



State of New Jersey

DEPARTMENT OF HEALTH

DIVISION OF FAMILY HEALTH SERVICES

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DATE: August 30, 2024

TO: NJ WIC Authorized Vendors

FROM: Johanna Garcia, Vendor Manager

Reply to Attention of: NJWIC #024-032

SUBJECT: October 1, 2024 – September 30, 2027, Authorization Period – Alternate Submission Option

***** IMMEDIATE ATTENTION REQUIRED *****

In an effort to support WIC Vendors with Reauthorization for October 1, 2024 – September 30, 2027, the State Agency would like to offer an alternative method for NJ WIC Authorization Application process and an extension to the submission deadline.

Enclosed you will find the following documents:

- NJ WIC Authorization Application – Fillable Form
- NJ WIC Vendor Agreement – Fillable Form

The Reauthorization process also requires the submission of the following supporting documentation:

1. (Sanitary Inspection Report (Satisfactory) – within last 2 years,
2. SNAP Permit,
3. Voided Check or letter from bank
4. verification of ownership
5. verification of store square footage (i.e., lease, tax assessment, etc.).

If your store has not attended an online Mandatory Annual WIC Vendor Training Session, ensure one representative from the store registers. Training sessions are scheduled on September 4 and September 10 in both English and Spanish.

The NJ WIC Authorization Application, a signed NJ WIC Vendor Agreement and supporting documentation must be completed and submitted by September 10, 2024, by email to NJ.WICVendor@doh.nj.gov.

Vendors who do not meet the September 10, 2024, deadline, may be terminated as a NJ WIC Authorized Vendor.