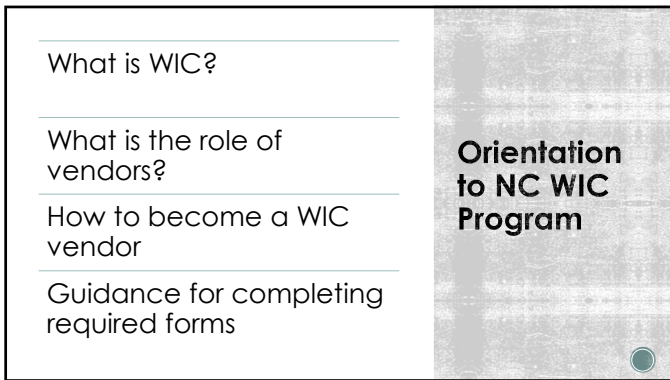
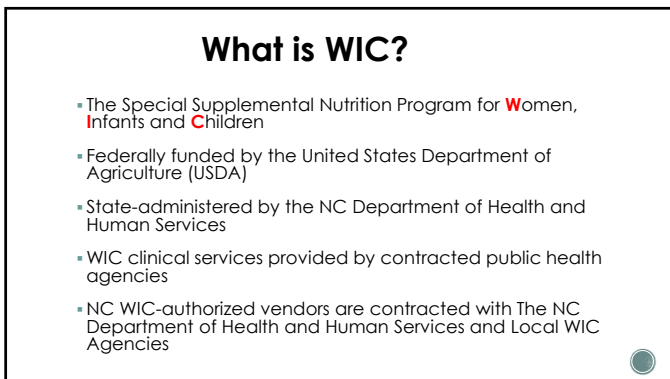




1



2



3

WIC Works!

- In NC, every WIC dollar spent on a pregnant woman saves multiple dollars in newborn health care costs
- Children on WIC have better diets, particularly for vitamin C, thiamin, protein, niacin and vitamin B₆



4

How Stores Become Authorized WIC Vendors

- Vendors work primarily with the Local WIC Agency
 - Orientation and training
 - Completing required forms in DocuSign
 - Technical assistance
 - Monitoring
- Local WIC Agency submits required vendor forms to the State WIC Agency
- Vendor is authorized by State WIC Agency



5

Types of Vendors

- Vendors under **Corporate Agreement**
 - 20 or more WIC-authorized stores
 - Food Lion* - Harris Teeter*
 - Ingles* - Lowe's*
 - CVS - Wal-Mart*
 - Target - Publix*
 - Walgreens
 - * Pharmacies within the corporate store that is also WIC approved
- Vendors not under Corporate Agreement



6

Vendor Applicant's Responsibility

- Attend training by Local WIC Agency
- Meet all selection criteria
- Contact Solutran for preparation in accepting eWIC
 - Retailer Helpdesk: 1-866-730-7746 (available 24/7)
 - Email: ebtsservices@Solutran.com
- Complete required forms accurately and completely using DocuSign
- Understand and follow all Federal and State regulations and rules
- Train all staff handling eWIC transactions



7

Local WIC Agency's Responsibility

- Inform Vendor Applicant there is a deposit and monthly lease fee required for a stand-beside device.
- Provide orientation and training to store owner, manager or designee
- Respond to questions about required forms and application process
- Review required forms for completeness
- In a timely manner:
 - Perform Pre-authorization Monitoring
 - Send required forms to State WIC Agency
 - Ensure Vendor is set up to accept eWIC prior to final authorization
 - State Agency staff will complete L3 certification testing once equipment has been received by Vendor or Solutran has determined the Vendor's cash register system meets the eWIC requirements



8

Local WIC Agency's Responsibility continued

- Inform Vendor of Vendor ID number (to be used on Vendor forms only)
- Provide NC WIC Vendor Transaction Guides
- Address any questions from the Vendor



9

Selection Criteria

- Established by U.S. Department of Agriculture and NC WIC Program
 - ✓ 20 items
- Vendor Manual pages 7-8



10

Supplemental Nutrition Assistance Program (SNAP)

- Must be authorized as SNAP vendor
- Cannot become WIC authorized vendor if currently disqualified from SNAP or paying a civil money penalty for which the disqualification period would still be running
- SNAP is also known as Food and Nutrition Services in NC



11

Competitive Pricing and Price Limitations

- Peer group structure
 - ✓ Peer groups have not-to-exceed (NTEs) prices for each WIC supplemental food and contract formula



12

Annual Vendor Training

- Vendors, their store manager or other authorized store representative are required to attend annual vendor training
- Failure to attend annual training by September 30th of each year will result in termination of the WIC Vendor Agreement



13

NC Peer Group System

VENDOR PEER GROUPS			
#	STORE TYPE	LOCATION	DESCRIPTION
5	Pharmacy	Statewide	Free-standing pharmacy that sells a limited variety of foods
6	Convenience Store	Statewide	Retailer with a limited assortment of grocery items
7	Mass Merchandiser and Commissary	Statewide	Retailer that sells a wide variety of merchandise but also carries groceries and has store locations in most or all states
			Grocery store operated by US Defense Commissary on a military base
8	Independent Grocery	Urban	Retailer that primarily sells groceries with fewer than 11 store locations
9	Independent Grocery	Non-urban	Retailer that primarily sells groceries with fewer than 11 store locations
10	Regional Grocery Chain	Urban	Retailer that primarily sells groceries with at least 11 store locations and operates in 2 or more states
11	Regional Grocery Chain	Non-urban	Retailer that primarily sells groceries with at least 11 store locations and operates in 2 or more states

14

Determining Peer Groups

- Store type
- Geography



15

Store Types

- **Pharmacy** – pharmacy retailer that sells limited variety of food
- **Mass Merchandiser** – retailer that sells a wide variety of merchandise, but also carries groceries and has outlets in most or all states
- **Commissary** – grocery store operated by US Defense Commissary within the confines of a military installation
- **Convenience Store** – retailer with limited assortment of grocery items



16

Store Types continued

- **Independent Grocery** – a vendor that primarily sells groceries in fewer than eleven store locations
- **Regional Grocery Chain** – a vendor that primarily sells groceries in eleven or more store locations whose parent company operates in more than two states



17

Geography

- Geography determined by using Rural Urban Commuting Area (RUCA) file and documentation from USDA Economic Research Service (ERS)
 - Classifies census tracts using measures of population density, urbanization, and daily commuting; and
 - Identifies urban, large rural, small rural, and isolated areas.



18

Not-to-Exceed (NTE) Prices

- NTEs are set at 2 standard deviations above the average price for supplemental foods within a vendor peer group. NTEs are not set for exempt infant formula, WIC-eligible nutritionals or fruits and vegetables purchased with cash-value Benefits (CVBs)
 - ✓ Calculated for each WIC supplemental food
 - ✓ Based on redemption of all vendors in the peer group
 - ✓ Obtained from the eWIC system
 - ✓ Different NTEs for different sizes of the same food even if it is the same brand
- Foods and Contract Formula



19

NTEs vs. Current Shelf Price

- Vendors **must** charge current shelf price
- Vendors **DO NOT** have to charge the NTE
- Charges for WIC transactions must be less than or equal to charges to regular customers
- Vendors **cannot** set their prices at the NTE and charge other customers less. This is a federal violation for which a vendor can be disqualified



20

Minimum Redemption


- Vendor must redeem at least \$2,000 annually in WIC supplemental food sales
 - If not, the Vendor Agreement will be terminated
 - The store must wait 180 days to reapply



21

Contract Infant Formulas

- NTEs are set for milk-based and soy-based formulas
- Brands must be contract infant formulas:
- **Gerber Good Start Gentle®**
 - 12.7 oz cans Powder **
 - 8.1 oz Concentrate Containers (GentlePro)
 - 33.8 oz Ready to Feed (4 pack of 8.45 oz Containers) (GentlePro)
- **Gerber Good Start Soy®**
 - 12.9 oz cans Powder **
 - 8.1 oz Concentrate Containers
 - 33.8 oz Ready to Feed (4 pack of 8.45 oz Containers)
- **Gerber Good Start SoothePro®**
 - 12.4 oz cans Powder

** Minimum Inventory item 

22

WIC Approved Foods with No NTE

- NTEs do not apply to exempt infant formula or WIC-eligible nutritionals
- Open market system (shelf price)
- Exempt infant formula and WIC-eligible nutritionals can be found at www.nutritionnc.com/wic/vendor.htm
- NTEs do not apply to fruits and vegetables purchasable with cash-value benefits (CVBs)



23

Purchasing and Providing Infant Formula From State-Approved Sources

- WIC Reauthorization Act of 2004 requires vendors to purchase infant formula from a State-approved source
- Infant formula, exempt infant formula, and WIC-eligible nutritionals provided to WIC customers must be purchased directly from the State-approved sources
- **Must** keep invoices and receipts showing sources of formula
- Failure to do so will result in termination of the WIC Vendor Agreement



24

WIC Price Lists

Price List Submission

- Vendor applicants must submit price lists at initial authorization which have prices at or below the NTE for their assigned peer group
- Authorized vendors must submit a price list if requested by the State WIC Agency



25

Applicant Prices Must Be At Or Below NTE

PRICE OF WIC FOODS > NTE = WILL NOT BE AUTHORIZED

Opportunity to resubmit within 30 days to become authorized



26

Resubmitted Price List

Written denial

Must wait **90 days** to reapply



27

Predominantly WIC Vendor (PWV)

- A predominantly WIC vendor, also known as a PWV, is a vendor that derives more than 50% of their food sales from WIC food benefits.
- PWVs cannot be authorized NC WIC vendors
 - If a vendor applicant is expected to be a PWV, the application will be denied
 - If a vendor becomes a PWV anytime during authorization, the Vendor Agreement will be terminated
 - Must wait 90 days to reapply
- Selection Criteria Listed in Vendor Agreement



28

Predominantly WIC Vendor (PWV) continued

- State WIC Agencies are required to identify vendors that derive more than 50% of their annual food sales revenue from WIC food redemption
- The USDA classifies these vendors as Above 50% Vendors
- In North Carolina, these stores are called Predominantly WIC vendors (PWVs)
- State WIC Agency collects data to determine total SNAP-eligible food sales as part of the PWV identification process



29

SNAP-eligible Food Sales Records

- Vendors must maintain a record of all SNAP-eligible food sales
- SNAP-eligible food sales are sales of those foods that can be purchased with SNAP (Food Stamp) benefits
- Vendors are required to provide the State WIC Agency, upon request, a statement of the total amount of revenue derived from SNAP-eligible food sales and written documentation to support the amount of sales claimed



30

PWV Identification

- What is SNAP-eligible?
 - Any item that may be purchased with Supplemental Nutrition Assistance Program (SNAP) benefits
- Food Sales
 - The sale of all foods that could be purchased with SNAP benefits.
 - Food Sales Fact Sheet



31

Appropriate Documentation

- Each year select vendors are asked to submit SNAP-eligible food sales as part of PWV determination
- Request sales records, financial statements, reports, tax documents or other verifiable documentation
- Keep a monthly copy in files



32

Verifiable Documentation of SNAP-eligible Food Sales

- Ledger Totals
 - ✓ Daily, Weekly or Monthly cash register receipts totaled in a ledger (**DO NOT send actual cash register receipts**)
 - ✓ Some registers have the ability to separate out different types of items
 - ✓ It is highly recommended that Vendors maintain this type of system. Makes this annual process easier.
- Sales and Use Tax returns are not always sufficient for documenting complete SNAP-eligible food sales
 - ✓ These returns may be used along with ledger totals to verify a vendor's documentation of SNAP-eligible food sales



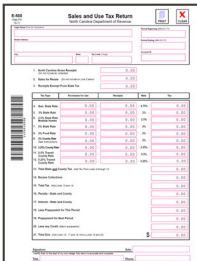
33

Sample Ledger

Date	Grocery (food only 2% rate)	Non-food items	Food items	Total of Food & Non-Food	WIC	SNAP
1/1/13	\$250	\$900	\$125	\$625	\$500	\$100
1/2/13	\$120	\$650	\$20	\$670	\$40	\$100
1/3/13	\$195	\$900	\$25	\$620	\$100	\$100
1/4/13	\$135	\$1,000	\$25	\$1000	\$500	\$250
"	\$125	\$1,000	\$25	\$1025	\$300	\$300
"	\$100	\$1,000	\$25	\$1025	\$550	\$250
1/31/13	\$105	\$1000	\$20	\$1020	\$500	\$100
Totals	\$1,400	\$6,650	\$400	\$7,050	\$3,300	\$1,600

34

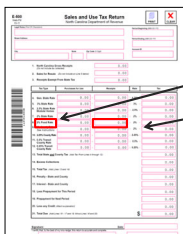
Different Types of Documentation



- Sales and Use Tax Return
- If your store files electronically, it is recommended that you keep a copy for your records as this documentation may be requested as additional documentation
- Additional information may still be requested from the State WIC Agency if these forms are submitted as documentation

35

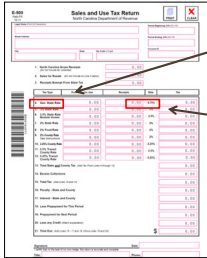
Type of Tax Rates



- Tax Type Column
 - Line 8
 - ✓ 2% Food Rate
 - ✓ Any food sold that only requires a tax of 2%
- Receipts Column
 - Line 8
 - ✓ Dollar (\$) total of food sold at the 2% food rate

36

Types of Tax Rates

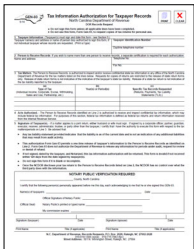


The image shows a screenshot of a tax return form, specifically the 'Sales and Use Tax Return' section. It features a table with multiple columns and rows. Two columns are highlighted with red boxes and arrows pointing to them from the text on the right. The first highlighted column is labeled 'Tax Type' and the second is labeled 'Receipts'. The table contains numerical values and percentages, representing different tax rates and receipts.

- **Tax Type Column**
 - Line 4
 - ✓ General State Rate
- **Receipts Column**
 - ✓ Current % 4.75
 - ✓ Food items may also be reported in this column
- **SNAP-eligible food sales possibly included**

37

GEN-93 FORM



The image shows a screenshot of the GEN-93 form, titled 'The Information Authorization for Taxpayer Records'. It is a legal document with several sections, including 'I, the undersigned, authorize the release of the information described below to the Department of Revenue (DOR) for the purpose of...'. The form includes fields for the taxpayer's name, address, and the date of authorization. It also contains a section for the taxpayer's signature and a section for the DOR representative's signature.

- Release of Tax Information Form
- Authorizes WIC to acquire the vendor's E-500 forms directly from Department of Revenue (DOR)
- Must be completed accurately matching what DOR has on file for store
- Must be notarized

38

Submitting False Information

- Vendors must not submit false, erroneous, or misleading information to the State or Local WIC Agency
- Failure to comply will lead to denial of a vendor applicant's authorization or termination of an authorized vendor's WIC Vendor Agreement
- The store must wait 1 year to become eligible to reapply for WIC vendor authorization

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Equitable Treatment

- Section 246.12(h)(3)iii of the Federal WIC Regulations requires WIC-authorized vendors to offer WIC customers the same courtesies that are offered to other (non-WIC) customers
 - ✓ WIC customers cannot be excluded from in-store promotions
- Failure to provide the same courtesies to WIC customers is a violation of Federal WIC Regulations, thereby constituting a vendor violation
 - ✓ Discrimination on the basis of WIC participation
 - ✓ May result in disqualification



40

Definitions

- **Incentive item** - an item or service provided by a vendor to attract customers or encourage customer loyalty
- **Vendor discount** - an in-store promotion that reduces the price or increase the quantity of a given product; a vendor discount could also result from the use of a coupon
- **In-store promotion** - a sales promotion in which a vendor may offer incentive items, vendor discounts or coupons in order to increase sales of certain items or to encourage customer loyalty to the vendor



41

Incentive Items

- Incentive items must be approved by the North Carolina WIC Program prior to providing them to WIC customers
- The North Carolina WIC Program may approve incentive items-including food, merchandise or services-that a vendor obtained at no cost or that cost a vendor less than \$2.00. Vendors may also provide food sales or specials (vendor discounts) that involve no cost or cost the vendor less than \$2.00



42

Approval for Incentive Items

- To obtain approval to provide incentive items to WIC customers, a vendor must submit a written request directly to the North Carolina State WIC Agency.
- WIC vendors **cannot** offer incentive items to WIC customers without approval from the State WIC Agency



43

Approval for Incentive Items continued

- Following is a list of prohibited incentive items:
 - Assistance applying for WIC benefits
 - Transportation for WIC customer to and/or from vendor premises
 - Delivery of WIC supplemental foods
 - Lottery tickets
 - Cash gifts
 - Any other service that results in a conflict of interest, any item that incurs a liability to the WIC Program or violates any Federal, State or Local law or regulation



44

In-Store Promotions and Coupons

- Allowing WIC customers to use vendor discounts in WIC purchases reinforces wise food purchasing practices
- Vendor staff/cashiers should be well-informed about the use of different types of in-store promotions and coupons
 - ✓ Understand the temporary nature of some offers in order to reduce confusion at the point of sale
 - ✓ Know how to properly transact eWIC using in-store promotions and coupons



45

Types of In-Store Promotions and Coupons

- Buy One, Get One Free (BOGO)
- Buy One, Get One at a Reduced Price
- Free Ounces Added to Food Item by Manufacturer (Bonus Size Items)
- Transaction Discounts
- Store Loyalty/Rewards Cards
- Manufacturers' Cents Off Coupons



46

In-Store Promotions: BOGOs and eWIC

Per the USDA WIC EBT Operating Rules:

- In a true BOGO, the free item cannot be deducted from the WIC customer's benefit balance or reported to the State Agency
- If a food item is advertised as "Buy one, get one free" **with the disclosure that each item is sold for half the advertised price**, both food items shall be redeemed using WIC benefits and shall reflect an item price of half the advertised price in the transaction
 - ✓ Quantity discount
 - ✓ If using this methodology for BOGOs, vendors must put this disclosure in store advertising



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Sales Tax & Cash Back

- Sales Tax on Manufacturers' Coupons
 - ✓ Not permitted to tax WIC items, so cannot charge WIC customers tax on manufacturer's coupons
- Cash Back
 - ✓ Not permitted as a result of vendor discount in any WIC transaction



48

What about exchanges?



- **Identical items only** when:
 - Defective
 - spoiled or
 - has exceeded its "best if used by" or "sell by" date on the date of purchase

49

EWIC PAYMENTS THROUGH THE BANKING SYSTEM

50

Automated Clearing House (ACH)

- Vendors will receive payment for all eWIC transactions processed in their store through an Automated Clearinghouse (ACH) system in which payments are directly deposited into their bank account
- With eWIC, most items will have an NTE
- If a vendor submits an item price that is above the NTE (for the items with NTEs), their payment will be decreased to the NTE amount for the item

51

Changes in Vendor Bank Accounts



- Vendor applicants that need a stand-beside device, must submit their most current banking information to the eWIC contractor, Solutran
- Vendor applicants with integrated cash register systems will provide banking information to their third-party processor to ensure payment for eWIC transactions



52

Vendor Reimbursement Policy

- Vendors may not ask the WIC customer to make up the difference in price for eWIC transactions
- Vendors are responsible for keeping their prices at or below the NTE for their peer group



53

Split Tender Transactions

- Customer can pay for an amount that exceeds the CVB maximum
 - ✓ Example: \$10.00 CVB
 - ✓ Total cost of WIC fruits and vegetables is \$10.25. Customer can pay 25¢ plus tax on the 25¢ or use other acceptable methods to pay for the outstanding balance, e.g SNAP which is not taxable
 - ✓ Vendor submits an eWIC transaction for \$10.00 in CVBs



54

Food Substitution

- Vendors must properly transact the WIC supplemental foods that are listed on the customer's food benefit balance
- **Vendors cannot substitute one food subcategory for another unless granted a waiver by the State WIC Agency**
 - Federal violation that carries 1-year disqualification
 - **Example:** Substituting 1% Milk/Skim Milk for 2% Milk or Whole Milk



55

Use of Scanning Sheets Prohibited

- Vendors cannot use a collection of UPC barcodes on Scanning Sheets, cash registers, computers, tablets, cell phones or any other similar electronic devices to transact eWIC
- Failure to comply with this policy could result in termination of their WIC Vendor Agreement



56

Ideas

- Keep a copy of the *North Carolina WIC Vendor Transaction Guide* at each register
- Prevent mistakes with good training
- Review common errors with staff on a regular basis



57

WIC Approved Foods



Authorized Product List



Approved Criteria



Unit of Measure



Minimum Inventory Reminders



58

WIC Approved Foods



Approved Criteria Update



Organic foods



One dozen chicken eggs



Cheese



59

Milk



Approved Criteria

- Pasteurized cow's milk
 - Skim/1%/2%/Whole
 - Lactose-reduced/free
 - Ultra High Temperature (UHT)
 - Evaporated
 - Organic
- Gallons, half gallons, quarts and cans*

* Evaporated milk only



60

Milk

Unit of Measure GAL = 1 Gallon

Unit of Measure

Gallon
1.0 Gal.

Half Gallon
0.5 + 0.25 = 0.75 Gal.

Quart
0.25 Gal.

Half Gallon
0.5 Gal.

Quart
0.25 Gal.

12 oz.
0.19 Gal.

5 cans
+ appx.
1 Gallon

DAIRY - Condensed Milk / Cheese

Approved	Not Approved
• Condensed milk (canned)	• Evaporated milk
• Sterilized sweetened condensed milk	• Sterilized unsweetened condensed milk
• Sweetened condensed milk	• Condensed milk with additives
• Sterilized unsweetened condensed milk	• Sterilized condensed milk with additives
• Sterilized condensed milk	• Sterilized condensed milk with additives

DAIRY - Condensed Milk / Cheese

Approved	Not Approved
• Cheddar	• Blue
• Monterey Jack	• Brie
• Swiss	• Cream cheese
• Muenster	• Ricotta
• Provolone	• Cottage cheese
• Mozzarella	• Soft cheese

61

Milk

- **Two (2)** types required...
 - Skim/Low fat
 - Whole

- Quantity required...
 - Skim/1% = **six (6)** gallons
 - Whole = **two (2)** gallons

Minimum Inventory Reminders

62

Cheese

Q **Approved Criteria**

- 8-ounce and 16-ounce (1 Pound) sizes of all types of approved packaged cheese
- Low-sodium varieties
- Reduced-fat/cholesterol varieties
- Organic or Regular

Types:

<ul style="list-style-type: none"> • Cheddar (Mild, Medium, Sharp, Extra Sharp) • Colby • Monterey Jack • Pasteurized Processed American 	<ul style="list-style-type: none"> • Mozzarella • Muenster • Provolone • Swiss
--	--

DAIRY - Condensed Milk / Cheese


Approved	Not Approved
• Cheddar	• Blue
• Monterey Jack	• Brie
• Swiss	• Cream cheese
• Muenster	• Ricotta
• Provolone	• Cottage cheese
• Mozzarella	• Soft cheese

DAIRY - Condensed Milk / Cheese

Approved	Not Approved
• Condensed milk (canned)	• Evaporated milk
• Sterilized sweetened condensed milk	• Sterilized unsweetened condensed milk
• Sweetened condensed milk	• Condensed milk with additives
• Sterilized unsweetened condensed milk	• Sterilized condensed milk with additives
• Sterilized condensed milk	• Sterilized condensed milk with additives


63

Cheese




Unit of Measure

CTR = 1 (16-ounce) package or
2 (8-ounce) packages




Minimum Inventory Reminders

- Required Package size...
 - one (1) pound (16 ounces)
- Quantity required...
 - two (2) pounds
- Only one (1) approved type required




64


Soy-Based Beverage



Approved Criteria


- Half gallon containers
- Unflavored
- Meets nutrient requirements






Unit of Measure

GAL = Equivalent to 1 Gallon




65


Tofu



Approved Criteria


- 14- to 16-ounce prepackaged
- Calcium-set tofu
- Can contain coagulants





Unit of Measure

CTR = 14- to 16-Ounce Package



66

Yogurt

Approved Criteria

- 32-ounce containers (1 quart)
- regular or organic
- Pasteurized
- Flavored and unflavored
- < 40 grams sugar per cup
- Fortified with Vitamin A and D
- Non-fat, Low-fat, Whole-fat yogurt



Unit of Measure

1 CTR = 32-Ounce/1-Quart Container



67

Juice

Approved Criteria

- Frozen or Shelf-stable Concentrate:
 - 11.5-to-12-ounce containers
- Single Strength
 - 48- and 64-ounce containers
- 100% fruit or vegetable juice or blends
 - Unsweetened and Pasteurized
- Fortified with Calcium, Vitamin D or Vitamin C
- Contains >30mg of Vitamin C per 100 ml
- Plastic, glass, cans or refrigerated paper cartons
- Organic varieties




68

Juice

Food Packages

- Pregnant, Postpartum, and Breastfeeding Woman



Unit of Measure

1 CTR Juice (48 oz Fluid) = 1 - 48 oz Single Strength or 1 - 11.5-12 oz Concentrate

- Child



Unit of Measure

1 CTR Juice 64oz Fluid = 1 - 64 oz Single Strength



69

Juice (Single-Strength)



Minimum
Inventory
Reminders

- **Two (2)** sizes required...
 - 48-ounce container
 - 64-ounce container
- Quantity required...
 - 48-ounce container = **four (4)** containers
 - 64-ounce container = **four (4)** containers

Concentrated Juice = NOT REQUIRED



70

Cereal



Approved Criteria

- 12-ounce or larger box or bag, regular or organic
- Ready to eat
- Instant and regular hot cereal



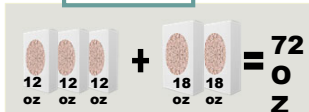
71

Cereal



Unit of
Measure

OZ = OUNCE



4/1/2018 thru 4/30/2018	132064497	\$16.00	\$\$\$	Fruit and Vegetables
	132064497	3.25	GAL	Whole Milk
	132064497	2	CTR	Cheese
	132064497	4	CTR	Juice 64 oz Fluid
	132064497	64	OZ	WW Bread or Whole Grains
	132064497	2	DOZ	Eggs Grade A Large White
	132064497	72	OZ	Breakfast Cereals Dry, or Peanut Butter



72

Cereal

Required package size...

12-ounce package (minimum size)

Quantity required...

six (6) packages

Two (2) approved types whole grain cereals required



**Minimum
Inventory
Reminders**



73

Whole Grain Cereal vs. Non-Whole Grain Cereal

- Only whole grain cereal can count toward minimum inventory
- Some non-whole grain cereal is currently listed in our authorized product list (APL) and allowed for purchase; however, they cannot be counted toward minimum inventory. Example include:

- Rice Krispies (various brands)
- Corn Flakes (various brands)
- Special K
- Corn Chex
- Rice Chex
- Cinnamon Chex
- Blueberry Chex



**Minimum
Inventory
Reminders**



74

Whole Grains

Approved Criteria

- Whole wheat tortillas
- Soft corn tortillas
- Whole grain/whole wheat bread
- Brown rice
- Whole wheat pasta



75



Breads

- 16-ounce loaf, regular or organic
- 100% whole-grain and/or whole-wheat bread



76



Tortillas

- 16-ounce package regular or organic
- Soft corn tortillas (yellow or white)
- Whole wheat tortillas



77

Breads and Tortillas

- Required package size...
 - 16-ounce loaf of bread
 - 16-ounce package of tortillas
- Quantity required...
 - Two (2) loaves or packages **OR**
 - One (1) loaf and One (1) package



Minimum Inventory Reminders



78

🔍 **Brown Rice**

- 14 to 16-ounce bag or box, regular or organic
- Plain, whole grain brown rice
- Instant, quick or regular cooking



79

Brown Rice



**Minimum
Inventory
Reminders**

- Required Package Size...
 - **14 to 16- ounce** package
- Quantity Required....
 - **Two (2)** packages



80


🔍 **Whole-Wheat Pasta**






- 16-ounce packages regular or organic
- 100% whole grain and/or whole wheat
- All shapes



81

Whole Grains

 **Unit of Measure** **OZ = Ounce**






80 OZ

3/25/2018 thru 4/24/2018	135264538	\$27.00	\$83	Fruit and Vegetables
	135264538	3.75	GAL	Whole Milk
	135264538	1	CTR	Cheese
	135264538	3.25	GAL	Lactose Free Skim & 1% HCL
	135264538	4	CTR	Tolu 14-16oz Pkg
	135264538	4	CTR	Juice 64 oz Fluid
	135264538	80	OZ	WW Bread or Whole Grains

82

Eggs

Approved Criteria

- One dozen chicken eggs of different sizes and grades
 - Brown eggs
 - Specialty eggs such as low-cholesterol, cage free, stress-free, free-range, vitamin enriched, antibiotic-free, vegetarian-fed, no-growth-hormones, fertile or organic eggs

PROTEIN - Fish, Eggs, Legumes

Approved

Not Approved

Approved

Not Approved

PROTEIN - Fish, Eggs, Legumes

 **Unit of Measure** **DOZ = 1 Dozen**



83

Eggs

- Required package size... **One (1)** dozen
- Quantity required... **Two (2)** packages
- Must be Grade A and large size
- White eggs only

 **Minimum Inventory Reminders**

84

Beans, Peas, and Lentils

- Q Dry
 - (Any type) plain, unseasoned mature, regular or organic
 - 16-ounce bag or box
- Q Canned
 - (Any type) plain, unseasoned mature, regular or organic
 - Low sodium
 - 15 to 16-ounce can



PROTEIN - Fish, Eggs, Legumes

Approved

- Beans (any type)
- Peas (any type)
- Lentils (any type)
- Soybeans (any type)
- Chickpeas (any type)
- Black beans (any type)
- Kidney beans (any type)
- Lima beans (any type)
- Garbanzo beans (any type)
- Split peas (any type)
- Wax beans (any type)
- Snap peas (any type)
- Garden peas (any type)
- Green beans (any type)
- Green peas (any type)
- Snow peas (any type)

Not Approved

- Beans (any type) with seasonings
- Peas (any type) with seasonings
- Lentils (any type) with seasonings
- Soybeans (any type) with seasonings
- Chickpeas (any type) with seasonings
- Black beans (any type) with seasonings
- Kidney beans (any type) with seasonings
- Lima beans (any type) with seasonings
- Garbanzo beans (any type) with seasonings
- Split peas (any type) with seasonings
- Wax beans (any type) with seasonings
- Snap peas (any type) with seasonings
- Garden peas (any type) with seasonings
- Green beans (any type) with seasonings
- Green peas (any type) with seasonings
- Snow peas (any type) with seasonings

PROTEIN - Fish, Eggs, Legumes

85

Beans, Peas, and Lentils

Food Benefits

Mature

- Black Beans
- Butter Beans
- Lima Beans
- Garbanzo Beans
- Soybeans
- Lentils
- Split Peas

VS

Cash-value Benefits

Vegetable

- Green Beans
- Green Peas
- Snap Peas
- Snow Peas
- Snap Beans
- Garden Peas
- Wax Beans

PROTEIN - Fish, Eggs, Legumes

Approved

- Beans (any type)
- Peas (any type)
- Lentils (any type)
- Soybeans (any type)
- Chickpeas (any type)
- Black beans (any type)
- Kidney beans (any type)
- Lima beans (any type)
- Garbanzo beans (any type)
- Split peas (any type)
- Wax beans (any type)
- Snap peas (any type)
- Garden peas (any type)
- Green beans (any type)
- Green peas (any type)
- Snow peas (any type)

Not Approved

- Beans (any type) with seasonings
- Peas (any type) with seasonings
- Lentils (any type) with seasonings
- Soybeans (any type) with seasonings
- Chickpeas (any type) with seasonings
- Black beans (any type) with seasonings
- Kidney beans (any type) with seasonings
- Lima beans (any type) with seasonings
- Garbanzo beans (any type) with seasonings
- Split peas (any type) with seasonings
- Wax beans (any type) with seasonings
- Snap peas (any type) with seasonings
- Garden peas (any type) with seasonings
- Green beans (any type) with seasonings
- Green peas (any type) with seasonings
- Snow peas (any type) with seasonings

PROTEIN - Fish, Eggs, Legumes

86

Beans, Peas, and Lentils

- Required package size...
 - **one (1)** pound
- Quantity required...
 - **two (2)** packages of dry
- Only **one (1)** approved type required



Minimum Inventory Reminders

Canned beans, peas, lentils = NOT REQUIRED

87

🔍 Peanut Butter

- 16 to 18-ounce container
- Less sugar, lower-sodium, salt-free, reduced-fat varieties
- Plain, creamy, crunchy, chunky or whipped
- 'Natural', organic varieties



88

Peanut Butter

- Required package size...
 - **16- to 18-ounce** containers
- Quantity required...
 - **two (2)** containers



Minimum Inventory Reminders

89

Beans, Peas, Lentils and Peanut Butter



Unit of Measure

1 CTR Beans/Peas or Peanut Butter =



OR



16 oz dry

4 cans (15-16 oz each)
*Note: 1 can = 0.25 Container

OR



16-18 oz jar



90

🔍 **Fish**

Unit of Measure

OZ = Ounce

- 5 to 6-ounce cans or foil packs
- Organic
- Plain, unseasoned pink salmon
 - With or without bones
- Chunk-light tuna packed in water

91

Tuna

- Required Package Size...
 - 5 to 6-ounce can
- Required Quantity...
 - six (6) cans

Minimum Inventory Reminders

92

🔍 **Infant Formula**

- WIC participants must purchase what is specified on their food benefit account:
 - Brand
 - Size
 - Type
 - Quantity

93

NC WIC Program Contract Formula

- **Gerber Good Start Gentle®**
 - 12.7 oz cans Powder
 - 8.1 oz Concentrate Containers (GentlePro)
 - 33.8 oz Ready to Feed (4 pack of 8.45 oz Containers) (GentlePro)
- **Gerber Good Start SoothePro®**
 - 12.4 oz cans Powder
- **Gerber Good Start Soy®**
 - 12.9 oz cans Powder
 - 8.1 oz Concentrate Containers
 - 33.8 oz Ready to Feed (4 pack of 8.45 oz Containers)



94

Infant Formula (Powder)



Minimum Inventory Reminders

- Two types required... Quantities required...
- Gerber Good Start Gentle®
 - Gerber Good Start Soy®
 - Gerber Good Start Gentle®
 - **eight (8)** cans
- Required package size... • Gerber Good Start Soy®
- **11.0-14.0**-ounce cans
 - **four (4)** cans

No Minimum Inventory for Concentrate or Ready to Feed



95



Infant Cereal

• 8-ounce box of plain, dry infant cereal, regular or organic



• Must contain minimum of 45 mgs of iron per 100 grams of dry cereal



Unit of Measure

OZ = Ounce



96

Infant Cereal

- Required package size...
 - **eight (8)-ounce** package
- Quantity required...
 - **six (6)** boxes
- Only **one (1)** approved type required



Minimum
Inventory
Reminders



97

Infant Meats

- Plain meat with gravy or with broth regular or organic
- 2.5-ounce containers, single or multi pack



Unit of
Measure

OZ = Ounce



98

Infant Fruits & Vegetables



Unit of
Measure

OZ = Ounce

- Regular or organic varieties
- Single fruit or blends of fruits
- Single vegetable or blends of vegetables
- Combination of Infant fruits and vegetables
 - 2-ounce (2 pack),
 - 3.5-ounce or 4-ounce containers single or multi pack



99

Infant Fruits & Vegetables

- Required package size....
 - 3.5 to 4-ounce containers
 - one (1) type of fruit and one (1) type of vegetable
- Quantity Required....
 - 64 ounces total (or ~16-18 Containers)



Minimum Inventory Reminders



100

Shopping for Infant Foods

Food	Amount Listed	Is Equal To
Infant Fruits & Vegetables	128 OZ	32 2 oz-2 pack or 4-oz containers of infant fruits and vegetables. 18 3.5 oz-2 pack containers of infant fruits and vegetables. 16 4 oz-2 pack containers of infant fruits and vegetables.
Infant Meats	77.5 OZ	31 2.5-oz containers of infant meats.



101

Cash-value Benefits

- Fresh, frozen or canned fruits and vegetables
- Non-organic or organic



Unit of Measure

\$\$\$ = Cash-value Benefit Dollar Amount

FRUITS & VEGETABLES Cash Value Benefits

Approved:

- ✓ Fresh fruits
- ✓ Frozen fruits
- ✓ Canned fruits
- ✓ Organic fruits
- ✓ Non-organic fruits

Not allowed with cash value:

- ✗ Fruit juices
- ✗ Fruit and vegetable blends
- ✗ Fruit and vegetable concentrates
- ✗ Fruit and vegetable powders
- ✗ Fruit and vegetable oils
- ✗ Fruit and vegetable spreads
- ✗ Fruit and vegetable syrups
- ✗ Fruit and vegetable toppings
- ✗ Fruit and vegetable supplements
- ✗ Fruit and vegetable extracts
- ✗ Fruit and vegetable essences
- ✗ Fruit and vegetable flavors
- ✗ Fruit and vegetable oils
- ✗ Fruit and vegetable powders
- ✗ Fruit and vegetable syrups
- ✗ Fruit and vegetable toppings
- ✗ Fruit and vegetable supplements
- ✗ Fruit and vegetable extracts
- ✗ Fruit and vegetable essences
- ✗ Fruit and vegetable flavors



FRUITS & VEGETABLES



102

Q **Fruit**





- Fresh, frozen, canned
- Fruit with no added sugar, fats, oils or salt

103

Canned Fruit



- Required package size...
 - 14 to 16-ounce cans
- Quantity required...
 - 10 cans
- At least **two (2)** varieties required
- Combinations allowed

104

Q **Vegetables**

- Fresh, frozen and canned
- No added sugar, fats or oils
- Vegetables can contain added salt

105

Canned Vegetables

- Required Package size...
 - 14- to 16-ounce cans
- Quantity required...
 - 10 cans
- At least **two (2)** varieties required
- Combinations allowed
- Canned vegetables vs. beans, peas and lentils
 - **NO** canned mature legumes
 - Lima beans do **NOT** count



Minimum Inventory Reminders



106

Fruits and Vegetables - Not Approved

- Breaded vegetables
 - Fruit packed in cans, glass or plastic containers with artificial sweeteners
 - Catsup or other condiments
 - Dried fruit
 - Dried vegetables
 - Salsa
 - Sauerkraut
 - Fruit and/or vegetable juices*
 - Fruit baskets
 - Fruit leathers and fruit roll ups
 - Fruit or vegetable items on party trays
 - Fruit or vegetable items on salad bars
- * May obtain when included in food benefits



107

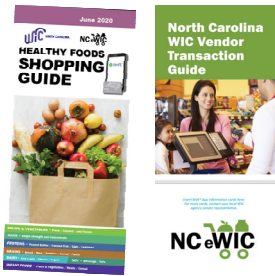
Fruits and Vegetables - Not Approved

- Fruits or vegetables mixed with sauces or foods other than other fruits or vegetables
 - Herbs used for flavoring
 - Infant fruits and vegetables*
 - Mature legumes (dry or canned beans, peas, lentils)*
 - Ornamental or decorative fruits or vegetables
 - No added sugars, fats or oils
 - Fruits and vegetables with added corn syrup, high-fructose corn syrup, maltose, dextrose, sucrose, honey, and/or maple syrup
 - Pickled vegetables, olives
 - Soups
- * May obtain when included in food benefits



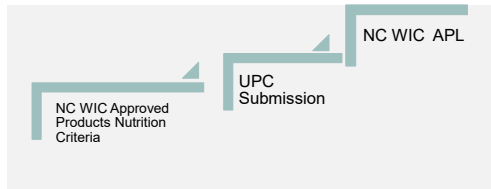
108

Resources



109

Authorized Product List (APL)



<https://www.nutritionnc.com/ewic>

110

Summary

- NC WIC Program offers a variety of nutritious foods
- Participants no longer need to purchase the least expensive brand for milk, cheese or eggs
- APL = Authorized Product List: a list of all approved WIC products
- Consider a food category 'unit of measure'
- Required minimum inventory must be available to WIC customers

111

After Authorization

- Process EBT transactions accurately, in a timely manner, and in accordance with the terms of the North Carolina WIC Vendor Agreement. Maintain compliance with the EBT Processor Vendor Agreement, the FNS EBT operating rules, standards and technical requirements, WIC Program Rules, and state and federal regulations, and statutes
- Maintain certified eWIC system that is available for WIC redemption processing during all hours the store is open
- Request eWIC Processor re-certify the vendor's eWIC system if it is altered or revised in any manner that impacts eWIC redemption



112

After Authorization continued

- Should a vendor that uses stand-beside device(s) to transact eWIC decide to upgrade to an integrated system, the vendor must:
 1. Inform the eWIC processor before making **any** change, so that it can be determined if the system needs to be certified and testing can be performed to establish connectivity.
 2. Inform the State WIC Agency so that Level III certification testing can be performed prior to use of the system in the store.
- Testing performed with the eWIC processor for a new system that a vendor chooses to use does not supersede the L3 certification testing that must be performed by the State WIC Agency.
- These procedures also apply to vendors who alter the integrated system that they currently use or decide to use a different integrated system altogether.



113

After Authorization continued

- The State WIC Agency, **not the eWIC processor**, must grant final approval before a new system or system that has been altered is used by a vendor
- Vendors must inform the State WIC Agency if their integrated cash register system will be altered or revised in any manner that impacts eWIC redemption. This is a requirement detailed in the Terms of Vendor Agreement. Failure to do so may result in the termination of their WIC Vendor Agreement



114

After Authorization continued

Integrated Vendors:

There is no need for WIC customers to separate their items when transacting WIC benefits. Do not make them separate their WIC items from non-WIC items. All items can be rung up together; however, the WIC customer must swipe their eWIC card first before any other tender type is applied to ensure that the proper items are deducted from the WIC customer's benefit balance before another tender type is used for purchase.



115

After Authorization continued

- It is important to continue to follow policies and procedures to maintain authorization
- Federal regulations provide process to support program integrity



116

Termination of WIC Vendor Agreement

- Change in ownership will result in termination of the WIC Vendor Agreement by the State WIC Agency
- Change in store location of more than three miles from the store's previous location will result in termination of the WIC Vendor Agreement by the State WIC Agency
- Cessation of operations, withdrawal from the WIC Program or disqualification from the WIC Program will result in termination of the WIC Vendor Agreement by the State WIC Agency



117

Business Integrity Standards

- May not have any owners, officers or managers who have been convicted of or had a civil judgment entered against them in the last six years for any activity indicating a lack of business integrity
- Convictions or civil judgments include, but is not limited to: fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, making false claims, or obstruction of justice



118

Conflict of Interest

- A vendor shall not have any owner(s), officer(s) or manager(s) who are employed, or who have a spouse, child, or parent employed by the State WIC Program or the Local WIC Program serving the county in which the vendor conducts business
- A vendor shall not have an employee who handles transactions of WIC food or cash-value benefits who is employed by or has a spouse, child or parent who is employed by the State WIC Program or Local WIC
- Ask your staff if they have a spouse, child or parent who works for the WIC program
 - If they do, report it to your vendor contact at your Local WIC Agency



119

Violations and Sanctions

- A violation is an infraction of WIC Program regulations or other requirements
- A sanction is an administrative action taken as a result of a pattern of violations and may include:
 - ✓ Disqualification or civil money penalty in lieu of disqualification



120

Violations

- Any intentional or unintentional action of a vendor's owners, officers, managers, agents or employees, **with or without knowledge of management**, that violates the WIC Vendor Agreement or federal or state statutes, regulations, policies or procedures governing the Program



121

Types of Violations

- Federal violations for which vendors are subject to disqualification
 - ✓ Federal violations carry longest disqualification periods
 - ✓ Found through compliance buys and inventory audits
- State violations for which vendors are subject to disqualification
 - ✓ Usually found during compliance buys and Local WIC Agency monitoring



122

Vendor Violations and Sanctions

- 10A NCAC 43D.0710 states a vendor shall be disqualified from the WIC Program for:
 - One year for three occurrences within a 12-month period of failure to properly transact WIC food benefits by manually entering the EBT card number or entering the PIN into the POS instead of the WIC customer, scanning the UPC or PLU codes from UPC codebooks or reference sheets when completing a WIC customer's EBT transaction, not entering the correct quantity and item price, or not providing the WIC customer with a receipt that shows the items purchased and the customer's remaining food benefit balance.



123

Vendor Violations and Sanctions continued

As a Reminder:

- 10A NCAC 43D.0708 (20)(j) states that the vendor must:
 - Scan or manually enter Universal Product Codes (UPC) only from approved supplemental foods being purchased by the WIC customer in the types, sizes, and quantities available on the WIC customer's EBT account. The vendor shall not scan codes from UPC codebooks or reference sheets;
- This requirement is also listed in the current Terms of Vendor Agreement.



124

Vendor Violations and Sanctions continued

- 180 days for three occurrences within a 12-month period of failure to make EBT point of sale equipment accessible to WIC customers to ensure that EBT transactions are completed in accordance with 10A NCAC 43D .0708(20).
- 90 days for three occurrences within a 12-month period of failure to comply with minimum lane coverage criteria required by 7 CFR 246.12(z)(2) and 10A NCAC 43D .0708(20)(c).



125

Pattern of Occurrences

- The nature of the violation and the number of violations determine the sanction imposed
- A pattern of occurrences for the same violation can result in disqualification
- The number of occurrences needed to establish a pattern depends on the violation



126

Examples of Patterns of Violations

- Three occurrences within a 12-month period of failure to stock required minimum inventory
- Two occurrences of vendor overcharging within a 12-month period
- Three occurrences of not making eWIC equipment accessible to the WIC customer
- Three occurrences within a 12-month period of failure to mark the current shelf prices of all WIC supplemental foods



127

Compliance Buys and Audits

- State WIC Programs are required to identify and investigate high-risk vendors
- NC sometimes works with the U.S. Office of Inspector General for investigations
- See Vendor Manual



128

Compliance Buys

- Undercover purchases by a compliance investigator
- May make multiple visits over one year
- Vendors may receive a letter from the State WIC Agency if problems are noted



129

Vendor Overcharging

- Intentionally or unintentionally charging more for supplemental food provided to a WIC customer than a non-WIC customer or charging more than the current shelf price for supplemental food provided to a WIC customer
- Overcharging is a serious federal violation that can lead to vendor disqualification
- This violation is uncovered during compliance buys
- Vendor overcharging is **NOT** the same as charging over the NTE



130

Overcharging?

- A vendor looks at the NTE to determine what they could charge the WIC customer for a gallon of whole milk. The current shelf price is \$2.79. They charge the WIC customer \$3.69 for the gallon of whole milk because that is the current NTE for the month. Is this vendor overcharging?
- A vendor charges a WIC customer \$6.50 for WIC approved cheese. The current shelf price is \$6.50. The NTE is \$6.29. Is this vendor overcharging?



131

Inventory Audits

- A vendor must make available at any reasonable time and place **ALL**:
 - Program-related records of vendor
 - Purchase records, Sales records, Bank statements, Credit card statements, or any other personal or business financial documents that pertains to their business
 - **MUST** be retained 3 years or until audit pertaining to these records is resolved, whichever is later



132

Purchase Documentation Requirement

- Specific requirements for purchase documentation of WIC supplemental foods
- Invoices, receipts, purchase orders, and any other proofs of purchase for WIC supplemental foods must include the following:
 1. The name of the seller and be prepared entirely by the seller or on the seller's business letterhead;
 2. The date of purchase and the date the authorized vendor received the WIC supplemental food at the store if this date is different;
 3. A description of each WIC supplemental food item purchased, including brand name, unit size, type or form, and quantity.



133

Violations Detected During Inventory Audit

- Claiming reimbursement for the sale of an amount of a specific supplemental food item which exceeds the store's documented inventory of that supplemental food item for six or more days within the 60-day period. The six or more days do not have to be consecutive
- Inability to provide records or providing false records is also a violation



134

Vendor Claims

- Overpayment to a vendor as determined by an inventory audit or compliance buy investigation requires repayment to the WIC Program
- The State WIC Agency assesses a claim against the vendor in the amount of the overpayment
- Vendors can request a conference to review the claim, but this action cannot be appealed



135

Claims Assessed for Vendor Violations

- If a vendor is assessed a claim, the vendor must reimburse the State WIC Agency in full or agree to a repayment plan within 30 days of written notification of the claim
 - Failure to do so will lead to termination of the Vendor Agreement
- A vendor applicant cannot be authorized if any of the vendor applicant's owners, officers or managers currently have or previously had a financial interest in a WIC Vendor that was assessed a claim by the WIC Program and the claim has not been paid in full



136

Disqualification

- Ranges from 60 days to permanent
- WIC status may impact status with SNAP (formerly the Food Stamp Program)
- Vendor has right to appeal



137

Routine Monitoring

- Includes, but is not limited to:
 - Review of formula invoices and receipts
 - Price checks
 - Treatment of WIC customers
 - Inventory of WIC approved foods subject to minimum inventory requirement
 - Ensure stand-beside equipment for use in transacting eWIC is accessible, if necessary
- Visits are documented and if violation(s) found:
 - An occurrence is noted
 - The vendor must take steps to correct the violations
 - Will be monitored again within 21 days



138

Reporting Customer Service Issues (Complaints)

- Vendors should report customer service issues (complaints) to the Local WIC Agency concerning:
 - WIC customer inappropriate behavior
 - Vendors are not required to tolerate behavior from a WIC customer that they would not tolerate from other customers
 - Complaints about other vendors
- May use form in the Vendor Manual



139

Required Applicant Forms



140

Completing Required Forms

- Vendors to be authorized through corporate agreements must complete:
 - Application (DHHS 3282) – **completed through the vendor portal**
 - Verification of Attendance
- All other retail stores must complete:
 - Agreement (DHHS 2768) ending date 9/30/2024
 - Terms of the WIC Vendor Agreement
 - Application (DHHS 3282)
 - Price List (DHHS 2766)
 - Above Fifty-Percent Vendor Self Declaration form
 - Verification of Attendance



141

Completion of Forms using DocuSign



142

Completing Required Forms in DocuSign

Received through DocuSign

- Vendor Agreement (DHHS 2768) ending date 9/30/2024
- Terms of the WIC Vendor Agreement
- Application (DHHS 3282)
- Price List (DHHS 2766)
- Above Fifty-Percent Vendor Self Declaration form

Received from Local Agency

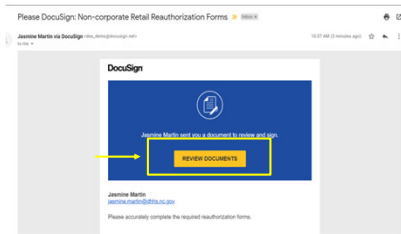
- Verification of Attendance



143

Using DocuSign

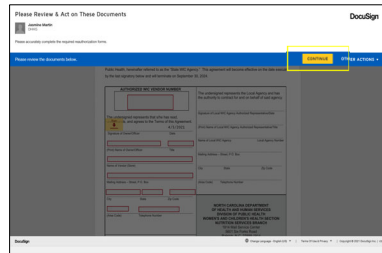
- You will receive an email from the State Agency via DocuSign
- Click on the "Review Documents" button



144

Vendor Process

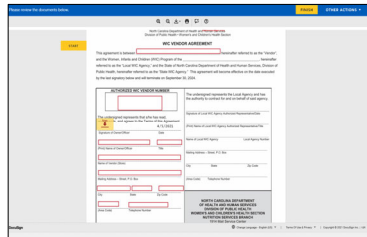
- Once you have clicked "Review Documents," this screen will open
- You will click the "Continue" button to review and complete the application documents (forms)



145

Fields to Complete

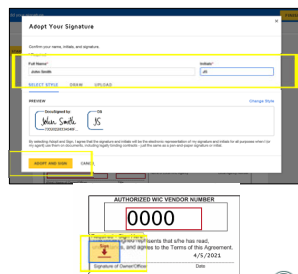
- Red boxes will appear on the fields required for completion



146

Adopting a Signature

- When you click on the first Sign button, the "Adopt Your Signature" screen will appear.
- Signature options
 - Type your name and initials and change the style to look more like your handwritten signature
 - Draw or "write" signature by selecting the draw tab and using the mouse
 - Upload a clear picture of signature for use



147

SIGNATURE

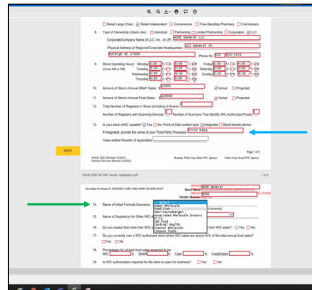


Once signature and initials have been adopted, when you click any space labeled sign or initial, the adopted signature will appear.

148

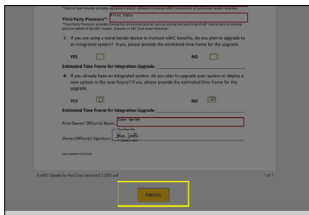
Form Fields

- Certain fields triggered once specific fields selected.
 - Blue arrow at question 13 shows that the check box for Integrated has been selected
 - Sub questions and corresponding fields have now been highlighted
 - The value-added reseller is not highlighted in red because this is an optional field
- Green arrow at question 14 shows a drop-down option.
 - Ensures vendors only choose State approved sources
 - Also available for question 15



149

Vendor Process Completed

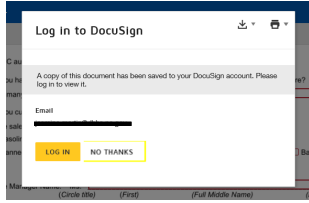


Once you have gone through all documents and completed all required fields, you will be able to click the "Finish" button.

150

Final Screen

- You may see this screen upon completion
 - Can select "No Thanks"
- All parties will receive a copy of the fully completed forms



151

Application (DHHS 3282)

- All vendor applicants must complete an application
- The store owner or officer must complete and sign
- Do not leave blanks, do not use "N/A"
- Do not type "same as above"
 - Complete every line!

152

Application (DHHS 3282)

- **Questions #1-2**
 - Store address information
- **Questions #3-4**
 - Needed for future notifications
- **Question #5**
 - MUST be a SNAP (formerly the Food Stamp Program) Provider
- **Question #6**
 - Provide Store's Federal Tax ID number
- **Question #7 - check only one!**
See instructions for definitions:
 - Retail Large Chain
 - Retail Independent
 - Convenience
 - Free-standing Pharmacy
 - Commissary (Military Based Stores)

153

Application (DHHS 3282)

- **Question #8 - check only one!**
 - Individual
 - Partnership
 - Limited Partnership
 - Corporation
 - LLC
- **Question #9**
 - Since business hours are a selection criteria, please be accurate and indicate AM/PM
- **Question #10-11**
 - Annual SNAP & Food Sales – Projected for new stores
- **Question #12**
 - Total Number of registers in store - not number in use (including U-Scans)
 - Number of registers with scanning devices
 - Number of scanners that identify WIC approved foods



154

Application (DHHS 3282)

- **Question #13**
 - eWIC capable (integrated cash register system)
- **Question #14-15**
 - Infant formula source
 - Food suppliers
- **Question #16-17**
 - More than fifty percent of stores annual revenue from WIC?
- **Question #18**
 - Percentage of business expected to be WIC, SNAP, cash, and credit/debit card (no decimals)
- **Question #19**
 - WIC authorization required?



155

Application (DHHS 3282)

- **Question #20-21**
 - Inventory invoices
- **Question #22**
 - Required minimum inventory
- **Question #23**
 - Check all boxes that apply
- **Question #24-25**
 - Manager's full name
 - Indicate if manager is primary contact for the store



156

Application (DHHS 3282)

Questions #26-35

- Business integrity questions
- Do not leave any blanks
- Provide explanations and dates for "yes" responses

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Ownership Data Section

Ownership Data (For owners under Corporate Agreement with State WIC Agency, skip this section)

Complete the following information for each owner and officer. Use Page 3a if you have more than two owners/officers.

Owner/Officer Name: _____ Title of Officer: _____
Residential Address: _____ City: _____ State: _____ Zip: _____
Home Telephone No. (): _____ Percentage of Business/Ownership: _____ %
Has the owner/officer ever been convicted of a misdemeanor involving fraud, theft or misuse of state or federal funds, or any felony? Yes No
Is the owner/officer related to the entity providing services/officers by blood or marriage? Yes No
Does the owner/officer provide a corporate record and any other documents? Yes No
Does the owner/officer provide a corporate record and any other documents? Yes No

- Stores under corporate agreement do not complete this section
- Stores not under corporate agreement should list all owners/officers
- For more than TWO owners, complete page 3a
- Incorporated or Limited Liability Companies (LLC) list officers

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Page 3a

Ownership Data (For owners under Corporate Agreement with State WIC Agency, skip this section)

Complete the following information for each owner and officer. Use Page 3a if you have more than two owners/officers.

Owner/Officer Name: _____ Title of Officer: _____
Residential Address: _____ City: _____ State: _____ Zip: _____
Home Telephone No. (): _____ Percentage of Business/Ownership: _____ %
Has the owner/officer ever been convicted of a misdemeanor involving fraud, theft or misuse of state or federal funds, or any felony? Yes No
Is the owner/officer related to the entity providing services/officers by blood or marriage? Yes No
Does the owner/officer provide a corporate record and any other documents? Yes No
Does the owner/officer provide a corporate record and any other documents? Yes No

Additional ownership page

For vendors with more than 2 owners or officers

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Page 4

- Read application statement
- Store Owner/Officer signs
- Check all answers before signing to avoid delay of application

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Page 5

Page 5 is signed by the Local Agency before being sent to the State WIC Agency

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WIC Price List (DHHS 2766)

- Must be completed individually by each:
 - Independent stores
 - Convenience stores
 - Commissaries
- Role of Price List
 - A criteria for selecting authorized vendors

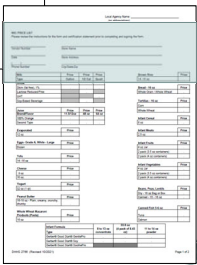
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Local Agency Name:
(no abbreviations)

WIC PRICE LIST
Please review the instructions for the form and certification statement prior to completing and signing the form.

Vendor Number: _____ Store Name: _____
 Date: _____ Store Address: _____
 Phone Number: _____ City/State/Zip: _____

- Store Name **and** Number
- Street Address
- Phone Number
- Date



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Required Prices

- Whole **and** skim/low fat milk (gallon)
- Cheese (16oz.)
- Two types of cereal – whole grain
- Eggs (large white)
- Juice, 48 oz. container
- Juice, 64 oz. container
- Dry beans, peas & lentils
- Peanut butter
- Tuna
- Rice
- Bread and/or Tortillas
- Infant cereal
- Infant formula
 - Milk-based and Soy-based
 - Powder
- Infant Fruits
- Infant Vegetables

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WIC Vendor Agreement

Read and understand all terms!



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North Carolina Department of Health and Human Services
 WIC Vendor Agreement

This agreement is between the Local Agency, Program for Women, Infants, and Children, and the Special Supplemental Nutrition Program for Women, Infants, and Children, and the State of North Carolina Department of Health and Human Services, hereinafter referred to as the "State WIC Agency." This agreement will become effective on the date executed by the last signatory below and shall terminate on September 30, 2024.

AUTHORIZED WIC VENDOR NUMBER

The undersigned represents the Local WIC Agency and has the authority to contract for and on behalf of said agency.

Signature of Local WIC Agency Authorized Representative: _____ Date: _____

(Print) Name of Local WIC Agency Authorized Representative: _____ Title: _____

Name of Local WIC Agency: _____

Signature of Vendor Owner: _____ Date: _____

Name of Vendor Owner: _____ Title: _____

Name of Vendor Owner: _____ State: _____ Zip Code: _____

Mailing Address - Street, P.O. Box: _____ Area Code: _____ Telephone Number: _____

Both names must match

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WIC Vendor Agreement continued

By initialing, I am verifying I have received and will comply with the Terms of Vendor Agreement.

Owner must initial for the receipt of the Terms of Vendor Agreement

Signature of Vendor Owner: _____ Date: _____

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ID Requirement

The State WIC Agency requires that vendor applicants submit a copy of their driver's license or state issued ID with their application.

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Technical Assistance

- Local WIC agency is the primary contact for technical assistance regarding:
 - WIC-approved foods
 - Completing required forms
 - eWIC transaction issues
 - Triage form to be completed (refer to Vendor Manual)
 - Customer service issues (complaints)



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Training Employees

- Vendor owners/managers are responsible for training all cashiers on WIC as it pertains to the following:
 - WIC-approved foods
 - WIC Vendor Transaction Guides
 - Allowing same courtesies to WIC customers as non-WIC customers
 - Processing eWIC transactions



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Assurance of Civil Rights Compliance

The vendor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189) and as implemented by Department of Justice regulations at 28 CFR Parts 35 and 36; Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000); all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq.); and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex (including gender identity and sexual orientation), or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the agency receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or of a nominal consideration, or of a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

This assurance is binding on the vendor, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the vendor.



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USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at <https://www.usda.gov/nondiscrimination/USDA-ADR/CPN-DRP-Complaint-Form-2020-0901-908-11-28-17%20Final.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. **fax:** (833) 256-1665 or (202) 696-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.



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Thank you!



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