

## **Vendor Authorization**

### **I. Authorized vendors.**

- a. In order to accept Utah WIC checks, vendors must sign an agreement with the State WIC Office. Not all stores are authorized Utah WIC vendors.
- b. It is the responsibility of each local agency to educate WIC participants as to which vendors are authorized. To enable a participant to locate authorized WIC vendors:
  - i. Updated vendor lists will be provided to local clinics quarterly on SharePoint.
  - ii. Vendor lists will be posted within the clinic for participants to review.
  - iii. WIC vendors should display the authorized WIC window sticker/poster in a prominent place in their store.

### **II. Local agency role in vendor authorization.**

- a. When a local vendor coordinator is assigned by the state to conduct a pre-authorization on-site visit:
  - i. After receiving the letter regarding acceptance of the Limiting Criteria, the vendor will be instructed to contact the local WIC agency retail coordinator to schedule the on-site pre-authorization visit.
  - ii. The State WIC Office will send the local agency retail coordinator the WIC Vendor Training Packet which contains all the documentation forms that need to be completed and information to leave with the vendor. The local agency vendor coordinator has up to thirty (30) days from the initial contact by the vendor to conduct the on-site pre-authorization evaluation and training.
  - iii. The local vendor coordinator visits the store taking along a WIC Vendor Training Packet.
  - iv. The local vendor coordinator completes the Initial Evaluation Form, Vendor Inventory Requirement Verification Form, Attendance Record for Vendor Training, and Checklist for Interactive Training.
  - v. Training is conducted utilizing the state training presentation. (See Vendor Training for information on conducting the initial vendor training.)
  - vi. The local vendor coordinator in examining for store cleanliness is not providing an environmental health inspection, rather only documenting any observations as defined in Selection Criteria while

- evaluating for appropriate inventory requirements and documenting prices. Any food safety concerns should be forwarded to the local environmental health, licensing, or applicable agency for follow-up.
    - vii. The local vendor coordinator mails or emails all completed forms to the State Agency and the vendor retains the remainder of the training packet.
  - b. The State Agency determines if the vendor qualifies.
  - c. There may be up to a twenty (20) calendar day processing period from the date documentation of the evaluation visit is received by the State Agency until the notification of authorization or rejection.
- III. If the local agency/clinic determines that a WIC vendor is no longer in business, either by contact with the vendor or participant information, the local agency/clinic will notify the State WIC office in writing of the closure