

New Jersey Women, Infants and Children (WIC) Program Vendor POS Reimbursement Program Application

Application Due Date:

- **June 30th, 2021** is the new deadline extension for the Vendor POS Reimbursement Program Application for all counties.
- A SA Vendor representative will continue to support you through the application process to ensure you submit a complete POS Application. Should you have questions, or need assistance, please reach out to a representative at NJ.WICVendor@doh.nj.gov

Important Note:

- This application is not confirmation that you will be reimbursed.
- Approval for reimbursement will be given once you receive written notification from NJDOH and all requirements stated in the letter are met.

Summary

The New Jersey Department of Health's WIC State Agency is in the process of ensuring that the state of New Jersey WIC Program is in compliance with USDA requirements related to eWIC. The New Jersey WIC State Agency has obtained some funding to assist NJ WIC authorized Vendors in becoming eWIC capable. Available funding is for the purpose of replacing or upgrading existing point of sales (POS) systems to accept eWIC payments. Upgrades and installations must be completed prior to Level 3 (L3) certification. This will be scheduled closer to the eWIC start. Funding is limited and will be approved based on the evaluation criteria listed below.

Application Due dates

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Qualifications

In order to qualify for reimbursement, applicants must:

- Be an existing active New Jersey WIC authorized Vendor.
- Have POS systems (e.g. cash registers) not capable of processing eWIC, as determined by the vendor's cash register reseller or by Solutran.
- Plan to purchase a POS system or upgrade a POS system that is capable to process eWIC transactions and certified by Solutran (see list of possible systems below).
- Receive a quote from POS providers.
- Complete a L3 certification (with the assistance of WIC State Agency) for the new or upgraded hardware and software (Funding requests will not be approved until successful completion of the L3 certification.)
- Complete the NJ WIC Vendor Reimbursement Program Application in its entirety.

Allowable Reimbursement

Request for reimbursement may include:

- Upgrades to existing POS hardware or software necessary for eWIC
- Purchases of new POS system that are eWIC capable; and/or
- Labor to install POS upgrades to existing system or new system.

Unallowable Reimbursement

Request for reimbursement may not include:

- A POS system not certified by Solutran for eWIC payments
- Transaction fees
- Service or maintenance fees
- Travel, meals or lodging

Applications will be reviewed to ensure only allowable amounts are included in approved funding.

Determining – Amount of Reimbursement

Each applicant will be reviewed to determine the eligible funding amount based on the table below. Reimbursement may cover the entire purchase amount, or only a portion.

The number of registers listed in the application will be compared to number of registers on file.

Table #1: Maximum Reimbursement Amount Table

Number of Cash Registers planned for eWIC	Maximum Reimbursement Amount per Store
1	Up to \$3000
2	Up to \$5000
3+	Up to \$7500

Application Requirements and Instructions

1. Find out from your POS provider if you cannot process eWIC with your current equipment.
2. Obtain an itemized quote from a qualified POS provider (Contact your existing POS provider or use the list below) to upgrade or replace your existing system to process eWIC.
3. Submit the following information by email to NJ.WICVENDOR@DOH.NJ.GOV before the due date specified on the first page:
 - a. A complete application (see fillable form below)
 - b. A quote from the POS provider indicating:
 - i. POS provider name, address, phone number, and date of quote issued
 - ii. Detailed POS system upgrade specifications being purchased
 - iii. Qualified funding may only be used on the system specified in the POS provider's quote

The following is a list of eWIC capable system options. This list is not all-inclusive. If you have another system that you would like to use, please find out from your POS provider if they support eWIC. Please verify this with the WIC State Agency before committing to the POS provider. You can also refer to the full list online at https://www.state.nj.us/health/fhs/wic/ewic/pos_links.shtml

POS System	POS Provider	URL
RORC	Dumac	www.dumac.com
Store Management Suite (SMS)	LOC Software	www.locsoftware.com
Upfront	UpFront Software	www.upfrontsoftware.com
Catapult	Electronic Case Register Software (ECRS)	www.ecrs.com
IBM SurePOS	Various providers	-
NCR ACS IR	Various providers	-
TotilPay Register*	Nova Dia Group	www.novadiagroup.com
IT Retail	simpleware Inc	www.itretail.com
NRS POS+ *	National Retail Solutions	www.nrsplus.com

*These POS systems are in the process of being certified for eWIC.

Reimbursement Program Application

Vendors applying for funding for multiple stores must submit one application per store.

Vendor Information		
WIC Vendor Identification Number: 00-		Stamp Number:
Peer Group:		
Store Name:		
Store Physical Address:		
City:	County:	Zip Code:
Applicant Name:		
Email Address:		Phone:
Mailing Address (If different):		
City:	County:	Zip Code:
Equipment		
Number of current cash registers:		
Number of cash register planning to equip for eWIC:		
Current POS system Make & Model:		Plan to Replace or Upgrade?
Third Party Processor:		
Amount Requested based on POS provider quote: (*Refer to the Table #1 on page #3)		
Describe changes being planned and costs for each major item:		
Who is the POS provider?		Contact Name:
Contact Phone:		Contact Email:

Applicant Evaluation Criteria

The WIC State Agency will determine the actual funding amounts based on the number of applicants and the availability of funds.

Applications will be evaluated by a Review Committee for the following:

- Justification of need for an upgrade or new POS System
- Quote from a qualified POS provider
- New Jersey WIC authorized Vendor's in good standing
- Annual WIC redemptions per lane of at least \$1000

Applicants approved for funding will receive written notification from the WIC State Agency.

The WIC State Agency will provide written notification to applicants whose application did not meet the eligibility criteria including reasons for ineligibility.

The WIC State Agency will not be responsible for reimbursement to any upgrades or purchases of equipment prior to receiving notification of approval.

The WIC State Agency reserves the right to reject any applicant. Prior recipients of this type of eWIC grant from other states are ineligible to participate.

Mutual Understanding

Vendor application for this reimbursement program must include an accurate quote for the cost of a new system and or upgrades to their current POS system to accept New Jersey eWIC transactions. The proposed system must be from a qualified company certified by Solutran.

Vendor acknowledges that the New Jersey WIC State Agency is not obligated to provide any funds based on this application. Also, available funds may not be sufficient to cover the full cost of purchasing, replacing or upgrading equipment to process New Jersey eWIC transactions. Vendor may choose to accept the amount of the funds approved by the WIC State Agency or may apply for to receive stand beside equipment to process eWIC transactions.

Reimbursement is contingent on receiving a successful level three (L3) eWIC certification for the equipment purchased or upgraded. Vendors will not be reimbursed until the L3 certification is completed.

Copies of all invoices related to upgrades or purchases should be provided after certification to complete the reimbursement process. Reimbursement cannot be provided without documentation of purchases or upgrades being completed. Receipts and any supporting documentation, including a copy of the original application, and a payment voucher, should be submitted to receive reimbursement.