



State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

June 2, 2015

VENDOR ALERT 2015 - 05

TO: ALL WIC VENDORS
SUBJECT: NEW VENDOR AGREEMENT

Purpose

The California Department of Public Health (CDPH)/Women, Infants and Children (WIC) Division has revised its Vendor Agreement to include new information and new requirements for the WIC Program. The new Vendor Agreement will be sent to all WIC Authorized Vendors in June 2015.

Action for Vendors

All authorized vendors will receive a new Vendor Agreement for ownership signature in June 2015. Vendors must review, sign, date, and return the new Vendor Agreement to CDPH/WIC within 15 days of receipt. Failure to respond within the required timeframe will result in termination of your WIC authorization.

Background

Per Title 7, Chapter 2, Part 246.12(h) of the Code of Federal Regulations, authorized vendors are required to agree to and comply with any new requirements during the term of the Vendor Agreement to continue as a WIC Authorized Vendor.

The new Vendor Agreement includes requirements adopted in the following regulations:

- The Vendor Authorization Criteria, as established in WIC Regulatory Bulletin 2013-01, effective October 17, 2013.

WIC Regulatory Bulletin 2013-01 can be found at:

<http://www.cdph.ca.gov/programs/wicworks/Documents/Regulatory%20Bulletin/WIC-RegulatoryBulletin-2013-01-Attach1.pdf>

- The vendor peer group criteria and corresponding reimbursement system, as established in WIC Regulatory Bulletin 2014-01, effective June 1, 2014.

WIC Regulatory Bulletin 2014-01 can be found at:

<http://www.cdph.ca.gov/programs/wicworks/Documents/Regulatory%20Bulletin/WIC-RegulatoryBulletin-2014-01.pdf>

The new Vendor Agreement contains new information, including but not limited to, program requirements for:

- competitive price criteria;
- shelf price submission;
- minimum technology requirements;



Women, Infants and Children (WIC) Division
3901 Lennane Drive MS 8600 Sacramento, CA 95834
P.O. Box 997375 MS 8600 Sacramento, CA 95899-7375
(916) 928-8500 Internet Address: www.wicworks.ca.gov

- food instrument redemption procedures;
- cash register requirements;
- store hour requirements;
- Supplemental Nutritional Assistance Program (SNAP) authorization requirements;
- peer group criteria;
- inventory purchase and transfer record requirements; and
- information on using the maximum allowable department reimbursement (MADR) rates vs. actual selling price.

Reauthorizations

The new Vendor Agreement will be effective August 1, 2015, and upon final review and execution by CDPH/WIC, through the existing contract expiration date for each vendor. The new Vendor Agreement will not extend the vendors current contract expiration date, which will be identified on the documents you will receive.

If your current Vendor Agreement expires before August 1, 2015, you are required to return your completed reauthorization paperwork within 15 days of receipt of your package. Late submission may result in expiration of your WIC authorization.

<p>A Vendor with an agreement that expires before August 1, 2015 MUST:</p>	<p>Review, sign and date the new Vendor Agreement.</p> <p>Return the new Vendor Agreement to CDPH/WIC within 15 days of receipt in order to remain a WIC Authorized Vendor.</p>
<p>A Vendor with an agreement that expires after August 1, 2015 MUST:</p>	<p>Review, sign and date the new Vendor Agreement.</p> <p>Return the new Vendor Agreement to CDPH/WIC within 15 days of receipt in order to remain a WIC Authorized Vendor.</p> <p>Submit a reauthorization package (including a new Vendor Agreement), which will be received prior to the expiration of their agreement, in order to remain a WIC Authorized Vendor.</p>

Questions

If you have any questions, please call toll free **(855) WIC-STOR** or **(855) 942-7867** or e-mail: WICVENDORINFO@cdph.ca.gov



Lantrel Stockton, Chief
Vendor Operations Section
Vendor Management Branch