Policies and procedures for compiling and distributing to authorized WIC vendors, on an annual or more frequent basis, a list of authorized infant formula wholesalers, distributors, and retailors:

All NC WIC authorized vendors must purchase their infant formula, exempt infant formula, and WIC-eligible nutritionals directly from NC State approved distributor, wholesalers, and retailers. The standard operating procedures are as follows:

For In-State Distributors and Wholesalers:

1. The Company must provide all contact information, as well as the locations of all facilities.

2. If the Company is a corporation, they must be registered with the NC Secretary of State and in good standing.

3. The Company must have a sale and use tax number issued by the NC Department of Revenue.

4. The Company must pass an inspection with the NC Department of Agriculture, Food and Drug Protection Division.

5. The Company must have a contract agreement with the infant formula manufacturer to purchase their product.

For Out-of-State Distributors and Wholesalers:

1. The Company must provide all contact information, as well as the locations of all facilities.

2. If the Company is a corporation, they must be registered with their respective State's Secretary of State and in good standing.

3. The Company must have a contract agreement with the infant formula manufacturer to purchase their product.

All information and documentation requested above must be reviewed and approved by the Vendor Unit Manager prior to the Company becoming an approved Distributor or Wholesaler.

For Retailers:

1. The state agency generates a list of all currently authorized retailers statewide.

These lists of distributors, wholesalers and authorized retailers are reviewed and updated annually or on a more frequent basis as needed. These approved distributors, wholesalers and retailers lists can be downloaded from the Approved List of Suppliers of Infant Formula, WIC-Eligible Nutritionals and Exempt Infant Formula tab on the https://www.ncdhhs.gov/wicvendorsconnection website. The approved distributors, wholesalers and retailers lists can also be found in the WIC Vendor Manual; I_Food Delivery_FY2025_Appendix 1_NC WIC Vendor Manual October 2024-Forms, Instructions, and Resources