



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

DIVISION OF FAMILY HEALTH SERVICES

PO BOX 364

TRENTON, N.J. 08625-0364

www.nj.gov/health

RICHARD J. CODEY
Acting Governor

FRED M. JACOBS, M.D., J.D.
Commissioner

December 16, 2005

Subject: Vendor Application-Post Marked by April 1, 2006

Dear Retail Store Owner/Representative:

The New Jersey WIC Supplemental Nutrition Program is now accepting applications from retail food stores and pharmacies for participation for the new contract period starting October 01, 2006 through September 30, 2009. WIC (which stands for Women, Infant and Children) provides nutritious foods to pregnant, postpartum and breastfeeding women, infants and children up to five years of age. The program is administered at the Federal level by Food and Nutrition Service of the United States Department of Agriculture (USDA). In New Jersey, USDA makes funds available to the Department of Health and Senior Services to administer and coordinate the WIC program.

Terms and conditions of the New Jersey WIC program operations are explained in the enclosed sample copy of the Vendor Agreement.

The State WIC Agency, as required by the Federal Regulations, authorizes a limited number and appropriate distribution of WIC retail stores. This is in order to assure the Program staff can effectively monitor and review WIC store performance. **The State Agency cannot authorize stores that do not have the required foods at the time of the application process and at the time of the State visit to the store. Vendors who are not selected have the right to request a fair hearing.**

All new applicant stores and current authorized WIC vendors will be visited by State staff, who will verify the types and the amounts of WIC foods that are actually in the store and verify prices. Because of the number of stores staff will make unannounced visits any time from April through August 2006.

WIC vendors play a vital role in service to the community and in return, the WIC Program makes a significant contribution to vendor's food sales. We welcome your application and hope that we will be able to offer you an opportunity to participate in this important nutrition program. Vendors who are selected will be notified in September 2006.

Retail storeowners who wish to apply must complete and return the enclosed Vendor Application Packet **post marked by April 1, 2006 and return to:**

Ms. Michele Lee
New Jersey Department of Health and Senior Services
WIC Program
P O Box 364
50 East State Street 6th Floor
Trenton, New Jersey 080625-0364

Note: No consideration will be given to applications postmarked after April 1, 2006. Owners applying for more than one store must complete a separate Vendor Application for each store. There is no need to complete individual CPL's unless prices differ.

Complete and return the following four documents:

- Vendor Application
- Commodity Price List Survey/Minimum Stock Requirements
- Authorization Agreement For Direct Deposit (ACH Credits)
 - Selection Criteria

Retain the following documents for your record; do not return the following forms to the state office:

- Vendor Agreement
- WIC Authorized Food List

If you have any questions, did not receive the enclosures listed, or need additional forms please contact Michele Lee or Sandra Campbell or access and download the forms from the internet at www.state.nj.us/health/fhs/wic/vendors.shtml

Sincerely,

Michele Lee

Michele Lee
Program Development Specialist
New Jersey WIC Services