

**New Jersey Department of Health  
State WIC Program**

**VENDOR SELECTION CRITERIA**

Store Name				
Address				
City	State	Zip Code		
<p>The vendor selection criteria listed below are used to select retail vendors. The State WIC Program is limited to a maximum number of vendors specific to each Local Agency's service area.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Current vendors in urban areas must serve at least 100 participants per month. Current vendors in rural areas must serve 50 participants per month.</li> <li>2. The vendor must maintain prices competitive with comparable WIC food vendors and pharmacies.</li> <li>3. The vendor must maintain a minimum stock inventory for all categories of WIC foods.</li> <li>4. A pharmacy must provide special formula(s) within 48 hours.</li> <li>5. The vendor must be open <u>at least</u> eight hours per day, six days per week.</li> <li>6. The vendor must have a history of good business integrity.</li> <li>7. The vendor must not be currently disqualified, sanctioned or under investigation by the Supplemental Nutrition Assistance Program (SNAP) or the State WIC Program.</li> <li>8. The vendor must be SNAP authorized prior to and during the WIC authorization period.</li> <li>9. The vendor must be a permanent, fixed, full-service retail grocery establishment located in New Jersey.</li> <li>10. The vendor must maintain a satisfactory sanitary condition.</li> <li>11. A current WIC vendor must have complied with all required corrective actions resulting from monitoring by the State WIC Program or local agency.</li> </ol> </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>12. WIC vendor must have provided proper justification or repayment of any overcharges of WIC checks.</li> <li>13. The vendor shall plainly mark prices, by a stamp, tag, label, or sign either affixed to the WIC authorized food items or located at the point where the WIC items are offered for sale.</li> <li>14. A retail establishment that has a pharmacy included as a part of the business operation may be given special consideration, if all other criteria have been met.</li> <li>15. Vendors must not have a criminal conviction, indictment, charge or civil judgement.</li> <li>16. The vendor must submit the WIC vendor application packet by the deadline established by the State Agency.</li> <li>17. A vendor or vendor applicant that does not provide requested documentation to the State Agency within the designated timeframe shall result in denial of the vendor's application.</li> <li>18. A current vendor's WIC sales must not exceed over 50 percent of the vendor's total annual food sales.</li> <li>19. A new vendor applicant must not expect to derive more than 50 percent of the new vendor's total annual food sales from WIC food sales.</li> <li>20. Retail space shall be a minimum of 1000 square feet.</li> </ol> </td> </tr> </table> <p>Note: Exceptions to the criteria may be granted if the State agency determines that a vendor is needed for participant's access in accordance with the State agency's policies.</p>			<ol style="list-style-type: none"> <li>1. Current vendors in urban areas must serve at least 100 participants per month. Current vendors in rural areas must serve 50 participants per month.</li> <li>2. The vendor must maintain prices competitive with comparable WIC food vendors and pharmacies.</li> <li>3. The vendor must maintain a minimum stock inventory for all categories of WIC foods.</li> <li>4. A pharmacy must provide special formula(s) within 48 hours.</li> <li>5. The vendor must be open <u>at least</u> eight hours per day, six days per week.</li> <li>6. 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Name (Print)	Title			
Signature	Date			

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