

New Jersey WIC Application Process Milestones

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 \(state.nj.us\)](http://state.nj.us) 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 \(state.nj.us\)](http://state.nj.us)
 - 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 statues, 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 Retailer Assessment Questions and is determined to be program eligible will receive a New Jersey WIC Application Packet for Vendor Authorization. The application packet shall include the following:
 - a) New Jersey WIC Vendor Application Packet Checklist
 - b) Vendor Application Packet Cover Letter
 - c) Application for WIC Vendor Authorization
 - d) 1.31-Q Vendor eWIC Readiness form
 - e) Authorization Agreement for Direct Deposit (ACH) Credits form
 - f) Department of Treasury Authorization for Release of Tax Return Information Form
 - g) Designation of Infant Formula Manufacturer, Retailer, Wholesaler and Distributor form

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- h) Commodity Price List Survey (CPL) (1.31-G Commodity Price List Survey)
 - i) New Jersey WIC Vendor Minimum Stock Requirements (1.31-B New Jersey WIC Vendor Minimum Stock Requirements)
 - j) Other applicable announcements/promotions/programs working with the New Jersey WIC Program.
 - k) Vendor Agreement (without Signature Page) which includes the Vendor Selection Criteria
3. Upon receipt of the application packet 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 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 packet documents. The successful review of an application packet does not constitute authorization to conduct WIC transactions. However, the successful review of an application packet 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 packet inclusive of any additional information regarding authorization.
- a) If the retailer submits an incomplete application packet or inaccurate information, the SA shall notify the retailer, via mail and/or email, of the incomplete sections. The SA shall utilize the Incomplete Submission of an Application for WIC Vendor Authorization Packet letter. The retailer shall have 10 calendar days from the date on the letter to provide the SA with a completed Application for WIC Vendor Authorization Packet.
 - b) A returned application packet must be postmarked or emailed within 10 calendar days from the date on the Incomplete Submission of Application for WIC Vendor Authorization Packet 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. 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 \(state.nj.us\)](#) The Vendor eWIC POS readiness form, included in the application packet, must be submitted as a part of your NJ WIC Vendor application for authorization. Once the NJ WIC Program has received confirmation of your store having a Solustran certified system from the list, a WIC program representative will schedule a POS

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certification at your store location.

5. New Jersey WIC Application Packet 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
 - 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).
6. The SA shall ensure that all Authorized WIC Vendors are trained, monitored and evaluated in accordance with Federal Regulations.

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 online submission.