

New Jersey WIC Application Process

1. The Initial Retailer Assessment Questions will be used to determine an interested retailer's program eligibility through the Initial Retailer Assessment Questions, available online.
 - a) The State Agency (SA) will accept online submissions of Initial Retailer Assessments via an online portal to review and determine program eligibility. The online portal can be found on the New Jersey Department of Health website [Department of Health | WIC | Vendors for New Jersey WIC \(state.nj.us\)](https://www.state.nj.us/health/wic/vendors/). An interested retailer should search "Becoming a WIC Vendor" and follow the prompts to successfully submit their submission.
 - b) The SA will download the online Initial Retailer Assessment submissions weekly.
 - c) The Initial Retailer Assessment is comprised of eight questions from the Vendor Selection Criteria and are used to determine an interested retailer's program eligibility. The eight assessment questions are the minimum requirements for receiving a New Jersey WIC Application for Vendor Authorization Packet (1.31-A Initial Retailer Assessment Questions). The Vendor Selection Criteria, in its entirety, can be found within the Vendor Agreement here: [Department of Health | WIC | Vendors for New Jersey WIC \(state.nj.us\)](https://www.state.nj.us/health/wic/vendors/)
 - d) Interested retailers and currently authorized Vendors must meet all SA defined vendor authorization requirements: the Vendor Selection Criteria and the entirety of the Vendor Agreement inclusive of statutes, regulations, policies, and procedures governing the program including any changes made during the Vendor authorization period to become and maintain program eligibility.
 - e) Interested retailers who are deemed ineligible, as determined by the SA's review of the Initial Retailer Assessment questions, may resubmit via the online portal no more than two additional times per calendar year unless the store location has changed ownership within that period.
 - f) Interested retailers who answer "no" to any of the questions on the Initial Retailer Assessment Questions will not receive an application.
 - g) Interested Retailers who have knowingly submitted false or misleading information to the SA will be denied authorization upon review of the New Jersey WIC Application Packet for Vendor Authorization.
2. An interested retailer who completes the online Initial Assessment Questions and is determined to be program eligible will receive a username and password to access the New Jersey Vendor Web Portal (VWP) and complete the WIC Application Packet for Vendor Authorization. The interested retailer shall complete the WIC Application and upload the following supporting documents:
 - a) Supplemental Nutrition Assistance Program (SNAP) permit
 - b) Satisfactory Sanitary Inspection Report (must be within last 2 years)
 - c) Store Square Footage Verification Document
 - d) Voided Check or Letter from Bank
 - e) Legal Verification, i.e., Sales Agreement/ Lease or Certificate of Formation
3. Upon receipt of the application from the interested Vendor, the SA will review the submission to determine if the Vendor has established the capability to fulfill the responsibilities of a WIC Vendor. The SA shall review the submitted application and

New Jersey WIC Application Process

required attachments to ensure accuracy and completeness. The SA shall verify SNAP authorization through the FNS STARS (Food and Nutrition Service, Store Tracking and Redemption System), a Federal Agency database. The SA shall verify submission of a satisfactory Sanitary Inspection Report. The SA shall review and determine accuracy of other application documents. The successful review of an application does not constitute authorization to conduct WIC transactions. However, the successful review of an application will initiate a SA preauthorization visit. The preauthorization visit will be conducted to complete a review of the Vendor authorization requirements and verify the submitted WIC Vendor Authorization Application inclusive of any additional information regarding authorization.

- a) If the retailer submits an incomplete application or inaccurate information, the SA shall notify the retailer, via email and/or mail, of the incomplete sections. The retailer shall have 10 calendar days from the date on the email to provide the SA with a completed Application for WIC Vendor Authorization.
 - b) An incomplete application must be corrected and submitted through the VWP within 10 calendar days from the date of the Incomplete Submission of Application email notification or it will be denied.
 - c) Returned applications to the SA that are determined to be incomplete a second time will be denied.
 - d) The SA shall notify the retailer in writing whether the retailer's application for authorization is granted or denied. (Attachment 1.31-M Denial of Application letter).
4. New Jersey WIC Application for Vendor Authorization who are deemed program eligible shall be placed in queue to receive a preauthorization visit from a SA representative.
- a) During the preauthorization visit, the SA representative will inspect the retail store location to ensure that it meets all SA defined vendor authorization requirements. The following will be verified during the Vendor monitoring visit:
 - A valid satisfactory sanitary code inspection report valid within the last two years.
 - Supplemental Nutrition Assistance Program (SNAP) authorized prior to and during the WIC authorization period.
 - Verify shelf prices according to the submitted price list included with the Vendor Application. Prices for WIC authorized foods: Must be posted on the individual items or on the shelf where the items are located.
Must be reasonable and comparable to the prices of other stores of similar size and type in the same area.
 - Verify minimum stock requirements as defined in Attachment 1.31-B NJ WIC Vendor Minimum Stock Requirements: shelf inventory includes items located in storage or items on order prior to visit.
 - Must be able to provide invoices for Infant Formula upon request.

New Jersey WIC Application Process

- b) A successful preauthorization visit will prompt the SA with the next step in the authorization process. The next step is Mandatory Interactive Authorization Training.
 - c) Upon completion of an unsuccessful preauthorization visit, the SA shall notify the retailer in writing of the denial (Attachment 1.31-M Denial of Application letter).
- 5. Any retailer in the process of applying to become a NJ WIC authorized retailer must have a Point of Sale (POS) system that is eWIC ready and equipped to accept NJ eWIC cards. All certified POS systems that meet this NJ eWIC readiness criteria can be found here: [POS provider list.pdf \(state.nj.us\)](https://state.nj.us/POS-provider-list.pdf)
 - a) Vendors without an eWIC ready POS system may contact a provider from the list to establish service.
 - b) A WIC program representative will schedule a remote POS certification of the integrated system.
- 6. The SA shall ensure that all Authorized WIC Vendors are trained, monitored and evaluated in accordance with Federal Regulations.
- 7. The State Agency shall deny the authorization of a Vendor that:
 - a) does not successfully complete eWIC certification and
 - b) is unable to transact eWIC purchases no later than 60 days from the date when the interested retailer receives their assigned NJ WIC Vendor Identification (ID) Number

The SA will assess all retailer information to determine eligibility for Vendor Authorization within 120 calendar days. The milestones begin with an interested retailers' submission of the Initial Retailer Assessment questions via the VWP.