

## Application Process

The State Agency will consider vendor applications on a quarterly basis – beginning on:  
January 1, April 1, July 1, and September 1

– Unless more frequent consideration is necessary to ensure adequate participant access. If more frequent consideration is necessary due to inadequate participant access, the State Agency will post a notice on its website informing retailers of the need for additional authorized vendors in particular areas of the state.

### Procedures

1. Each retail store applying for WIC authorization shall submit all the required application to the Maine CDC WIC Nutrition Program office. The application forms shall be completed in full, signed by an appropriate vendor representative, and submitted to the State Agency within the specified timeframe.
2. If all required information is provided, the applicant meets the selection criteria and the application is approved, the State Agency will notify the vendor by the end of the quarter in which the application has been considered and processed, unless an earlier notification is necessary in order to ensure adequate participant access.
3. The State Agency shall conduct on-site preauthorization visits to verify information received during the application process.
  - Competitive pricing
  - Maintaining minimum stock of all WIC foods
4. Once an on-site preauthorization visit has been approved, a representative of the store (store owners, managers, and/or store staff) is required to successfully complete vendor training. Initial training shall be in a face-to-face format. This training may be held during the on-site visit or at another time and location to be decided by the State Agency.
5. Once training has been completed, the vendor applicant and the State Agency will sign a Vendor Agreement up to a three year period. An authorization stamp will be assigned to the vendor. At this time the vendor may begin to transact WIC food instruments/cash-value vouchers (FIs/CVVVs).
6. Upon initial authorization, one self-inking vendor stamp will be provided to the vendor.
7. Vendors will receive an application for renewal of authorization at least thirty (30) days before the agreement expires. This shall include notification that failure to return the renewal application prior to the date of expiration of the current Agreement will result in loss of authorization

**Write:** Maine WIC Program SHS 11, 286 Water St. Augusta, ME 04333

**E-mail:** [wic.maine@Maine.gov](mailto:wic.maine@Maine.gov) **Call:** 207-287-3991

**Instate toll free:** 1-800-437-9300 **TTY:** Dial 711(Main Relay) **Fax:** 207-287-3993

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Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

## Vendors providing nutritious foods to

### WIC Nutrition Program



STATE OF MAINE

DEPARTMENT OF HEALTH & HUMAN SERVICES

MAINE CDC

## What is WIC?

WIC is a supplemental nutrition program for women, infants, and children up to 5 years of age. Our mission is to provide healthy food, nutrition education, breastfeeding education and support, and referrals to health and social service programs for women who are pregnant, breastfeeding or have recently had a baby, and their children. Eligibility is based on a financial and medical or nutritional need. Many of our participants are from two-income families.

### Role of the Vendor

When a store is authorized as a WIC Vendor, among other responsibilities, the Vendor agrees:

- To meet minimum stocking requirements for WIC foods
- To hold employees accountable for processing WIC transactions correctly
- To adhere to WIC Program rules
- To offer Program clients the same courtesy as other customers.

### Minimum Qualification and Requirement

To be considered for authorization as a WIC vendor, owners of retail food stores, combination food store/pharmacies, or pharmacies must meet the following criteria:

- The vendor applicant's location must be a permanent, fixed location.
- The vendor applicant must be open for business at least eight (8) hours per day between the hour of 6:00 am and 9:00 pm, and a minimum of six (6) days per week.
- The vendor applicant must possess a valid Food Establishment License from the Maine Department of Agriculture (or its equivalent from another state) or must be a Registered Pharmacy through the Maine Commission of Pharmacies (or its equivalent from another state).
- The food vendor applicant's store must include at least 1,000 square feet of space devoted to the sale of grocery items including WIC and non-WIC foods. This area does not include storage areas.
- The food vendor applicant must be currently enrolled as an authorized vendor in the Food Stamp Program and may not be currently disqualified/suspended from the WIC Program or the Food Stamp Program.

- If the vendor applicant is a pharmacy or combination food vendor/pharmacy, the applicant must be able to provide, within 72 hours of a request from a participant or the State Agency, any WIC authorized infant formula.
- The vendor applicant's store must be operational at the time of the on-site review by the State Agency.
- The vendor applicant's store must be an established business, open to the public for at least one year in its current location. This condition can be waived by the State Agency for a current vendor in good standing that is adding an additional location for a store authorized by corporate agreement or a store currently authorized to accept WIC that has been sold.
- The vendor applicant may not expect to derive more than 50% of his/her annual food sales revenue from WIC food instruments.
- The food vendor's prices must be competitive when compared to his/her peers currently authorized by the Maine WIC Program.



- The food vendor and combination food vendor/pharmacy must maintain at all times the minimum supply of authorized WIC foods as determined by the State Agency. Those foods may not be out of date. See minimum stocking requirements.
- The vendor applicant must provide the State Agency with its depository bank's name, account routing number, account number and another information necessary to initiate a credit deposit to the Vendor's bank account. This information will be kept confidential.
- No conflict of interest may exist between the vendor applicant and any State or local agency personnel.
- The State Agency will consider business integrity when determining eligibility.
- U. S. military commissaries are exempt from the selection criteria.