



OFFICE OF THE INSPECTOR GENERAL

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Scott Walker  
Governor

Kitty Rhoades  
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**State of Wisconsin**

Department of Health Services

Thank you for your interest in becoming an authorized WIC Vendor. Any owner of a grocery store located in Wisconsin may apply for consideration as a WIC Vendor.

**Submission of Application Materials**

Below is a list of all the required WIC Vendor Application materials to be sent to the State WIC Vendor Management Office, PO Box 2659, Madison, WI 53701-2659.

1. **Vendor Application** – completed, signed and notarized.
2. **Stock Price Survey** – completed and signed.
3. **Proof of Ownership** – i.e. deed, bill of sale, commercial lease agreement.
4. **Food Dealers License** – if actual license has yet to be issued, provide a copy of the request for inspection and/or a copy of the inspection report from the health department. Once the license is issued, a copy must be sent to our office.
5. **Wisconsin Sales and Use Tax Form (ST-12)** – the four most recent months filed.
6. **Vendor Agreements** – two signed originals.

Applications will be reviewed to determine completeness. If any of the requested forms are not received or are not complete, the application will not be processed until it is complete.

Submission of application materials does not guarantee WIC vendor authorization. WIC authorization does not transfer to a new owner when a change of ownership occurs. The new owners must submit a new application.

**NOTE:** A WIC Vendor Applicant may not accept WIC checks before receiving a new vendor stamp from the Wisconsin WIC Program.

The decision to authorize a store for the 2013-2016 contract period will be based on the following eligibility requirements:

- reasonable prices for WIC foods – prices charged for WIC foods must not exceed 115% of the average prices charged by other vendors in their peer group.
- acceptable history with WIC, SNAP (FoodShare), other food and nutrition programs in the Department of Agriculture, and no unsatisfied tax payments.
- compliance to site visit standards, including adequate stock levels of WIC-approved foods, prices displayed, and product freshness.
- completed forms, supporting documents, a successful site visit, and attendance at all required WIC trainings.

If all eligibility requirements have been met, the store will receive a signed Agreement, notification of authorization, and a WIC vendor stamp. Applicants who do not meet the eligibility requirements will be notified in writing of the reason and the applicable law.