



State of New Jersey

DEPARTMENT OF HEALTH

DIVISION OF FAMILY HEALTH SERVICES

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Acting Commissioner

Date: August 14, 2023
To: WIC Authorized Vendors
From: Johanna Garcia, Vendor Manager 
Subject: NJ WIC Annual Vendor Training – FFY 2023 – **FINAL REMINDER**

REPLY TO
ATTENTION OF: NJWIC #023-037

Dear Vendor Representative:

Federal regulation 7 CFR 246.12(h)(3)(B)(xii) requires all authorized WIC vendors to participate in the Annual Vendor Training during a 3-year authorization period. State Agency (SA) is requiring WIC Authorized Vendors to complete the Annual Vendor Training.

The content covered during the Annual Vendor Training will include, but will not be limited to, information related to the purpose of the WIC program, authorized supplemental foods, minimum stock requirements, eWIC transaction and redemption process, the Federal and State sanction system, complaints, claims procedures and any changes to the program requirements. The information included in the PowerPoint presentation will satisfy the training requirement for Federal Fiscal Year (FFY) 2023.

The training will be offered via **Novi Survey** as a self-paced PowerPoint Presentation. You will be required to enter your Vendor Identification Number, along with other store identifying information at the end of the training. Entry of this information will provide verification of completion of the Annual Vendor Training FFY 2023.

Chain/corporate stores or owners with multiple WIC authorized stores are eligible to complete **ONE** Annual Vendor Training for all their WIC authorized store locations. Vendor Identification (ID) Numbers for all store's must be entered in NoviSurvey.

To access NJ WIC Annual Vendor Training – FFY 2023, click the following:

<http://healthsurveys.nj.gov/NoviSurvey/n/NJWICAnnualVendorTrainingFFY2023.aspx>

A minimum of one store representative must complete this training. It is suggested that the store representative you select is someone who will be responsible for the daily supervision of cashiers and WIC transactions.

Failure to review the training will prevent your store from participating as an authorized WIC vendor. The training deadline has been extended and must be reviewed no later than Monday, August 21, 2023.

Thank you for your participation. Should you have any questions, please contact the NJ WIC Vendor Unit at: NJ.WICVendor@doh.nj.gov