

## **Evaluation of Currently Authorized Vendors**

- I. An authorized vendor must have redemption activity within every ninety (90) day period, unless the vendor is needed for participant access.
- II. Identifying Potential Above-50-Percent Vendors from WIC and SNAP Redemptions
  - a. To determine whether a currently authorized vendor meets the above-50-percent criterion, the State Agency must calculate WIC redemptions as a percentage of the vendor's total foods sales revenue. WIC redemption data used in these calculations must cover the same period covered by the vendor's food sales amount.
  - b. The State agency will utilize data acquired from the State Agency's data base compared with the Food Delivery Portal (FDP) data provided to the State Agency.
  - c. If a vendor's SNAP redemptions exceed its WIC redemptions, no further assessment is required. The vendor is deemed a regular vendor. Collection of the vendor's annual food sales amount would not be necessary.
  - d. If the WIC redemptions exceed the SNAP redemptions, then the State Agency will require SNAP-eligible food redemption data documentation from the vendor.
    - i. The State Agency will then calculate the ratio of WIC redemptions to the total annual food sales and designate the vendor as an above-50-percent vendor or a regular vendor.
    - ii. The food sales amount is an amount that is supported by written sales or financial statements, reports, tax forms, or other records sufficient for establishing SNAP-eligible food sales.
- III. The State Agency will assess vendors as needed to ensure the vendor is assigned to the correct peer grouping.
- IV. The State Agency shall monitor all newly authorized vendors to assure that they are not Above 50% Vendors. Monitoring shall include a comparison of WIC and SNAP redemption data and/or a review of WIC redemptions to total food sales within the first six (6) months after the date of authorization.
  - a. At authorization, the State Agency shall notify vendors in writing of this assessment and the requirement to provide proper written documentation of their total food sales.

- V. The State Agency may update or revise a vendor's peer group designation at any time. The State Agency will assess vendor peer groupings at least every three years.
- VI. If a vendor was authorized by another state's WIC agency during the period under consideration, then the State Agency must obtain the amount of WIC redemption the vendor received from every other state WIC agency that authorized the vendor and use the sum of all WIC redemptions in all states to calculate the ratio of WIC redemptions to the vendor's total annual sales (across all such states).
- VII. The State Agency will terminate the vendor agreement with a thirty (30) day notice if the vendor fails to provide appropriate documentation of SNAP-eligible food sales or if the State Agency determines that a vendor is an Above 50% Vendor (including infant formula) in any month or year during the agreement period.
- VIII. A currently authorized vendor that is disqualified because of a failure to submit food sales documentation for its Above 50% vendor evaluation will not be able to reapply for thirty (30) days.