



North Dakota
WIC

Food Delivery

Section

VENDOR

Subject

SELECTION

SUMMARY

Local agencies can avoid many grocer problems and ensure the integrity of WIC by carefully selecting grocers. The following selection criteria must be met in order to be a WIC vendor.

SELECTION CRITERIA

1. Vendors must:

- Meet the minimum variety and quantity stocking requirements for WIC foods at all times to meet the needs of participants.
- Have competitive prices within 15% of other authorized WIC stores in the community.
- Be a full-service grocery store carrying staple foods, such as: meats, bread, fresh fruits and vegetables, and dairy products. Exceptions determined by participant need. e.g. - a "milk-only" contract or pharmacy
- *Not be currently disqualified from the Food Stamp Program or have been assessed a civil money penalty for hardship within the last two years.
- *Not have been convicted of or had a civil judgment entered against them for any activity indicating a lack of business integrity within the last six years. Such activities include: fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or claims, receiving stolen property, and obstruction of justice.
- Be conveniently located to participants, with the store in good physical condition (clean, safe).
 - * May be waived if a participant access hardship exists
- Must purchase infant formula from the State Agency's authorized list
- Not derive 50% or more of their sales from WIC – New vendors will be assessed within six months after authorization to determine if their WIC sales are above 50% of their total sales.



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2. New vendors must complete the Vendor Application form and Price Survey. They should be given a copy of the ND WIC Selection criteria, and the Minimum stocking requirements. The Vendor Approval form documenting the agency's decision needs to be completed by WIC staff and should be shared with the store.
3. At the time of application, the State or Local agency must collect the vendor applicant's Food Stamp Program (SNAP) authorization number if the vendor applicant is authorized in that program.
4. The State or Local agency may not authorize a vendor applicant if it is determined the store has been sold by its previous owner in an attempt to circumvent a WIC sanction.

HOW MANY

The local agency will authorize enough vendors (a) so all participants can obtain food and (b) so WIC staff can effectively manage (i.e., contract, train and monitor) their grocers. There should be an established need for a particular store to be authorized that will ensure participant access

FULL-SERVICE GROCERY

Shopping at a full-service grocery store is an important part of participant education. Full-service stores offer a variety of healthy food choices, including fresh fruits and vegetables. These stores are more likely to be competitively priced which helps families stretch both their WIC and non-WIC food dollars.

COMPETITIVE PRICES

To perform competitive price comparisons between stores, use the price lists that are collected quarterly from each store. The prices of vendor applicants must be within 15% of the prices of existing vendors comparable in size in the community.

CURRENT VENDORS

Current vendors may have contracts renewed if they comply with Program requirements as outlined in the contract. Neither the State agency nor the WIC vendor have an obligation to renew the vendor contract.

OUT-OF-STATE VENDORS

A local agency may contract with an out-of-state vendor if the vendor is more convenient for participants than in-state vendors.