



State of New Jersey

DEPARTMENT OF HEALTH  
DIVISION OF FAMILY HEALTH SERVICES  
PO BOX 364  
TRENTON, N.J. 08625-0364

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

[www.nj.gov/health](http://www.nj.gov/health)

MARY E. O'DOWD, M.P.H.  
Commissioner

**DATE:** June 19, 2015

**TO:** Current Authorized Vendors and Pharmacies

**FROM:** Johanna Mason, Vendor Manager

**REPLY TO THE ATTENTION OF:** NJ WIC #015-023

**SUBJECT:** New Jersey WIC Vendor Application Announcement for WIC Authorization Period October 1, 2015 – September 30, 2018

**The New Jersey WIC Vendor Application Packet must be post marked and returned to the New Jersey Department of Health Family Health Services, WIC Services - Vendor Unit no later than July 6, 2015**

The New Jersey WIC Supplemental Nutrition Program (WIC) is accepting applications from **current** authorized vendors and pharmacies for participation in the new contract period, October 1, 2015 through September 30, 2018.

As required by the Federal Regulations, the State WIC Agency authorizes a limited number of vendors and appropriate distribution of WIC retail stores. This is in order to assure the Program staff can effectively monitor and review WIC store performance. New Jersey WIC does not authorize above 50% vendors. Current vendors deriving more than 50% of the store's annual food sales revenue from WIC Food Instruments shall be terminated. Vendor applicants expecting to derive more than 50% of the store's annual food sales from WIC food Instruments shall receive a denial letter.

**For consideration as an Authorized New Jersey WIC Vendor, the minimum stock inventory as listed on the Commodity Price List Survey must be at the prospective store at the time of submission of the application packet.**

## Online access to the New Jersey WIC Vendor Application Packet:

- Retail store owners who wish to apply, must log onto the following link to print the New Jersey WIC Vendor Application Packet:  
<http://www.state.nj.us/health/fhs/wic/vendors.shtml>
- Print and mail your completed New Jersey WIC Vendor Application Packet to the New Jersey Department of Health, Family Health Services, WIC Services, Vendor Unit. The completed vendor application packet must be mailed in a sealed envelope and post marked by 12:00 midnight July 6, 2015 to:

New Jersey Department of Health  
Family Health Services, WIC Services - Vendor Unit - 6<sup>th</sup> Floor  
Attention: Johanna Mason, Vendor Manager  
P.O. Box 364  
50 East State Street  
Trenton, New Jersey 08625-0364

- Online access to the New Jersey WIC Vendor Application Packet documents will not be available after 12:00 midnight July 6, 2015
- **Print, complete and submit the following documents:**
  - A. WIC-40 Application for WIC Vendor Authorization
  - B. WIC-6 Vendor Selection Criteria
  - C. WIC-21 Authorization Agreement for Direct Deposit (ACH) Credits
  - D. WIC-8 New Jersey Division of Taxation Authorization for Release of Tax Return information
  - E. WIC-12 Designation of Infant Formula Manufacturer, Retailer, Wholesaler and Distributor Form
  - F. WIC-26 Commodity Price List Survey-Minimum Stock Requirements
- **The following documents must be submitted along with the New Jersey WIC Vendor Application Packet:**
  - Supplemental Nutrition Assistance Program Permit (SNAP Permit)
  - Sanitary Inspection Report - Satisfactory
  - Voided Check

Submitting the above documents **does not guarantee** authorization as a New Jersey WIC Vendor. Retail store locations that are not selected have the right to request a fair hearing.

Application packets received after the designated deadline date will be returned. No consideration will be given to applications post marked after **July 6, 2015**.

The New Jersey WIC Vendor Application Packet must be completed properly and in its entirety. All required documents must be attached.

**Should you need technical assistance, please contact New Jersey WIC Services prior to the application deadline. Failure to submit a complete a New Jersey WIC Vendor Application Packet will subject your application to immediate denial.**

**Retain the following documents for your records; do not return this information to the State Office:**

1. WIC-15A Vendor Agreement (without Signature Page)  
October 1, 2015 – September 30, 2018
2. List of Infant Formula Manufacturers Wholesalers and Distributors
3. Becoming a New Jersey WIC Vendor (English)
4. Becoming a New Jersey WIC Vendor (Spanish)
5. New Jersey Healthy Corner Store Network Fact Sheet (English & Spanish)
6. New Jersey WIC Food List - Effective January 2015 [A] (English)
7. New Jersey WIC Food List - Effective January 2015 [B] (English) Insert
8. New Jersey WIC Food List - Effective January 2015 (Spanish)
9. New Jersey WIC Cash Value Vouchers-Effective July 2015 (English)
10. New Jersey WIC Cash Value Vouchers-Effective July 2015 (Spanish)
11. Retail Grocers and New Jersey WIC Program (English)
12. Retail Grocers and New Jersey WIC Program (Spanish)

It is advised that you retain a copy of your completed New Jersey WIC Vendor Application Packet for your records. Should your store be granted New Jersey WIC Vendor Authorization, all signed documents included in the submitted Vendor Application Packet shall be adhered to in every aspect.

**Once your New Jersey WIC Vendor Application Packet has been approved, you will receive written notification to attend a mandatory training session, as scheduled by the State WIC Agency. During the mandatory training session a Vendor Agreement for your retail store must be signed. Failure to attend the mandatory vendor training will prevent your store from participating as an Authorized WIC Vendor. If the potential vendor does not attend the mandatory training session, the absence will be considered a violation of the eligibility criteria and the New Jersey WIC Vendor Application Packet will be rejected.**

If you have any questions or concerns, on the information referenced above, please contact a State WIC Agency, Vendor Unit Representative immediately at (609) 292-9560.

Sincerely,

*Johanna Mason*

Johanna Mason  
Vendor Manager  
New Jersey WIC Services