

State of New Jersey  
**DEPARTMENT OF HEALTH**


DIVISION OF FAMILY HEALTH SERVICES  
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KAITLAN BASTON, MD, MSc, DFASAM  
*Commissioner*

**DATE:** May 15, 2024  
**TO:** NJ WIC Authorized Vendors  
**FROM:** Johanna Garcia, Vendor Manager   
**Reply to Attention of:** NJWIC #024-025  
**SUBJECT:** October 1, 2024 - September 30, 2027, Authorization Period, Rollout 1

Dear Vendor Representative,

Your store is assigned to **Rollout 1**.

The NJ WIC Application for Authorization Period October 1, 2024 – September 30, 2027, will now be available online via the New Jersey WIC Vendor Web Portal (VWP). **The online vendor application portal will allow Vendors to apply for WIC Authorization electronically.** The Vendor Portal offers a user-friendly, streamlined process and a convenient platform for engaging with the WIC program.

NJ WIC Vendors will be required to review and make updates to their authorized store record(s) in the Vendor Portal and upload required documentation (Sanitary Inspection Report (Satisfactory) – within last 2 years, SNAP Permit, Voided Check or letter from bank, verification of ownership and verification of store square footage (i.e., lease, tax assessment).

The State Agency will provide you with the following by email on May 29, 2024

- Vendor Web Portal login credentials
- Vendor Web Portal website address

Technical Assistance “Remote Office Hours” will be available every Wednesday from 10am to 12 pm through July 31, 2024. Details for these sessions will be provided by email on May 29, 2024. Office Hours are optional and available to support and assist vendors with questions related to the VWP application submission process.

Once your application submission is reviewed and deemed program-eligible by the State Agency, your store will be required to complete the following:

- FFY 2025 Mandatory Interactive Annual Vendor Training
  - One store representative will be required to complete the training.
- Review and sign the NJ WIC Vendor Agreement
  - Authorization period October 1, 2024-September 30, 2027.

If you have questions, please email a Vendor unit team member at [NJ.WICVendor@doh.nj.gov](mailto:NJ.WICVendor@doh.nj.gov)