

**NEW JERSEY DEPARTMENT OF HEALTH
WIC PROGRAM**

POLICY AND PROCEDURE MANUAL

**Policy & Procedure Number: 1.37
Effective Date: 3/29/19**

Functional Area: I. VENDOR MANAGEMENT

Subject: Vendor Stamp Issuance

A. POLICY:

1. The State Agency (SA) shall issue a Vendor Stamp to all vendors enrolled and authorized in the WIC program.
2. Each Vendor shall be issued one individual stamp that shall have (4) four numeric characters printed on it.
3. The Vendor shall utilize the SA issued authorized Vendor Stamp only in store designated location.
4. A Vendor shall not transfer stamp to new store owner upon sale of store.
5. The Vendor shall be responsible for using the state authorized Vendor Stamp on any Food Instruments (FI) and Cash-Value Voucher (CVV) redeemed at the authorized store location.
6. The Vendor must immediately notify the SA if the authorized vendor stamp is lost or stolen.
7. The vendor shall be issued a vendor stamp replacement with a different number when:
 - a. The numbers stamped on the checks are illegible
 - b. The vendor stamp is lost or stolen. The vendor does not pay a fee for a replacement, lost, stolen or illegible vendor stamp.
8. The vendor shall not reproduce state issued authorized Vendor Stamps. The SA shall notify the contracted SA bank of all approved enrolled Vendor Stamp numbers.

B. PROCEDURES:

1. The SA will notify the contracted SA bank immediately upon enrollment or termination of a Vendor's stamp number.
2. Once a Vendor has notified the SA of a lost or stolen stamp, the SA will notify the contracted

SA bank.

A Vendor may stamp and redeposit rejected WIC checks, Cash Value Vouchers, or image replacement documents (IRD'S) received back from the bank that have the Vendor Stamp number missing, **prior to the vendor “must deposit by” date**, to receive payment.

3. A Vendor shall call the state agency and submit the vendor stamp to the state WIC office for replacement when the stamped numbers appear illegible on the WIC check and cash value vouchers. The vendor may also write in the stamp number to the left of the “pay to the order of box” to ensure payments.
4. A Vendor that utilizes a stamp for checks or cash value vouchers at another store will be disqualified.
5. A Vendor that is terminated from the program must submit their Vendor Stamp to the SA.

Attachments

- 1.37A Welcome Letter with Vendor ID, Stamp, and Peer Group
- 1.37B Vendor Stamp Issuance Form