

**DEPARTMENT OF HEALTH  
WIC SERVICES**

**POLICY AND PROCEDURE MANUAL**

**Policy & Procedure Number: 1.30  
Effective Date: November 6, 2017**

---

**Functional Area: I. VENDOR MANAGEMENT**  
**Subject: Vendor Selection Process**

---

**A. POLICY:**

1. Vendor Selection Process

- a. The Vendor Selection Criteria (Attachment 1.30A) shall refer to the criteria established by the State Agency (SA) to select individual vendors for authorization consistent with the requirements in §246.12(g)(3) and (g)(4).
- b. The Initial Retailer Assessment Questions (Attachment 1.31A) will be used to determine an interested retailer's program eligibility through the Initial Retailer Assessment Form, available online.
- c. Selection of vendors shall be conducted through an open vendor application period according to the terms and conditions established by the SA (See P&P 1.31, Vendor Authorization Process).
- d. Any interested retailer who completes the online Initial Retailer Assessment Form and is determined to be program eligible will receive a New Jersey WIC Application Packet for Vendor Authorization.
- e. 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.

**B. PROCEDURE:**

1. Initial Retailer Assessment Form

- a. The SA will accept online submissions of Initial Retailer Assessment Form via an online portal to review and determine program eligibility. The online portal can be found on the New Jersey Department of Health website <http://www.state.nj.us/health/fhs/wic/vendors/>. An interested retailer should search "Becoming a WIC Vendor" and follow the prompts to successfully submit their submission.
- b. The SA will consider a retailer who completes the Initial Retailer Assessment Form via the online portal as part of an applicant pool. The SA will assess the retailer information to determine their eligibility to receive a New Jersey WIC Application Packet for Vendor Authorization application within 120 days. Retail storeowners who complete the Initial Retailer Assessment Form must submit the following information:

- i. Name of retail grocery store
  - ii. Physical address of the store.
  - iii. Retail storeowners full name.
  - iv. Contact telephone number.
  - v. Valid email address.
- c. Retailers who are deemed program eligible as determined by the SA's review of the Initial Retailer Assessment Form will be provided a New Jersey WIC Application for Vendor Authorization Packet.
- d. Retailers who are deemed ineligible as determined by the SA's review of the Initial Retailer Assessment Form will not receive a New Jersey WIC Application Packet for Vendor Authorization. The SA will respond via a written notification indicating the reason for their ineligibility within 120 days (Attachment 1.30B, Letter of Interested Retailer Ineligibility based on online Initial Vendor Assessment).
- e. Retailers who are deemed ineligible as determined by the SA's review of the Initial Retailer Assessment Form may resubmit the form via the online portal no more than two additional times per calendar year unless the store location has changed ownership within that period.

## 2. Initial Retailer Assessment Questions

- a. Interested retailers who answer "no" to any of the questions on the Initial Retailer Assessment Form will not receive an application.

-----  
Attachment(s):

1.30A Vendor Selection Criteria

1.30B Letter of Interested Retailer Ineligibility based on online Initial Vendor Assessment

1.31A Initial Retailer Assessment Questions