (2 copies)
- "Addendum to Vendor Agreement" (2 copies)
- "Exhibit A" (2 copies)
- "Approval of Provision for a 50% Vendor to Provide Incentive Items Addendum to Agreement" (2 copies) (optional)
- "VWIX User ID Form"

Submit a completed "Application for Authorization of New Vendor Store" for each vendor store, "Stocking Requirement Certification", both copies of the "Master Vendor Agreement", "Food Instrument Redemption Procedures Addendum to Vendor Agreement", "Addendum to Vendor Agreement", "Exhibit A", and "Approval of Provision for a 50% Vendor to Provide Incentive Items Addendum to Agreement" if applicable. If the application paperwork is incomplete or does not meet authorization criteria it will be disapproved and returned to you. Applicants will be given one opportunity to submit any missing or incomplete information.

Once the WIC Program has determined that your application package is complete and all required documents have been submitted and are correct, it may take up to 90 days from the receipt of your completed application package to approve or deny your application. If the WIC Program identifies facts which indicate that you may not be able to comply with WIC Program requirements, the application review may take an additional 90 days. The amount of time to complete the application review depends on the number of applications being processed and the results from reviewing your application. Please note that a completed application package does not mean that all authorization criteria have been met.

**APPLICATION FOR AUTHORIZATION OF MULTIPLE NEW VENDOR STORES  
INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE (Continued)**

**1. “Application for Authorization of New Vendor Store” (1 copy for each store)**

- Complete items #1 through #8.
- Complete item #9, “Enter the Number of Registers”. Please refer to the enclosed “Instructions on Counting the Number of Registers in Your Store”.
- Complete items #10 through #17.
- Complete item #18, “Infant Formula Supplier Reporting Information”.

Note: Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004 (The Act) requires that State agencies maintain a list of licensed infant formula wholesalers, distributors, and retailers in addition to a list of companies manufacturing infant formula who are registered with the Food and Drug Administration (FDA). The Act also requires State agencies to ensure that vendors only buy infant formula from approved sources.

To assist you with completing the “Infant Formula Supplier Reporting Information” portion of the application, we have provided the following list of companies currently registered with the FDA who manufacture infant formula:

- Bristol-Myers Squibb Company (Mead Johnson Nutritionals)
- Nestle, USA
- Ross Products
- SHS North America
- PBM Nutritionals
- Solus Products, LLC

If you use an out of state infant formula supplier, you must attach documentation from that state’s WIC Program verifying that the supplier is recognized by that state as being an authorized infant formula supplier. Documentation is not required for FDA approved manufacturers.

After requesting the Seller’s Permit Number from the supplier, use one of the following four ways to verify the validity of the Seller’s Permit Number through the Board of Equalization (BOE):

- a) Internet Verification Service - By going to [www.boe.ca.gov](http://www.boe.ca.gov). Click on Permit Verification and proceed to enter the number for the seller’s permit you are verifying. Do not enter letters or dashes.
- b) Automated Seller’s Permit Verification Service - By calling this automated toll free number at (888) 225-5263 at any time, you can verify a Seller’s Permit Number. However, you will not have access to a customer service representative at this number.

**APPLICATION FOR AUTHORIZATION OF MULTIPLE NEW VENDOR STORES  
INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE (Continued)**

- c) Information Center - A customer service representative can be reached at (800) 400-7115 to verify a Seller's Permit Number. Representatives are available from 8:00 a.m. through 5:00 p.m., Monday through Friday, excluding State holidays.
  - d) Request by mail - A written request verifying a Seller's Permit Number can be mailed to the BOE. The request must include: the business owner's name, business name, address, and Seller's Permit Number as well as your name, phone number, and return address.
- Complete item #19, "Certification". Enter signature, printed name, title, and date. The signature must be of an individual who has legal authority to contract for the vendor ownership.
  - Complete ownership attachment(s) A, B, or C, and D if applicable. Enter signature, printed name, title, and date. The signature must be of an individual who has legal authority to contract for the vendor ownership.

**2. "Stocking Requirement Certification"**

The "Stocking Requirement Certification" document lists the minimum stocking requirements that must be maintained at all times throughout the "Master Vendor Agreement" authorization period. This minimum quantity must always be available for purchase on your stores' shelves. Participants are able to shop at any WIC authorized vendor and may shop at different vendors during the month. Vendors should be aware that participants often select a vendor based on the variety and availability of WIC foods in that store. Therefore, vendors may want to consider their stocking accordingly.

- Review all stocking requirements contained in the "Stocking Requirement Certification".
- Sign, print name, title, and date the enclosed certification document which, upon signature, will certify that all vendor stores on the "Master Vendor Agreement" comply with the stocking requirements for WIC foods. The signature must be of an individual who has legal authority to contract for the vendor ownership.

**3. "Master Vendor Agreement", "Food Instrument Redemption Procedures Addendum to Vendor Agreement", "Addendum to Vendor Agreement", and "Exhibit A" (2 copies)**

- Review all requirements contained in the "Master Vendor Agreement" and "Food Instrument Redemption Procedures Addendum to Vendor Agreement". Review the information identified on "Exhibit A" as incorporated by the "Addendum to Vendor Agreement".

**APPLICATION FOR AUTHORIZATION OF MULTIPLE NEW VENDOR STORES  
INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE (Continued)**

- Enter date and sign both copies of the “Master Vendor Agreement”. Enter date, printed name, title, and sign both copies of the “Addendum to Vendor Agreement”. Documents must be signed according to the type of ownership as follows:
  - Sole Proprietorship – signature of owner
  - Partnership/Limited Partnership – ALL partners’ signatures
  - Limited Liability Company – two members’ or managers’ signatures
  - Corporation – two corporate officers’ signatures
- Return **both** copies of the “Master Vendor Agreement”, “Food Instrument Redemption Procedures Addendum to Vendor Agreement”, “Addendum to Vendor Agreement”, and “Exhibit A”. One copy of each document will be returned to you if your application is approved.

**4. “Approval of Provision for a 50% Vendor to Provide Incentive Items Addendum to Agreement” (2 copies) (optional)**

- If you do not expect that more than 50 percent of the annual food sales will be from food instruments, at any of the vendor stores for which you are applying, you do not need to review or complete the “Addendum to Agreement”.
- If you expect, or the WIC Program determines that, more than 50 percent of the annual food sales will be from food instruments, at any of the vendor stores for which you are applying, and you wish to provide authorized incentives to participants you must have a signed and approved “Addendum to Agreement” on file. Please review all requirements in this “Addendum to Agreement”, enter date, printed name, title, and sign both copies of this “Addendum to Agreement” according to the type of ownership as follows:
  - Sole Proprietorship – signature of owner
  - Partnership/Limited Partnership – ALL partners’ signatures
  - Limited Liability Company – two members’ or managers’ signatures
  - Corporation – two corporate officers’ signatures
- Return **both** copies. One copy will be returned to you if your application is approved.

**5. “VWIX User ID Form”**

This form is required in order to obtain a user ID number, access code and temporary password which are necessary for accessing the [www.vwix.ca.gov](http://www.vwix.ca.gov) website. Authorized vendors may access this website to view the Maximum Allowable Department Reimbursement (MADR) rates for their stores’ peer groups and to transmit the serial numbers of food instruments prior to depositing in the vendor’s bank account.

**APPLICATION FOR AUTHORIZATION OF MULTIPLE NEW VENDOR STORES  
INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE (Continued)**

- Complete item #1.
- Complete item #2. Be sure to include the corporation or limited liability company name if applicable.
- Complete item #3. Enter signature, printed name, title, date, telephone number, and fax number. The signature must be of an individual who has legal authority to contract for the vendor ownership.

**6. Package Submission**

Submit the completed application package to:

**CA WIC Program  
Vendor Management Branch  
P.O. Box 997375  
West Sacramento, CA 95899-7375**

**Attention: New Vendors**

**7. Vendor Training**

After your application package is received and approved by the WIC Program, you will be required to attend a vendor training class. You will receive a letter informing you of the date, time, and location of the vendor education class. Failure to attend and pass the vendor education class may result in denial of your application for authorization.

**8. On-Site Inspection**

If you are successful in completing the vendor training requirement, you will be notified by the WIC Program of the date the on-site inspection for each of your stores will be conducted. As required by federal regulations, a representative of the WIC Program will visit each store and conduct an on-site inspection prior to authorization to ensure that each store meets all requirements. For information on how to prepare for an on-site inspection, please go to [www.wicworks.ca.gov](http://www.wicworks.ca.gov), click on the link under **Professional Resources**, "Grocers/Vendors", "New Vendor Application Package", and then click on "Preparing for an On-Site Inspection".

In addition to noting prices, the WIC Program representative will also note the ratio of WIC authorized food items in each store to food items that are not authorized. This will assist the WIC Program in determining whether or not the store is likely to derive more than 50 percent of its food sales from WIC food instruments.

You must have a current health permit available for verification at the on-site inspection.

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

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

If you have any questions, please contact the Vendor Authorizations and Management Section, at (916) 928-8705.