



## WANT TO BECOME A WIC AUTHORIZED RETAILER?

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**Women, Infants and Children (WIC)** helps pregnant women, mothers, infants and young children stay healthy and eat right during times of important growth. Each month, WIC participants receive benefits to purchase healthy foods including whole grains, fruits and vegetables, milk, eggs and bread from participating local retailers.

### To Apply for WIC Authorization

- ☺ Review the Application Checklist (See Reverse Side for Application Checklist)
- ☺ Visit our website: <http://www.vdh.virginia.gov/Livewell/Programs/WIC>
- ☺ Submit application: [https://vdhems.vdh.virginia.gov/net\\_open/login.main](https://vdhems.vdh.virginia.gov/net_open/login.main)
- ☺ Fulfill the minimum stocking requirements at time of application
- ☺ Pass an unannounced on-site stocking visit that includes verification of prices.
- ☺ Complete WIC authorization training
- ☺ Submit a Retailer Agreement and required paperwork to the State WIC Office.

### Requirements for WIC Authorization are:

- ✓ Must have SNAP authorization and be in good standing.
- ✓ Be open a minimum of 50 hours per week.
- ✓ Purchase foods and infant formulas from an approved distributor/supplier.
- ✓ Must sell private/store brands as listed in the submitted application and identified on the WIC Approved Food brochure.
- ✓ Food and formula prices cannot exceed the maximums allowed by the program

**If you are interested in attending a meeting to learn more about WIC Program Authorization and its requirements, please contact the State WIC Office at (804) 864-7800 or email us at [WIC\\_Retailer@vdh.virginia.gov](mailto:WIC_Retailer@vdh.virginia.gov).**

Virginia WIC Program Retail Store Application Checklist	WHO	TIMETABLE	
1. Review the Retailer Agreement, Minimum Stock Requirement, Approved Food brochure and Formula Flyer.	Applicant	Various	
2. Create an online account in the Retail Store Management System (RSMS). *RSMS will require you to use your store's SNAP (Food Stamp) authorization number and provide owner information.	Applicant	Various	
3. Complete the RSMS online store information section. *Requires store contact, address, phone number, hours operation.	Applicant	Various	
4. Complete the RSMS online price survey screen. *Requires applicant to declare store brands for selective WIC foods. *Requires store shelf prices for specific foods and formula.	Applicant	Various	
5. Submit the RSMS online application. *Requires application be 100% complete. * System conducts a competitive price comparison.	Applicant	Various	
6. Submitted applications are reviewed twice per month. *Applications should be submitted before the 1 <sup>st</sup> day of the month or by the 15 <sup>th</sup> day of the month. *Access to the application will be denied after it has been submitted.	WIC Program	By 5 <sup>th</sup> day of month & By 20 <sup>th</sup> day of month	
7. An application status letter is mailed to the store applicant within 5 days after the submitted application has been reviewed by the WIC Program. *Additional requirements must be met before authorization, i.e., pass an onsite (unannounced) stocking visit, receive mandatory training, submit other required paperwork.	WIC Program	5 days	
<b>ITEMS NEEDED FOR COMPLETING THE ON-LINE APPLICATION</b>			
➤ SNAP AUTHORIZATION NUMBER			
➤ OPENING DATE			
➤ NUMBER OF CASH REGISTERS IN STORE			
➤ STORE CONTACT, ADDRESS, TELEPHONE NUMBER			
➤ STORE HOURS OF OPERATION			
➤ DECLARED WIC STORE BRANDS FOR SELECTIVE FOODS			
➤ APPROVED CONTRACT INFANT FORMULA DISTRIBUTOR/SUPPLIER			
➤ SHELF PRICES FOR SPECIFIC FOODS AND INFANT FORMULA			
➤ PRINT OUT COMPLETED APPLICATION (before submitting)			
<b>FOR QUESTIONS AND/OR ASSISTANCE CONTACT:</b> <b>Vendor Compliance Team; Division of Community Nutrition/WIC Program;</b> <b>109 Governor St, 8th Floor;</b> <b>Richmond, VA 23219</b> or Email: <a href="mailto:wic_retailer@vdh.virginia.gov">wic_retailer@vdh.virginia.gov</a> Telephone: (804) 864-7800 Fax: (804) 864-7854 or (804) 864-7851			