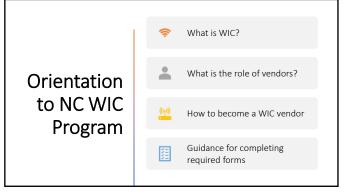
An Orientation for Retail Vendor Applicants 2022-2023

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The Special Supplemental Nutrition Program for Women, Infants and Children Federally funded by the United States Department of Agriculture (USDA) State-administered by the NC Department of Health and Human Services WIC clinical services provided by contracted public health agencies NC WIC-authorized vendors are contracted with The NC Department of Health and Human Services and Local WIC Agencies



WIC Works!

- In NC, every WIC dollar spent on a pregnant woman saves multiple dollars in newborn health care costs
- Children on WIC have better diets, particularly for vitamin C, thiamin, protein, niacin and vitamin B_c

4

How Stores Become Authorized WIC Vendors

- Vendors work primarily with the Local WIC Agency
 - Orientation and training
 - Completing required forms in DocuSign
 - Technical assistance
 - Monitoring
- Local WIC Agency submits required vendor forms to the State WIC Agency
- Vendor is authorized by State WIC Agency

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Types of Vendors

- Vendors under Corporate Agreement
 - 20 or more WIC-authorized stores
 - Food Lion* Harris Teeter*
 - Ingles* Lowe's*
 - CVS Wal-Mart*
 Target Publix*
 - Walgreens
 - * Pharmacies within the corporate store that is also WIC approved
- Vendors not under Corporate Agreement

Vendor Applicant's Responsibility

- Attend training by Local WIC Agency
- Meet all selection criteria
- Contact Solutran for preparation in accepting eWIC

 • Retailer Helpdesk: 1-866-730-7746
 - (available 24/7)
- Email: ebtservices@Solutran.com
- Complete required forms accurately and completely using DocuSign
- Understand and follow all Federal and State regulations and rules
- Train <u>all</u> staff handling eWIC transactions

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Local WIC Agency's Responsibility

- Inform Vendor Applicant there is a deposit and monthly lease fee required for a stand-beside device
- Provide orientation and training to store owner, manager or designee
- Respond to questions about required forms and application process
- Review required forms for completeness
- · In a timely manner:
 - Perform Pre-authorization Monitoring

 - Send required forms to State WIC Agency
 Ensure Vendor is set up to accept eWIC prior to final authorization
 - State Agency staff will complete L3 certification testing once equipment has been received by vendor or Solutran has determined the vendor's cash register system meets the eWIC requirements

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Local WIC Agency's Responsibility continued

- Inform vendor of vendor ID number (to be used on vendor forms only)
- Provide NC WIC Vendor Transaction Guides
- Address any questions from the vendor

Selection Criteria

- Established by U.S.
 Department of Agriculture and NC WIC Program
 ✓20 items
- Vendor Manual pages 7-8

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Supplemental Nutrition Assistance Program (SNAP)

- Must be authorized as SNAP vendor
- Cannot become WIC authorized vendor if currently disqualified from SNAP or paying a civil money penalty for which the disqualification period would still be running
- SNAP is also known as Food and Nutrition Services in NC

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Competitive Pricing and Price Limitations

- Peer group structure
 - ✓ Peer groups have not-toexceed (NTEs) prices for each WIC supplemental food and contract formula

Annual Vendor Training

- Vendors, their store manager or other authorized store representative are required to attend annual vendor training
- Failure to attend annual training by September 30th of each year will result in termination of the WIC Vendor Agreement

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NC Peer Group System							
VENDOR PEER GROUPS							
#	STORE TYPE	LOCATION	DESCRIPTION				
5	Pharmacy	Statewide	Free-standing pharmacy that sells a limited variety of foods				
6	Convenience Store	Statewide	Retailer with a limited assortment of grocery items				
7	Mass Merchandiser and	Statewide	Retailer that sells a wide variety of merchandise but also carries groceries and has store locations in most or all states				
	Commissary		Grocery store operated by US Defense Commissary on a military base				
8	Independent Grocery	Urban	Retailer that primarily sells groceries with fewer than 11 store locations				
9	Independent Grocery	Non-urban	Retailer that primarily sells groceries with fewer than 11 store locations				
10	Regional Grocery Chain	Urban	Retailer that primarily sells groceries with at least 11 store locations and operates in 2 or more states				
11	Regional Grocery Chain	Non-urban	Retailer that primarily sells groceries with at least 11 store locations and operates in 2 or more states $$				

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Determining Peer Groups •Store type •Geography

Store Types

- Pharmacy pharmacy retailer that sells limited variety of food
- Mass Merchandiser retailer that sells a wide variety of merchandise, but also carries groceries and has outlets in most or all states
- Commissary grocery store operated by US Defense Commissary within the confines of a military installation
- Convenience Store retailer with limited assortment of grocery items

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Store Types continued

- Independent Grocery a vendor that primarily sells groceries in fewer than eleven store locations
- Regional Grocery Chain a vendor that primarily sells groceries in eleven or more store locations whose parent company operates in more than two states

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Geography

- Geography determined by using Rural Urban Commuting Area (RUCA) file and documentation from USDA Economic Research Service (ERS)
 - Classifies census tracts using measures of population density, urbanization, and daily commuting; and
 - Identifies urban, large rural, small rural, and isolated areas.

Not-to-Exceed (NTE) Prices

- NTEs are set at 2 standard deviations above the average price for supplemental foods within a vendor peer group. NTEs are not set for exempt infant formula, WIC-eligible nutritionals or fruits and vegetables purchased with cash-value Benefits (CVBs)
 - ✓ Calculated for each WIC supplemental food

 - ✓ Based on redemption of all vendors in the peer group
 ✓ Obtained from the eWIC system
 ✓ Different NTEs for different sizes of the same food even if it is the same brand
- Foods and Contract Formula

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NTEs vs. Current Shelf Price

- Vendors must charge current shelf price
- Vendors DO NOT have to charge the NTE
- Charges for WIC transactions must be less than or equal to charges to regular customers
- Vendors cannot set their prices at the NTE and charge other customers less. This is a federal violation for which a vendor can be disqualified

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Minimum Redemption

- Vendor must redeem at least \$2,000 annually in WIC supplemental food
 - If not, the Vendor Agreement will be terminated
 - The store must wait 180 days to reapply

Contract Infant Formulas

NTEs are set for milk-based and soy-based formulas

- Brands must be contract infant formulas:
- Gerber Good Start Gentle®
 - 12.7 oz cans Powder **
 - 8.1 oz Concentrate Containers (GentlePro)
 - 33.8 oz Ready to Feed (4 pack of 8.45 oz Containers) (GentlePro)
- Gerber Good Start Soy®
 - 12.9 oz cans Powder **
 - 8.1 oz Concentrate Containers
 - 33.8 oz Ready to Feed (4 pack of 8.45 oz Containers)
- Gerber Good Start SoothePro®
 - 12.4 oz cans Powder
- ** Minimum Inventory item

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WIC Approved Foods with No NTE

- NTEs do not apply to exempt infant formula or WIC-eligible nutritionals
- Open market system (shelf price)
- Exempt infant formula and WIC-eligible nutritionals can be found at www.nutritionnc.com/wic/vendor.htm
- NTEs do not apply to fruits and vegetables purchasable with cash-value benefits (CVBs)

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Purchasing and Providing Infant Formula From State-Approved Sources

- WIC Reauthorization Act of 2004 requires vendors to purchase infant formula from a State-approved source
- Infant formula, exempt infant formula, and WIC-eligible nutritionals provided to WIC customers must be purchased directly from the Stateapproved sources
- Must keep invoices and receipts showing sources of formula
- Failure to do so will result in termination of the WIC Vendor Agreement

WIC Price Lists

- Price List Submission
 - Vendor applicants must submit price lists at initial authorization which have prices at or below the NTE for their assigned peer group
 - Authorized vendors must submit a price list if requested by the State WIC Agency

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Applicant Prices Must Be At Or Below NTE

PRICE OF WIC FOODS

> NTE =

WILL NOT BE AUTHORIZED

Opportunity to resubmit within 30 days to become authorized

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Resubmitted Price List

Written denial

Must wait **90 days** to reapply

Questions

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Predominantly WIC Vendor (PWV)

- A predominantly WIC vendor, also known as a PWV, is a vendor that derives more then 50% of their food sales from WIC food benefits.
- PWVs cannot be authorized NC WIC vendors
 - If a vendor applicant is expected to be a PWV, the application will be denied
 - oenied

 If a vendor becomes a PWV anytime during authorization, the Vendor Agreement will be terminated

 Must wait 90 days to reapply
- Selection Criteria Listed in Vendor Agreement

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Predominantly WIC Vendor (PWV) continued

- State WIC Agencies are required to identify vendors that derive more than 50% of their annual food sales revenue from WIC food redemption
- The USDA classifies these vendors as Above 50% Vendors
- In North Carolina, these stores are called Predominantly WIC vendors (PWVs)
- State WIC Agency collects data to determine total SNAP-eligible food sales as part of the PWV identification process

SNAP-eligible Food Sales Records

- Vendors must maintain a record of all SNAP-eligible food sales
- SNAP-eligible food sales are sales of those foods that can be purchased with SNAP (Food Stamp) benefits
- Vendors are required to provide the State WIC Agency, upon request, a statement of the total amount of revenue derived from SNAP-eligible food sales and written documentation to support the amount of sales claimed

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PWV Identification

- What is SNAP-eligible?
 - Any item that may be purchased with Supplemental Nutrition Assistance Program (SNAP) benefits
- Food Sales
 - The sale of all foods that could be purchased with SNAP benefits.
 - Food Sales Fact Sheet

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Appropriate Documentation

- Each year select vendors are asked to submit SNAP-eligible food sales as part of PWV determination
- Request sales records, financial statements, reports, tax documents or other verifiable documentation
- Keep a monthly copy in files

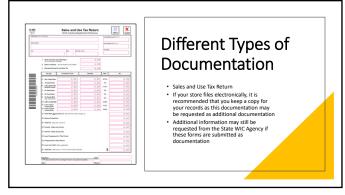
Verifiable Documentation of **SNAP-eligible Food Sales**

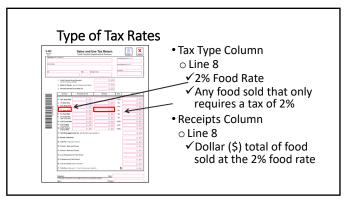
- Ledger Totals
 ✓ Daily, Weekly or Monthly cash register receipts totaled in a ledger (DO NOT send actual cash register receipts)
- ✓ Some registers have the ability to separate out different types of items
- It is highly recommended that Vendors maintain this type of system. Makes this annual process easier.
- Sales and Use Tax returns are not always sufficient for documenting complete SNAP-eligible food sales
- These returns may be used along with ledger totals to verify a vendor's documentation of SNAP-eligible food sales

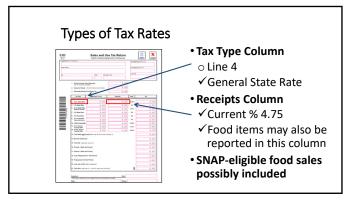
34

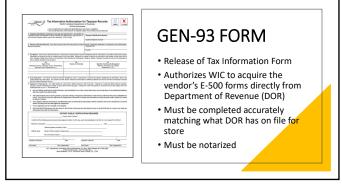
Sample Ledger 1/1/13 \$1000 \$1005 \$750 \$100 \$1000 \$1020 Totals \$1,400 \$6,650 \$400 \$7,050 \$3,300 \$1,600

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Submitting False Information

- Vendors must not submit false, erroneous, or misleading information to the State or Local WIC Agency
- Failure to comply will lead to denial of a vendor applicant's authorization or termination of an authorized vendor's WIC Vendor Agreement
- The store must wait 1 year to become eligible to reapply for WIC vendor authorization

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Equitable Treatment

- Section 246.12(h)(3)iii of the Federal WIC Regulations requires WICauthorized vendors to offer WIC customers the same courtesies that are offered to other (non-WIC) customers
 - ✓WIC customers cannot be excluded from in-store promotions
- Failure to provide the same courtesies to WIC customers is a violation of Federal WIC Regulations, thereby constituting a vendor violation
 - ✓Discrimination on the basis of WIC participation
 - \checkmark May result in disqualification

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Definitions

- Incentive item an item or service provided by a vendor to attract customers or encourage customer loyalty
- Vendor discount an in-store promotion that reduces the price or increase the quantity of a given product; a vendor discount could also result from the use of a coupon
- In-store promotion a sales promotion in which a vendor may offer incentive items, vendor discounts or coupons in order to increase sales of certain items or to encourage customer loyalty to the vendor

Incentive Items

- Incentive items must be approved by the North Carolina WIC Program prior to providing them to WIC customers
- The North Carolina WIC Program may approve incentive items-including food, merchandise or services-that a vendor obtained at no cost or that cost a vendor less than \$2.00. Vendors may also provide food sales or specials (vendor discounts) that involve no cost or cost the vendor less than \$2.00

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Approval for Incentive Items

- To obtain approval to provide incentive items to WIC customers, a vendor must submit a written request directly to the North Carolina State WIC Agency.
- WIC vendors cannot offer incentive items to WIC customers without approval from the State WIC Agency

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Approval for Incentive Items continued

- Following is a list of prohibited incentive items:

 - Assistance applying for WIC benefits
 Transportation for WIC customer to and/or from vendor premises
 - Delivery of WIC supplemental foods
 - Lottery tickets
 - Cash gifts
 - Any other service that results in a conflict of interest, any item that incurs a liability to the WIC Program or violates any Federal, State or Local law or regulation

In-Store Promotions and Coupons

- Allowing WIC customers to use vendor discounts in WIC purchases reinforces wise food purchasing practices
- · Vendor staff/cashiers should be well-informed about the use of different types of in-store promotions and coupons
 - ✓ Understand the temporary nature of some offers in order to reduce confusion at the point of sale
 - ✓ Know how to properly transact eWIC using in-store promotions and

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Types of In-Store **Promotions and Coupons**

- Buy One, Get One Free (BOGO)
- Buy One, Get One at a Reduced Price
- Free Ounces Added to Food Item by Manufacturer (Bonus Size Items)
- Transaction Discounts
- Store Loyalty/Rewards Cards
- Manufacturers' Cents Off Coupons

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In-Store Promotions: BOGOs and eWIC

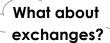
Per the USDA WIC EBT Operating Rules:

- In a true BOGO, the free item cannot be deducted from the WIC customer's benefit balance or reported to the State Agency
- If a food item is advertised as "Buy one, get one free" with the disclosure that each item is sold for half the advertised price, both food items shall be redeemed using WIC benefits and shall reflect an item price of half the advertised price in the transaction
 - ✓ Quantity discount
 - ✓ If using this methodology for BOGOs, vendors must put this disclosure in store advertising

Sales Tax & Cash Back

- Sales Tax on Manufacturers' Coupons
 - √ Not permitted to tax WIC items, so cannot charge WIC customers tax on manufacturer's coupons
- Cash Back
 - √ Not permitted as a result of vendor discount in any WIC transaction

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- Identical items only when:
- Defective
- spoiled or
 - has exceeded its "best if used by" or "sell by" date on the date of purchase

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EWIC PAYMENTS
THROUGH THE
BANKING SYSTEM

Automated Clearing House (ACH)

- Vendors will receive payment for all eWIC transactions processed in their store through an Automated Clearinghouse (ACH) system in which payments are directly deposited into their bank account
- With eWIC, most items will have an NTE
- If a vendor submits an item price that is above the NTE (for the items with NTEs), their payment will be decreased to the NTE amount for the item

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Changes in Vendor Bank Accounts

- Vendor applicants that need a stand-beside device, must submit their most current banking information to the eWIC contractor, Solutran
- Vendor applicants with integrated cash register systems will provide banking information to their third-party processor to ensure payment for eWIC transactions

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Vendor Reimbursement Policy

- Vendors may not ask the WIC customer to make up the difference in price for eWIC transactions
- Vendors are responsible for keeping their prices at or below the NTE for their peer group

Split Tender Transactions

- Customer can pay for an amount that exceeds the CVB maximum $\checkmark \text{Example: } \10.00 CVB
 - √Total cost of WIC fruits and vegetables is \$10.25. Customer can pay
 25¢ plus tax on the 25¢ or use other acceptable methods to pay
 for the outstanding balance, e.g SNAP which is not taxable
 - ✓ Vendor submits an eWIC transaction for \$10.00 in CVBs

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Food Substitution

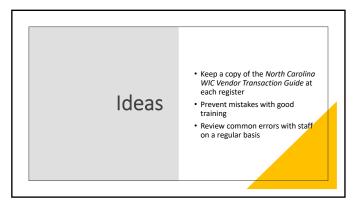
- Vendors must properly transact the WIC supplemental foods that are listed on the customer's food benefit balance
- Vendors cannot substitute one food subcategory for another unless granted a waiver by the State WIC Agency
 - Federal violation that carries 1-year disqualification
 - Example: Substituting 1% Milk/Skim Milk for 2% Milk or Whole Milk

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Use of Scanning Sheets Prohibited

- Vendors <u>cannot</u> use a collection of UPC barcodes on Scanning Sheets, cash registers, computers, tablets, cell phones or any other similar electronic devices to transact
- Failure to comply with this policy could result in termination of their WIC Vendor Agreement



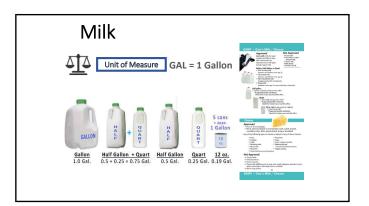
















- Two (2) types required...
 - Skim/Low fat
 - Whole
- Quantity required...

 - Skim/1% = six (6) gallons Whole = two (2) gallons



Cheese

Q Approved Criteria

8-ounce and 16-ounce (1 Pound) sizes of all types of approved packaged cheese

• Swiss

- Low-sodium varieties
- Reduced-fat/cholesterol varieties
- Organic or Regular
- Cheddar (Mild, Medium, Sharp, Extra Sharp)
- Colby
- Monterey Jack
- Pasteurized Processed American



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Cheese



CTR = 1 (16-ounce) package or 2 (8-ounce) packages

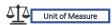


- Required Package size...
- one (1) pound (16 ounces)
- Quantity required...
- two (2) pounds
 Only one (1) approved type required



Soy-Based Beverage **Q** Approved Criteria • Half gallon containers

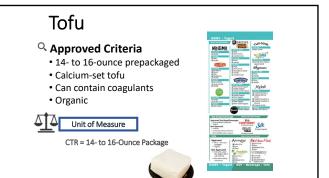
- Unflavored
- Meets nutrient requirements
- Organic



GAL = Equivalent to 1 Gallon



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- Frozen or Shelf-stable Concentrate:
 - 11.5 to 12 ounce containers
- Single Strength
- 48 and 64 ounce containers
- 100% fruit or vegetable juice or blends
 - Unsweetened and Pasteurized
- Fortified with Calcium, Vitamin D or Vitamin C
- Contains >30mg of Vitamin C $\,$ per 100 ml $\,$
- Plastic, glass, cans or refrigerated paper cartons
- Organic varieties





Food Packages

- Pregnant, Postpartum, and
- Breastfeeding Woman



- 1 CTR Juice (48 oz Fluid) = 1 - 48 oz Single Strength or
- 1 11.5-12 oz Concentrate



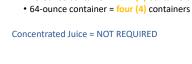
1 CTR Juice 64oz Fluid = 1 -64 oz Single Strength



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Juice (Single-Strength)

- Two (2) sizes required...
 - 48-ounce container
- 64-ounce container
- Quantity required...
 - 48-ounce container = four (4) containers





Q Approved Criteria

- 11.8 ounce-12 ounce or larger box or bag, regular or organic

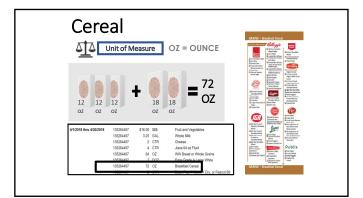
- Ready to eatInstant and regular hot cereal
- Organic







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Cereal



Required package size...

12-ounce package (minimum size)

Quantity required...

six (6) packages

Two (2) approved types whole grain cereals required

Whole Grain Cereal vs. Non-Whole Grain Cereal,



- Only whole grain cereal can count toward minimum inventory
- Some non-whole grain cereal is currently listed in our authorized product list (APL) and allowed for purchase; however, they cannot be counted toward minimum inventory. Examples include:
 - Rice Krispies (various brands)
 Corn Flakes (various brands)
 Special K
 Corn Chex
 Rice Chex
 Cinnamon Chex
 Blueberry Chex

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Bread/Whole Grains



Q Approved Criteria

- Whole wheat tortillas
- Soft corn tortillas
- Whole grain/whole wheat bread/Buns/Rolls
- Brown rice
- · Whole wheat pasta
- Whole grain Barley
- Bulgur
- Oats





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Q Breads/Buns/Rolls

- 16-ounce loaf, regular or organic
- 100% whole-grain and/or wholewheat bread/Buns/Rolls







Q Tortillas

- 16-ounce package regular or organic
- Soft corn tortillas (yellow or white)
- Whole wheat tortillas



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Breads and Tortillas



Minimum Inventory

- Required package size...
- 16-ounce loaf of bread
- 16-ounce package of tortillas
- Quantity required....
 - Two (2) loaves or packages OR
 - One (1) loaf and One (1) package

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Q Brown Rice

- 14 to 16-ounce bag or box, regular or organic
- Plain, whole grain brown rice
- Instant, quick or regular cooking





Brown Rice



- Required Package Size...
 - 14 to 16- ounce package
- Quantity Required....
 - Two (2) packages

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Q Whole-Wheat Pasta

- 16-ounce packages regular or organic
- 100% whole grain and/or whole wheat
- All shapes





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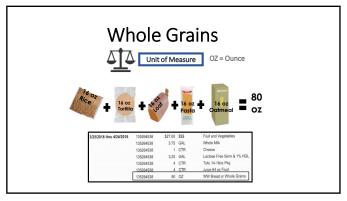
Q Whole Grain Barley/Bulgur/Oats

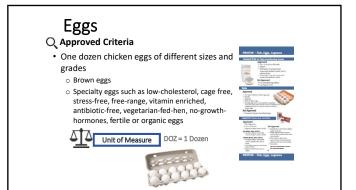
- 14 to 16-ounce bag or box, regular or organic
- Plain, whole grain barley/Bulgur/Oats





• Instant, quick or regular cooking





Eggs • Required package size... One (1) dozen • Quantity required... Two (2) packages • Must be Grade A and large size • White eggs only

Beans, Peas, and Lentils

- O Dry

 (Any type) plain, unseasoned mature, regular or organic

Q Canned

- (Any type) plain, unseasoned mature, regular or organic
- Low sodium
- 15 to 16-ounce can





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Beans, Peas, and Lentils

Food Benefits

Mature

- Black Beans
- Butter Beans
- Lima Beans
- Garbanzo Beans
- Soybeans
- Lentils
- Split Peas

Cash-value Benefits



- Green Beans
- Green Peas
- Snap Peas
- Snow Peas
- Snap Beans
- Garden Peas
- Wax Beans

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Beans, Peas, and Lentils

- Required package size...



- one (1) pound
- Quantity required...
 - two (2) packages of dry
- Only one (1) approved type required

Canned beans, peas, lentils = NOT REQUIRED

Peanut Butter

- 16 to 18-ounce container
- Less sugar, lower-sodium, salt-free, reduced-fat varieties
- Plain, creamy, crunchy, chunky or whipped
- 'Natural', organic varieties





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Peanut Butter

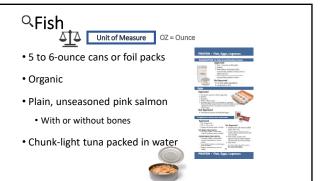


Minimum Inventory

- Required package size...
 - 16- to 18-ounce containers
- Quantity required...
 - two (2) containers

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Beans, Peas, Lentils and Peanut Butter 1 CTR Beans/Peas or Peanut Butter = 16 oz dry 4 cans (15-16 oz each) *Note: 1 can = 0.25 Container OR 16-18 oz jar



Tuna



Minimum
Inventory

- Required Package Size...
 - 5 to 6-ounce can
- Required Quantity...
 - six (6) cans

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□ Infant Formula

- WIC participants must purchase what is specified on their food benefit account:
 - Brand
 - Size
 - Type
 - Quantity



NC WIC Program Contract Formula

- Gerber Good Start Gentle*
 - 12.7 oz cans Powder
 - 8.1 oz Concentrate Containers (GentlePro)
 - 33.8 oz Ready to Feed (4 pack of 8.45 oz Containers) (GentlePro)
- Gerber Good Start SoothePro®
 - 12.4 oz cans Powder
- Gerber Good Start Soy[®]
 - 12.9 oz cans Powder
 - · 8.1 oz Concentrate Containers
 - 33.8 oz Ready to Feed (4 pack of 8.45 oz Containers)

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Infant Formula (Powder)



Two types required...

- Gerber Good Start Gentle®
- Gerber Good Start Soy®

Required package size...

- 11.0-14.0-ounce cans
- Quantities required...
- Gerber Good Start Gentle*
- Gerber Good Start Soy[®]

No Minimum Inventory for Concentrate or Ready to Feed

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QInfant Cereal



- 8-ounce box of plain, dry infant cereal, regular or organic
- Must contain minimum of 45 mgs of iron per 100 grams of dry cereal



Infant Cereal



- Required package size...
 - eight (8)-ounce package
- Quantity required...
 - six (6) boxes
- Only one (1) approved type required

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Q Infant Meats

- Plain meat with gravy or with broth regular or organic
- 2.5-ounce containers, single or multi pack







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\bigcirc Infant Fruits & Vegetables









- Single fruit or blends of fruits
- Single vegetable or blends of vegetables • Combination of Infant fruits and vegetables
 - 2-ounce (2 pack),
 - 3.5-ounce or 4-ounce containers single or multi pack



Infant Fruits & Vegetables

• Required package size....





- 3.5 to 4-ounce containers
- one (1) type of fruit and one (1) type of vegetable
- Quantity Required....
 - 64 ounces total (or ~16-18 Containers)

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Shopping for Infant Foods

Food	Amount Listed	is Equal To
Infant Fruits & Vegetables	128 OZ	32 2 oz-2 pack or 4-oz containers of infant fruits and vegetables. 18 3.5 oz-2 pack containers of infant fruits and vegetables. 16 4 oz-2 pack containers of Infant fruits and vegetables.
Infant Meats	77.5 OZ	31 2.5-oz containers of infant meats.

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- Fresh, frozen or canned fruits and vegetables
- Non-organic or organic



Unit of Measure

\$\$\$ = Cash-value Benefit Dollar Amount





- Fresh, frozen, canned
- Fruit with no added sugar, fats, oils or salt



Canned Fruit Minimum Inventory Reminders

- Required package size...
 - 14 to 16-ounce cans
- Quantity required...
 - 10 cans
- At least two (2) varieties required
- Combinations allowed

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Q Vegetables

- Fresh, frozen and canned
- No added sugar, fats or oils
- Vegetables can contain

added salt



Canned Vegetables

- Required Package size...
- 14- to 16-ounce cans • Quantity required...
 - 10 cans
- At least two (2) varieties required
- Combinations allowed
- Canned vegetables vs. beans, peas and lentils
 - NO canned mature legumes

· Lima beans do NOT count

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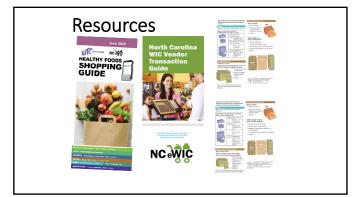
Fruits and Vegetables -**Not Approved**

- · Breaded vegetables
- · Fruit packed in cans, glass or plastic containers with artificial sweeteners
- · Catsup or other condiments

 - · Dried fruit · Dried vegetables
 - Salsa
 - Sauerkraut
- Fruit and/or vegetable juices*
 - Fruit baskets
- Fruit leathers and fruit roll
- Fruit or vegetable items on party trays
- Fruit or vegetable items on salad bars
 - * May obtain when included in food benefits

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Fruits and Vegetables -**Not Approved** · Fruits or vegetables mixed No added sugars, fats or with sauces or foods other oils than other fruits or • Fruits and vegetables with vegetables added corn syrup, high-· Herbs used for flavoring fructose corn syrup, maltose, dextrose, · Infant fruits and sucrose, honey, and/or vegetables* Mature legumes (dry or • Pickled vegetables, olives canned beans, peas, Soups lentils)* * May obtain when included · Ornamental or decorative fruits or vegetables in food benefits





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Summary

- NC WIC Program offers a variety of nutritious foods
- Participants no longer need to purchase the least expensive brand for milk, cheese or eggs
- APL = Authorized Product List: a list of all approved WIC products
- Consider a food category 'unit of measure'
- Required minimum inventory must be available to WIC customers

Questions

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After Authorization

- Process EBT transactions accurately, in a timely manner, and in accordance
 with the terms of the North Carolina WIC Vendor Agreement. Maintain
 compliance with the EBT Processor Vendor Agreement, the FNS EBT
 operating rules, standards and technical requirements, WIC Program
 Rules, and state and federal regulations, and statutes
- Maintain certified eWIC system that is available for WIC redemption processing during all hours the store is open
- Request eWIC Processor re-certify the vendor's eWIC system if it is altered or revised in any manner that impacts eWIC redemption

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After Authorization continued

- Should a vendor that uses stand-beside device(s) to transact eWIC decide to upgrade
- Should a vendor that uses stand-beside device(s) to transact ewilt. decide to upgrade to an integrated system, the vendor must:

 Inform the eWIC processor before making any change, so that it can be determined if the system needs to be certified and testing can be performed to establish connectivity.

 Inform the State WIC Agency so that Level III certification testing can be performed prior to use of the system in the store.
- Testing performed with the eWIC processor for a new system that a vendor chooses to use does not supersede the L3 certification testing that must be performed by the State WIC Agency.
- These procedures also apply to vendors who alter the integrated system that they currently use or decide to use a different integrated system altogether.

After Authorization continued

- The State WIC Agency, not the eWIC processor, must grant final approval before a new system or system that has been altered is used by a vendor
- Vendors must inform the State WIC Agency if their integrated cash register system will be altered or revised in any manner that impacts eWIC redemption. This is a requirement detailed in the Terms of Vendor Agreement. Failure to do so may result in the termination of their WIC Vendor Agreement

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After Authorization continued

Integrated Vendors:

There is no need for WIC customers to separate their items when transacting WIC benefits. Do not make them separate their WIC items from non-WIC items. All items can be rung up together; however, the WIC customer must swipe their eWIC card <u>first</u> before any other tender type is applied to ensure that the proper items are deducted from the WIC customer's benefit balance before another tender type is used for purchase.

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After Authorization continued

- It is important to continue to follow policies and procedures to maintain authorization
- Federal regulations provide process to support program integrity

Termination of WIC Vendor Agreement

- Change in ownership will result in termination of the WIC Vendor Agreement by the State WIC Agency
- Change in store location of more than three miles from the store's previous location will result in termination of the WIC Vendor Agreement by the State WIC Agency
- Cessation of operations, withdrawal from the WIC Program or disqualification from the WIC Program will result in termination of the WIC Vendor Agreement by the State WIC Agency

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Business Integrity Standards

- May not have any owners, officers or managers who have been convicted of or had a civil judgment entered against them in the last six years for any activity indicating a lack of business integrity
- Convictions or civil judgments include, but is not limited to: fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, making false claims, or obstruction of justice

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Conflict of Interest

- A vendor shall not have any owner(s), officer(s) or manager(s) who are employed, or who have a spouse, child, or parent employed by the State WIC Program or the Local WIC Program serving the county in which the vendor conducts business
- A vendor shall not have an employee who handles transactions of WIC food or cash-value benefits who is employed by or has a spouse, child or parent who is employed by the State WIC Program or Local WIC
- Ask your staff if they have a spouse, child or parent who works for the WIC program
 If they do, report it to your vendor contact at your Local WIC Agency



Violations

 Any intentional or unintentional action of a vendor's owners, officers, managers, agents or employees, with or without knowledge of management, that violates the WIC Vendor Agreement or federal or state statutes, regulations, policies or procedures governing the Program

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Types of Violations

- \bullet Federal violations for which vendors are subject to disqualification
 - ✓ Federal violations carry longest disqualification periods
 ✓ Found through compliance buys and inventory audits

Vendor Violations and Sanctions

- 10A NCAC 43D.0710 states a vendor shall be disqualified from the WIC Program for:
 - One year for three occurrences within a 12-month period of failure to properly transact WIC food benefits by manually entering the EBT card number or entering the PIN into the POS instead of the WIC customer, scanning the UPC or PLU codes from UPC codebooks or reference sheets when completing a WIC customer's EBT transaction, not entering the correct quantity and item price, or not providing the WIC customer with a receipt that shows the items purchased and the customer's remaining food benefit balance.

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Vendor Violations and Sanctions continued

As a Reminder:

- 10A NCAC 43D.0708 (20)(j) states that the vendor must:
- Scan or manually enter Universal Product Codes (UPC) only from approved supplemental foods being purchased by the WIC customer in the types, sizes, and quantities available on the WIC customer's EBT account. The vendor shall not scan codes from UPC codebooks or reference sheets;
- This requirement is also listed in the current Terms of Vendor Agreement.

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Vendor Violations and Sanctions continued

- 180 days for three occurrences within a 12-month period of failure to make EBT point of sale equipment accessible to WIC customers to ensure that EBT transactions are completed in accordance with 10A NCAC 43D .0708(20).
- 90 days for three occurrences within a 12-month period of failure to comply with minimum lane coverage criteria required by 7 CFR 246.12(z)(2) and 10A NCAC 43D .0708(20)(c).

Pattern of Occurrences

- The nature of the violation and the number of violations determine the sanction imposed
- A pattern of occurrences for the same violation can result in disqualification
- The number of occurrences needed to establish a pattern depends on the violation

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Examples of Patterns of Violations

- Three occurrences within a 12-month period of failure to stock required minimum inventory
- Two occurrences of vendor overcharging within a 12-month period
- Three occurrences of not making eWIC equipment accessible to the WIC customer
- Three occurrences within a 12-month period of failure to mark the current shelf prices of all WIC supplemental foods

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Compliance Buys and Audits

- State WIC Programs are required to identify and investigate high-risk vendors
- NC sometimes works with the U.S. Office of Inspector General for investigations
- See Vendor Manual



Compliance Buys

- Undercover purchases by a compliance investigator
- May make multiple visits over one year
- Vendors may receive a letter from the State WIC Agency if problems are noted

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Vendor Overcharging

- Intentionally or unintentionally charging more for supplemental food provided to a WIC customer than a non-WIC customer or charging more than the current shelf price for supplemental food provided to a WIC customer.
- Overcharging is a serious federal violation that can lead to vendor disqualification
- This violation is uncovered during compliance buys
- Vendor overcharging is **NOT** the same as charging over the NTE

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Overcharging?

- A vendor looks at the NTE to determine what they could charge the WIC customer for a gallon of whole milk. The current shelf price is \$2.79. They charge the WIC customer \$3.69 for the gallon of whole milk because that is the current NTE for the month. Is this vendor overcharging?
- A vendor charges a WIC customer \$6.50 for WIC approved cheese. The current shelf price is \$6.50.The NTE is \$6.29. Is this vendor overcharging?

Inventory Audits

- \bullet A vendor must make available at any reasonable time and place ALL :
 - Program-related records of vendor
 - Purchase records, Sales records, Bank statements, Credit card statements, or any other personal or business financial documents that pertains to their business
- MUST be retained 3 years or until audit pertaining to these records is resolved, whichever is later

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Purchase Documentation Requirement

- Specific requirements for purchase documentation of WIC supplemental foods
- Invoices, receipts, purchase orders, and any other proofs of purchase for WIC supplemental foods must include the following:
- The name of the seller and be prepared entirely by the seller or on the seller's business letterhead;
- The date of purchase and the date the authorized vendor received the WIC supplemental food at the store if this date is different;
- 3. A description of each WIC supplemental food item purchased, including brand name, unit size, type or form, and quantity.

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Violations Detected During Inventory Audit

- Claiming reimbursement for the sale of an amount of a specific supplemental food item which exceeds the store's documented inventory of that supplemental food item for six or more days within the 60-day period. The six or more days do not have to be consecutive
- Inability to provide records or providing false records is also a violation

Vendor Claims

- Overpayment to a vendor as determined by an inventory audit or compliance buy investigation requires repayment to the WIC Program
- The State WIC Agency assesses a claim against the vendor in the amount of the overpayment
- Vendors can request a conference to review the claim, but this action cannot be appealed

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Claims Assessed for Vendor Violations

- If a vendor is assessed a claim, the vendor must reimburse the State WIC Agency in full or agree to a repayment plan within 30 days of written notification of the claim
 - ✓ Failure to do so will lead to termination of the Vendor Agreement
- A vendor applicant cannot be authorized if any of the vendor applicant's owners, officers or managers currently have or previously had a financial interest in a WIC Vendor that was assessed a claim by the WIC Program and the claim has not been paid in full

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Disqualification

- Ranges from 60 days to permanent
- WIC status may impact status with SNAP (formerly the Food Stamp Program)
- Vendor has right to appeal



Routine Monitoring

- Includes, but is not limited to:
 Review of formula invoices and receipts
 Price checks

 - Treatment of WIC customers
 - Inventory of WIC approved foods subject to minimum inventory requirement
 Ensure stand-beside equipment for use in transacting eWIC is accessible, if necessary
- Visits are documented and if violation(s) found:

 - An occurrence is noted
 The vendor must take steps to correct the violations
 Will be monitored again within 21 days

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Reporting Customer Service Issues (Complaints)



- Vendors should report customer service issues (complaints) to the Local WIC Agency concerning:

 - WIC customer inappropriate behavior
 Vendors are not required to tolerate behavior from a WIC customer that they would not tolerate from other customers
- May use form in the Vendor Manual

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Questions

Required Applicant Forms

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Completing Required Forms

- Vendors to be authorized through corporate agreements must complete:
 - Application (DHHS 3282) completed
 - through the vendor portal
 Verification of Attendance
- All other retail stores must receive and complete:
 - Agreement (DHHS 2768) ending date 9/30/2024
 - Terms of the WIC Vendor Agreement
 - Application (DHHS 3282)
 - Price List (DHHS 2766)
 - Above Fifty-Percent Vendor Self Declaration form
 - Verification of Attendance

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Completion of Forms using DocuSign



Using DocuSign

- You will receive an email from the State Agency via DocuSign
- Click on the "Review Documents" button



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Vendor Process

- Once you have clicked "Review Documents," this screen will open
- You will click the "Continue" button to review and complete the application documents (forms)



Fields to Complete

 Red boxes will appear on the fields required for completion



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Adopting a Signature

- When you click on the first Sign button, the "Adopt Your Signature" screen will appear.
- Signature options
 - Type your name and initials and change the style to look more like your handwritten signature
 - Draw or "write" signature by selecting the draw tab and using the mouse
 - Upload a clear picture of signature for use



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SIGNATURE

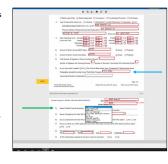


Once signature and initials have been adopted, when you click any space labeled sign or initial, the adopted signature will appear.

Form Fields

- Certain fields triggered once specific fields selected.
 - Blue arrow at question 13 shows that the check box for Integrated has been selected

 - Sub questions and corresponding fields have now been highlighted
 The value-added reseller is not highlighted in red because this is an optional field
- Green arrow at question 14 shows a dropdown option.
 - Ensures vendors only choose State approved sources
 - Also available for question 15



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Vendor Process Completed



Once you have gone through all documents and completed all required fields, you will be able to click the "Finish" button.

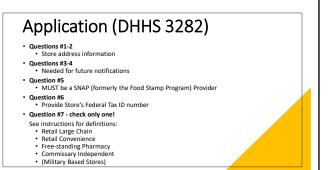
155

Final Screen

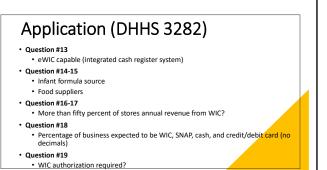
- You may see this screen upon completion
 - Can select "No Thanks"
- · All parties will receive a copy of the fully completed forms







Application (DHHS 3282) • Question #8 - check only one! • Individual • Partnership • Limited Partnership • Corporation • LLC • Question #9 • Since business hours are a selection criteria, please be accurate and indicate AM/PM • Question #10-11 • Annual SNAP & Food Sales – Projected for new stores • Question #12 • Total Number of registers in store - not number in use (including U-Scans) • Number of registers with scanning devices • Number of scanners that identify WIC approved foods



Application (DHHS 3282) • Question #20-21 • Inventory invoices • Question #22 • Required minimum inventory • Question #23 • Check all boxes that apply • Question #24-25 • Manager's full name • Indicate if manager is primary contact for the store

Application (DHHS 3282) • Questions #26-35 • Business integrity questions • Do not leave any blanks • Provide explanations and dates for "yes" responses





Page 3a

Additional ownership page

For vendors with more than 2 owners or officers

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Page 4

- Read application statement
- Store Owner/Officer signs
- Check all answers before signing to avoid delay of application



Page 5

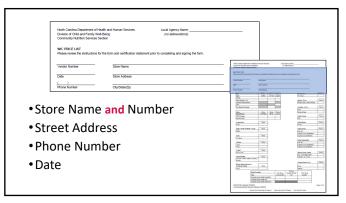
Page 5 is signed by the Local Agency before being sent to the State WIC Agency

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WIC Price List (DHHS 2766)

- Must be completed individually by each:
 - Independent stores
 - Convenience stores
 - Commissaries
- Role of Price List
 - A criteria for selecting authorized vendors

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Required Prices

- Whole and skim/low fat milk (gallon)
- Cheese (16oz.)
- Two types of cereal whole grain
- Eggs (large white)
- Juice, 48 oz. container
- Juice, 64 oz. container
- Dry beans, peas & lentils
- Peanut butter
- Tuna

- Rice
- Bread and/or Tortillas
- Infant cereal
- Infant formula
 - Milk-based and Soy-based
 - Powder
- Infant Fruits
- Infant Vegetables

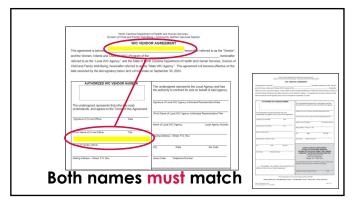
169

WIC Vendor Agreement

Read and understand all terms!



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Technical Assistance Local WIC agency is the primary contact for technical assistance regarding: • WIC-approved foods • Completing required forms • eWIC transaction issues • Triage form to be completed (refer to Vendor Manual) • Customer service issues (complaints)

Training Employees

- Vendor owners/managers are responsible for training all cashiers on WIC as it pertains to the following:
 - WIC-approved foods
 - WIC Vendor Transaction Guides
 - Allowing same courtesies to WIC customers as non-WIC customers
 - Processing eWIC transactions

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Questions

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Assurance of Civil Rights Compliance

The vendor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1861 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 1861 et seq.); Title I and Title III of the Americans with Disabilities Act (ADA) of 1999, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 1213-12189) and as implemented by Department of Iustice regulations at 28 CFR Parts 5 and 36; Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000); all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq.); and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex (Including gender identity and sexual orientation), or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the agency receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

This assurance is given in consideration of and for the purpose of obtaining any and all refeard financial assistance, grant, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal property on the interest in suppose the property or the furnities of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of a sessiting of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting of services without consideration and the pulpose of the services of the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, and agreement, or other consect that loss a one of its purpose the provision of cash assistance for the purchase of on the purpose the provision of cash assistance for the purchase on the purpose of the purp

This assurance is binding on the vendor, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the vendor.

USDA Nondiscrimination Statement	
	occordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the is of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retailation for prior civil rights activity.
info	yam information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program mattor. E.g., Ballels, large print, audotope, American Ball, languages, inhould contact the responsible state or local agency that administers the program or USDA's GICT Center at (2001) 273-2000 (lockes and TITY) or constact USDA hought fine Federal Relay Services at (2001) 277-3339.
at: h 632- disc	is a program discrimination complaint, a Complainest Anold complete. Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online tips (News and a provider sole) and Part (See Teach 1997). The Complaint Form 2009, 2
	malle U.S. Dippersioned A Agriculatus Chicked et de Acastatis de Sorterary for Cell Rights 14(3) Independence Avenue, SW Maningson, D.C. 2003-0410;
2.	fax: (833) 256-1665 or (202) 690-7442; or
	email: program, intake@usda.gov

Thank you!