

New Jersey WIC Application Process Milestones

1. The Initial Retailer Assessment Questions will be used to determine an interested retailer's program eligibility through the Initial Retailer Assessment Questions, available online.
 - a) The State Agency (SA) will accept online submissions of Initial Retailer Assessments via an online portal to review and determine program eligibility. The online portal can be found on the New Jersey Department of Health website <http://www.state.nj.us/health/fhs/wic/vendors/> An interested retailer should search "Becoming a WIC Vendor" and follow the prompts to successfully submit their submission.
 - b) The SA will download the online Initial Retailer Assessment submissions weekly.
 - c) The Initial Retailer Assessment is comprised of eight questions and are used to determine an interested retailer's program eligibility. The eight assessment questions are the minimum requirements for receiving a New Jersey WIC Application for Vendor Authorization Packet. The assessments questions were obtained from the Vendor Selection Criteria. The complete Vendor Selection Criteria can be found here: <http://www.nj.gov/health/forms/wic-6.pdf>
 - d) Interested retailers and currently authorized Vendors must meet the Vendor Selection Criteria to comply with the Vendor Agreement, statues, regulations, policies and procedures governing the program including any changes made during the Vendor authorization period to remain program eligible.
 - e) Interested retailers who are deemed ineligible as determined by the SA's review of the Initial Retailer Assessment questions may resubmit via the online portal no more than two additional times per calendar year unless the store location has changed ownership within that period.
 - f) Interested retailers who answer "no" to any of the questions on the Initial Retailer Assessment Questions will not receive an application. Interested Retailers who have knowingly submitted false or misleading information to the SA will be denied authorization upon review of the New Jersey WIC Application Packet for Vendor Authorization.
2. An interested retailer who completes the online Initial Retailer Assessment Questions and is determined to be program eligible will receive a New Jersey WIC Application Packet for Vendor Authorization. The application packet shall include the following:
 - a) Initial Retailer Assessment Questions
 - b) New Jersey WIC Vendor Minimum Stock Requirements
 - c) Preparing for a WIC Vendor Monitoring Visit
 - d) Application for WIC Vendor Authorization
 - e) New Jersey WIC Vendor Application Packet Checklist
 - f) Department of Treasury Authorization for Release of Tax Return Information Form
 - g) Commodity Price List Survey (CPL)
 - h) Vendor Agreement (without Signature Page)
 - i) Authorization Agreement for Direct Deposit (ACH) Credits form
 - j) Vendor Selection Criteria
 - k) Designation of Infant Formula Manufacturer, Retailer, Wholesaler and Distributor form
 - l) New Jersey WIC Program Authorized WIC Foods

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- m) Other applicable announcements/promotions/programs working with the NJ WIC Program.
 - n) Vendor Application Packet Cover Letter
3. Upon receipt of the application packet, the SA will review the submission to determine if the Vendor has established the capability to fulfill the responsibilities of a WIC Vendor. The SA shall review the submitted application to ensure for accuracy and completeness. The SA shall verify SNAP authorization through the FNS STARS (Food and Nutrition Service, Store Tracking and Redemption System), a Federal Agency database. The SA shall verify submission of a satisfactory Sanitary Inspection Report. Meeting these qualifications does not constitute authorization for food instrument and Cash-Value Voucher redemption. If the Vendor passes initial review, and onsite visit will be conducted to complete an assessment and verify submitted information.
- a) If the retailer submits an incomplete application packet, the SA shall notify the retailer, via mail and/or email, of the incomplete sections. The SA shall utilize the Incomplete Submission of an Application for WIC Vendor Authorization Packet letter. The retailer shall have 10 calendar days from the date on the letter to provide the SA with a completed Application for WIC Vendor Authorization Packet.
 - b) A returned application packet must be postmarked within 10 calendar days from the date on the Incomplete Submission of Application for WIC Vendor Authorization Packet or it will be denied.
 - c) Returned applications to the SA that are determined to be incomplete a second time will be denied.
 - d) The SA shall notify the retailer in writing whether the retailer's application for authorization is granted or denied.
4. New Jersey WIC Application Packet for Vendor Authorization who are deemed program eligible will be placed in queue to receive an unannounced onsite visit from a SA representative.
- a) During the onsite visit, the SA representative will inspect the retail store location to ensure that it meets all requirements. The following will be verified during the Vendor monitoring visit:
 - A valid satisfactory sanitary code inspection report valid within the last two years.
 - Supplemental Nutrition Assistance Program (SNAP) authorized prior to and during the WIC authorization period.
 - Prices for WIC authorized foods: Must be posted on the individual items or on the shelf where the items are located. Must be reasonable and comparable to the prices of other stores of similar size and type in the same area.
 - Shelf Inventory: Does include items located in storage or items on order prior to visit. Must include every type of food group authorized on WIC; however, Vendors are not required to stock every authorized food item. Must maintain minimum stock requirements on Commodity Price List Survey.

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- Must be able to provide invoices for Infant Formula upon request
 - b) New Jersey WIC Application Packets that are deemed incomplete result in a letter being mailed to the retailer for a correction and /update.
5. The SA shall ensure that all Authorized WIC Vendors are trained, monitored and evaluated in accordance with Federal Regulations.

The SA will assess all retailer information to determine eligibility for Vendor Authorization within 120 calendar days. The milestones begin with an interested retailers' submission of the Initial Retailer Assessment questions via the online submission.