

**FY20 WIC VENDOR AGREEMENT**  
**APPENDIX A-VENDOR SELECTION CRITERIA**

Authorized vendors must meet the selection criteria at all times throughout the authorization period. The Agreement will be terminated if any one of these criteria is not met. Applicant and renewing vendors who do not meet the following criteria will not be selected for authorization.

1. A vendor must submit an online application through the vendor portal within the time period provided by the due date. If incomplete at the time of the initial submission, a vendor will receive notification of the deficiency and will be given an additional fifteen (15) days to submit a completed application.
2. Falsification of any information.
3. A food store vendor, excluding pharmacies, must be currently authorized by SNAP and must provide its FNS number.
4. A vendor must not be currently disqualified from SNAP or must not have been assessed a SNAP civil money penalty for hardship, and the disqualification period that would otherwise have been imposed has not expired.
5. A vendor applicant or current owners, officers or managers must not have been convicted of nor had a civil judgment entered against them within the last six (6) years for any activity indicating a lack of business integrity. Activities include but are not limited to, fraud, antitrust violation, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, receiving stolen property, making false claims, or obstruction of justice.
6. If the WIC Program determines that the store's previous owner sold the store in an attempt to circumvent a WIC sanction.
7. A vendor must purchase infant formula only from the WIC Program's list of wholesalers, distributors, retailers and manufacturers. This list is included and sent to authorized vendors on an annual basis.
8. A vendor must not be expected to derive more than 50% of its annual food sales revenue from acceptance of WIC benefits.
9. A vendor must not offer, or intend to offer, incentive items solely to WIC customers, and must offer WIC customers the same courtesies that are offered to non-WIC customers.
10. A vendor must attend all assigned mandatory training sessions.
11. Be an established business, open to the public for at least one year in the current location. This condition may be waived for a currently authorized vendor in good standing that is adding an additional location or to the new owner of a currently authorized store in good standing.
12. A vendor must have and maintain the established WIC Program Minimum Inventory Requirements so that WIC customers may redeem their WIC benefits at any time that the vendor is open for business (Appendix B).
13. A vendor must post the prices that are charged for all WIC food items. Prices must be posted on the store shelf in front of the item, on the product itself or, in the case of chilled or frozen items, on a sign attached to the door of a cooler or freezer in front of the food item. When prices change, all signs must be updated, in addition to registers and all stand beside units.
14. A vendor must meet established competitive pricing criteria, which involve the ranking, by peer group, of the price index of all vendors. The price index is calculated by using each vendor's prices for WIC food items. Each vendor's price index is then compared to the average price index for the peer group with which it is associated.
15. A vendor with an integrated cash register system must be WIC EBT capable, meaning the vendor must demonstrate the Point-of-Sale (POS) system can accept WIC purchases, obtain a benefit balance, and complete a WIC transaction accurately and securely. Vendors must be able to exchange updated files with the state pursuant to State agency EBT system requirements.
16. A vendor who will use a single function stand beside machine must demonstrate WIC EBT capability and obtain equipment compatible with the EBT processor's host system.
17. A vendor must not have been assessed more than \$2,500 in fines or a monetary claim for State Agency-established sanctions in the last 3 years.
18. A vendor must not have fines that have not been paid by the due date or monetary claims or refunds that have been requested by the WIC Program and remain outstanding.
19. Vendors must maintain a minimum of \$25 per month in WIC redemptions within the most recent three-month period.
20. Not providing information as requested by the WIC Program within the time frame stated, including but not limited to proof of training staff, submitting questionnaires, surveys, invoices, sales and use tax documents for the time period stated.

If the WIC Program determines that authorization of the vendor is necessary in order to provide adequate participant access, an exception may be made to the selection criteria. However, vendors must meet the Minimum Inventory Requirement to become authorized and at all times throughout the authorization period to remain authorized.