



*Better  
nutrition  
for a  
brighter  
future*



**MARYLAND  
WOMEN,  
INFANTS &  
CHILDREN  
PROGRAM**



# VENDOR AUTHORIZATION APPLICATION

**1-800-242-4WIC (4942)**  
**[www.mdwic.org](http://www.mdwic.org)**



Maryland WIC Program  
Maryland Department of Health and Mental Hygiene

Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor  
Joshua M. Sharfstein, M.D., Secretary, DHMH

# MARYLAND WIC PROGRAM VENDOR APPLICATION PACKAGE

CONTENTS	PAGE
Introduction -----	2
Applicant's Minimum Qualifications -----	4
How Applications are Processed -----	6
Minimum Stock Requirements -----	9
Application Instructions-----	13

Attachments:      Application Pages (**Last 3 pages of this package**)  
                         Maryland WIC Authorized Foods List  
                         WIC Vendor Agreement (2) (**Complete and return both!**)

**PLEASE CAREFULLY READ THIS ENTIRE PACKAGE BEFORE COMPLETING  
AND SUBMITTING THE VENDOR APPLICATION**

**APPLICANTS ARE REQUIRED TO MEET THE STOCKING REQUIREMENTS  
AT THE TIME OF APPLICATION SUBMISSION.**

## INTRODUCTION

### WHAT IS WIC?

The Special Supplemental Nutrition Program for Women, Infants and Children, or WIC is a nutritional program for pregnant women, breastfeeding mothers, postpartum mothers, babies, and children under five years old. WIC participants must have family income that are less than 185% of the poverty level and have health problems that can be improved through good nutrition.

The foods WIC provides include:

- ✓ Baby foods – fruits and vegetables for all infants and meat for exclusively breastfed infants
- ✓ Beans
- ✓ Canned tuna, salmon, and sardines for some women
- ✓ Cereal
- ✓ Cheese
- ✓ Eggs
- ✓ 100% fruit juice
- ✓ Fruits and vegetables (fresh, frozen, canned)
- ✓ Iron fortified infant formula
- ✓ Infant cereal
- ✓ Milk
- ✓ Peanut Butter
- ✓ Soy Milk
- ✓ Tofu
- ✓ Whole wheat bread (or brown rice or whole wheat or soft corn tortillas)

WIC also refers participants to health and social service programs and provides information on good eating habits to help people be healthy and eat well.

Infants whose mothers participate in WIC weigh more when they are born and have fewer health problems than infants whose mothers did not participate. Children who participate in WIC are less likely to have anemia (blood problems) than children who do not participate.

The United States Department of Agriculture (USDA) funds WIC, which is run by the Maryland Department of Health and Mental Hygiene, Family Health Administration. WIC is administered at the local level by local WIC agencies such as Health Departments and Community Health Centers that operate throughout Maryland.

WIC is different from the Food Stamp Program because participants can only buy the types and quantities of foods shown on their checks. They can only buy nutritious foods prescribed by the WIC Program. WIC participants can only use their checks at stores that have a signed agreement with the State WIC Agency. The stores and people who sell WIC foods are very important because they:

- ✓ Help people become healthier;
- ✓ Are located statewide to give WIC Participants shopping options at a variety of locations; and
- ✓ Make sure that WIC customers buy only those foods prescribed on their WIC checks.

## **WIC AUTHORIZES THE FOLLOWING TYPES OF VENDORS:**

- ✓ Food Store - A grocery store licensed under Code of Maryland Regulations (COMAR) 10.15.03 that has no pharmacy on its premises.
- ✓ Pharmacy - A drug store licensed by the State Board of Pharmacy that does not have a food store under the same ownership on its premises.
- ✓ Food Store/Pharmacy Combination - A food store and a pharmacy under the same ownership on the same premises.
- ✓ Commissary - A grocery store located on a military installation and/or owned by the Department of Defense.

The WIC Program also authorizes farmers participating in the Farmers' Market Nutrition Program to accept WIC fruit and vegetable checks at authorized Farmers' Markets.

**With the exception of military commissaries, the Maryland WIC Program will not authorize stores that are expected to receive 50% or more of their eligible food sales revenue from WIC. Additionally, if after authorization a WIC vendor is determined to derive 50% or more of its eligible food sales revenue from WIC, authorization shall be terminated. Eligible foods sales do not include items that are not eligible for purchase under the Food Stamp Program (FSP).**

## **HOW IS YOUR STORE PAID?**

After a store has accepted a WIC check as payment for WIC foods, the check may be deposited in the bank for payment. All WIC checks deposited in the bank must have a WIC vendor stamp on the front in the designated area, and an endorsement by the vendor on the back in order to be paid. **Checks improperly processed may be rejected by the bank and returned unpaid to the vendor.**

Your agreement with the Maryland WIC Program lets you accept checks only from Maryland. If you take them from another state or Washington, D.C. Virginia, Delaware, Pennsylvania, you must be authorized by those jurisdictions to accept their WIC checks. **The Maryland WIC Program cannot pay you for any checks other than Maryland WIC checks.**

## APPLICANT'S MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS

To be considered for authorization as a WIC vendor, owners of retail food stores, combination food store/pharmacies, or pharmacies must meet the following criteria:

- ✓ A completed application must be received by the State Agency from a retail food store, combination retail food store/pharmacy, or pharmacy operating at a fixed location within the State of Maryland and must be accessible to the disabled. The vendor must hold a food service facility license issued by a local health department or department of environment. In order to qualify as a combination retail food store/pharmacy or pharmacy, the applicant must maintain a current registration or license issued by the State of Maryland Board of Pharmacy, or is licensed to distribute pharmaceuticals.
- ✓ If the store is not a pharmacy, it must meet the minimum stock requirements as specified in the "Required Minimum Stock" section of this Application Package. **Minimum stock must be on the store premises as of the date and time of submission of the Vendor Application and the State Agency on-site review.**
- ✓ The store must be operational at the time of the on-site review by the State Agency.
- ✓ The store must have authorization from the Food Stamp Program and may not be currently disqualified or suspended from the WIC Program or the Food Stamp Program.
- ✓ The applicant must maintain the store in a sanitary condition, with no evidence of excess un-removed rubbish, vermin, or general lack of cleanliness.
- ✓ If a combination food store/pharmacy or pharmacy, the applicant must be able to provide, within 48 hours of a request from a participant or the Program (excluding weekends and holidays), any WIC authorized infant formula.
- ✓ Except for a pharmacy or military commissary, a vendor applicant shall have actual highest current shelf prices that are less than or equal to 125% of the Peer Group average in the vendor applicant's region during the month of application, as determined by the State agency.
- ✓ The applicant must owe no outstanding payment(s) to the State Agency that are more than 90 days overdue.

***Applicants not meeting the above qualification criterion will be declared unqualified, and the application will not be processed. Meeting the criterion***

***above does not constitute authorization to redeem Maryland WIC checks with the following exception:***

***An applicant currently participating as an authorized vendor for which a protest/appeal of State Agency disqualification or suspension is pending a decision at the time an application is received may continue accepting WIC checks until a decision regarding the appeal has been rendered.***

***If the result of the protest/appeal upholds the State Agency's action, the Vendor Agreement will be terminated. If the result of the protest/appeal overturns the State Agency's action, the Vendor Agreement shall remain in effect.***

## HOW APPLICATIONS ARE PROCESSED

The State Agency, under current regulations, has 60 days to process an acceptable application for WIC authorization. At any time during that period, an unannounced on-site review will be conducted. The on-site review consists of checking to verify minimum stock, collecting prices, and verifying information contained on the application.

**After an on-site review is conducted, the prices collected by State Agency staff are analyzed and compared to prices for other stores similar in size and geographic location. These groupings are called “Peer Groups”. Currently, there are three size categories and 19 Peer Groups. They are as follows:**

***Region 1 consists of Allegany and Garrett Counties.***

Peer Group 1, Region 1, Large Stores, 8 or more check out lanes;

Peer Group 2, Region 1, Medium Stores, 4 to 7 check out lanes;

Peer Group 3, Region 1, Small Stores, 1 to 3 check out lanes;

***Region 2 consists of Frederick and Washington Counties.***

Peer Group 4, Region 2, Large Stores, 8 or more check out lanes;

Peer Group 5, Region 2, Medium Stores, 4 to 7 check out lanes;

Peer Group 6, Region 2, Small Stores, 1 to 3 check out lanes;

***Region 3 consists of Anne Arundel, Baltimore, Carroll, Harford, and Howard counties.***

Peer Group 7, Region 3, Large Stores, 8 or more check out lanes;

Peer Group 8, Region 3, Medium Stores, 4 to 7 check out lanes;

Peer Group 9, Region 3, Small Stores, 1 to 3 check out lanes;

***Region 4 consists of Baltimore City.***

Peer Group 10, Region 4, Large Stores, 8 or more check out lanes;

Peer Group 11, Region 4, Medium Stores, 4 to 7 check out lanes;

Peer Group 12, Region 4, Small Stores, 1 to 3 check out lanes;

***Region 5 consists of Montgomery and Prince George's Counties.***

Peer Group 13, Region 5, Large Stores, 8 or more check out lanes;

Peer Group 14, Region 5, Medium Stores, 4 to 7 check out lanes;

Peer Group 15, Region 5, Small Stores, 1 to 3 check out lanes;

***Region 6 consists of Calvert, Caroline, Cecil, Charles, Dorchester, Kent, Queen Anne's, Saint Mary's, Somerset, Talbot, Wicomico, and Worcester counties.***

Peer Group 16, Region 6, Large Stores, 8 or more check out lanes;

Peer Group 17, Region 6, Medium Stores, 4 to 7 check out lanes;

Peer Group 18, Region 6, Small Stores, 1 to 3 check out lanes.

Peer Group (19)\* Potential above 50% vendors.

*\*Peer Group (19) is designated for vendors that appear to derive more than 50% of the vendor's eligible food sales from the redemption of WIC food instruments. Vendors placed in this Peer Group will only be paid the statewide average of all non-above 50% vendors until the vendor has demonstrated that it is not an above 50% vendor. If the vendor is unable to demonstrate that it is not an above 50% vendor, the vendor's authorization shall be terminated.*

Your store's prices are only compared to other store's prices in your Peer Group. This ensures that your stores prices are fairly evaluated. **If it is determined that your store's prices exceed 125% of the Peer Group average, you will be denied authorization, and advised of the denial in writing.**

If your store's prices are determined to be acceptable, and all other authorization criteria have been met, you will be notified in writing that your application has been approved. You will also be advised of the next available New Vendor Training class. New Vendor Training is mandatory and provides important instructions for processing WIC transactions.

Upon completion of training, you will receive your vendor identification stamps. All approved applicants receive 2 self-inking stamps used to affix the Vendor Identification Number on WIC checks in the designated area. **If your vendor stamps are lost, become damaged, or wear out, you are responsible for replacement.**

If for any reason your store's application is denied, you will receive written notification of the reason for denial and advised of your right to appeal. **If a store is denied authorization three times in a year, the applicant vendor cannot**



**reapply for WIC authorization until 1 year after the last denial date or after the date of appeal's result is made.**

## **MILITARY COMMISSARIES**

The U.S. Department of Agriculture and the U.S. Department of Defense have entered into a Memorandum of Understanding to clarify the basic responsibilities of the State WIC agencies or their designated local agencies and military commissaries authorized to be WIC vendors.

Military Commissaries, as federal entities, are exempt from some State requirements; however, the State WIC Agency may still authorize them as WIC vendors pursuant to CFR §246.12(f)(1) of the federal regulations for the WIC Program, which permits modification of the Vendor Agreement. A commissary will be required to submit application information to the Program by the deadline if one is given.

## Required Minimum Stock as of October 1, 2013

“WIC Pharmacy Only” stores are not required to carry the minimum stock and may only redeem WIC checks that provide infant formula unless the pharmacy is authorized as a “Food Store/Pharmacy” and carries the required minimum stock. **All pharmacies and food store/pharmacies must be able to provide, within 48 hours of request (excluding weekends and holidays), any infant formula prescribed on a WIC check.**

Food Item	Specifications	Size	Quantity
Milk	Whole	Gallons	4
	Low fat (1%) or fat free (nonfat)	Gallons	10
Cheese	Domestic - block or sliced – 4 varieties: (American, Cheddar, Monterey Jack, Mozzarella, or Swiss)	16 ounces	6
Eggs	White, medium or large	Dozen	6
Beans	Dried – 2 varieties: (Beans like: kidney, navy, garbanzo, or lima) Split peas, black-eyed peas, or lentils.	1 pound	3
	Canned – packed in water – 3 varieties: (Beans like: kidney, navy, garbanzo, or lima.)	14 – 16 ounces	12
Peanut Butter	Plain, smooth, crunchy, or extra crunchy, or creamy.	16 – 18 ounces	6
Canned Fish	Packed in water – 2 varieties: (Chunk Light Tuna, Pink Salmon, or Sardines)	Tuna(5-6 oz) Salmon(5,6,or 7.5 oz) Sardines(3.75 oz)	30 ounces
<b>Vendors must stock at least 2 varieties from cereal groups A and B and 1 variety from group C.</b>			
Cereal	<b>A. Corn, wheat, oats, or rice:</b> <i>Kellogg's Rice Krispies, Kellogg's Special K, and Kellogg's Corn Flakes</i> <i>Malt-O-Meal Oat Blenders Honey,</i> <i>Malt-O-Meal Oat Blenders Honey &amp; Almonds,</i> <i>Malt-O-Meal Hot Wheat Cereal</i>	18 ounces or larger	6 boxes
	<b>B. Whole grain, wheat or oats:</b> <i>General Mills Cheerios (Plain)</i> <i>General Mills Kix</i> <i>Kellogg's All Bran Complete Wheat Flakes</i> <i>Kellogg's Frosted Mini Wheats (Big Bites &amp; Original)</i> <i>Kellogg's Scooby-Doo</i> <i>Post Grape Nuts</i> <i>Post Grape Nuts Flakes</i> <i>Post Lightly Frosted Shredded Wheat</i> <i>Post Honey Bunches of Oats (Vanilla Bunches, Honey Roasted, Almond, Cinnamon Bunches)</i> <i>Post Honey Nut Shredded Wheat</i> <i>Quaker Oatmeal Squares with Brown Sugar</i> <i>Quaker Cinnamon Oatmeal Squares</i> <i>Quaker Life</i>	18 ounces or larger	6 boxes
	<b>C. Hot cereal – 1 variety:</b> <i>B&amp; G Foods Cream of Wheat 1 minute and 2 ½ minute</i> <i>Quaker Instant Oatmeal (Original)</i> <i>Quaker Instant Grits (Original)</i>	11.8 ounces or larger	1 box

<b>Vendors must stock at least 2 varieties of whole grain products from the list below.</b>			
<i>Whole Grain Products</i>	<b>100% Whole Wheat Bread, Rolls, or Buns</b> (Must say "100% Whole Wheat Bread" on label)	15-16 ounces	4 pounds (total)
	<b>Soft Corn or Whole Wheat Tortillas</b> <i>Buena Vida</i> Whole Grain Tortillas <i>Carlita</i> Corn or 100% Whole Wheat Tortillas <i>Celia's</i> Corn Tortillas <i>Chi Chi's</i> White Corn or Whole Wheat Tortillas <i>Don Pancho</i> White Corn or Whole Wheat Tortillas <i>La Burrita</i> Yellow Corn Tortillas <i>La Banderita</i> White Corn or Whole Wheat Tortillas <i>Mission</i> Yellow Corn or Whole Wheat Tortillas <i>Ortega</i> Whole Wheat Tortillas	16 ounces	
	<b>Brown Rice (Dry, plain)</b>	16 ounces	
<i>Fruits &amp; Vegetables</i>	Fresh (whole or cut), frozen, and canned 2 varieties fruit & 2 varieties vegetables		\$32 total value
<b>Vendors must stock at least 2 varieties from 100% juice groups A and B.</b>			
<i>100% Juice</i>	<b>A. Unsweetened – plastic bottles or cartons:</b>  <b>Orange, Grapefruit (Any brand)</b> <b>Pineapple</b> – <i>Best Yet, Food Lion, Hannaford, Shurfine</i> <b>Apple</b> – <i>Best Yet, Essential Everyday, Food Lion, Giant, Giant Eagle, Great Value, Hannaford, Market Pantry, My Essentials, Old Orchard, Safeway, Shop Rite, Shurfine, Valu Time, Wegmans</i> <b>Grape (red, purple, white)</b> – <i>Best Yet, Food Lion, Giant, Giant Eagle, Harris Teeter, Juicy Juice, Old Orchard, Valu Time, Wegmans</i> <b>Vegetable</b> – <i>Best Yet, Diane's Garden, Giant, Great Value, Hannaford, Harris Teeter, V8</i> <b>Tomato</b> – <i>Campbell's, Food Lion, Giant, Great Value, Hannaford, Harris Teeter, Market Pantry, Shursaving</i>	64 ounces	6 (total)
	<b>B. Frozen Concentrate:</b>  <b>Orange, Grapefruit (Any brand)</b> <b>Pineapple</b> – <i>Dole, Old Orchard</i> <b>Apple</b> – <i>Best Yet, Essential Everyday, Food Lion, Giant, Great Value, Hannaford, My Essentials, Old Orchard (green tear stripe), Safeway, Seneca</i> <b>Grape</b> – <i>Best Yet, Old Orchard, Welch's (yellow tear strip)</i>	11.5 – 12 ounces	9 (total)
<i>Infant Formula</i>	Milk Based - Similac Advance with Iron powder	12.4 ounces	24
	Milk Based – Similac Advance with Iron Concentrate	13 ounces	16
	Soy Based – Enfamil Prosobee powder	12.9 ounces	6
	Soy Based – Enfamil Prosobee Concentrate	13 ounces	18
<i>Infant Cereal</i>	Gerber – dry 2 varieties ( <b>1 variety must be rice</b> )	8 or 16 ounces	6 (total)
<i>Baby Food</i>	Vegetables, plain or combination – 2 varieties Fruits, plain or combination – 2 varieties	3.5 – 4 ounces	32 (total)
<i>Baby Meat</i>	Plain chicken, turkey, beef, lamb, veal, or ham – 2 varieties	2.5 ounces	31 (total)

## INFANT FORMULA SUPPLIER DIRECTORY

Below are infant formula sources for Maryland WIC authorized vendors. As a Maryland WIC authorized vendor, infant formula may only be obtained from the sources provided in this directory. If you do not see your current source listed please contact this office at 410-767-5258 or 1-800-242-4942 (toll free) for guidance. **Note: You may have a different address for the same sources, which is acceptable.** You may change your source at any time provided your new source is listed. This directory will be updated annually and is also available online at [www.mdwic.org](http://www.mdwic.org)

<b><u>Manufacturers</u></b>	
Mead Johnson 282 Galahad Drive Rochester, NY 14623-5508 585-334-9377	Nestle USA 800 North Brand Blvd Glendale, CA 91203 617-770-2638
Abbott Laboratories 3300 Stelzer Road Columbus OH 43219	PBM Nutritionals 147 Industrial Park Road Georgia, VT 05468-2109 800-959-2066 x131
Nutricia North America 9900 Belward Campus Drive Ste 100 Rockville MD 20850	Solus Products, LLC 8910 Purdue Road, Suite 230 Indianapolis, IN 46268
<b><u>Distributors</u></b>	
Cardinal Health 1120 Commerce Blvd Swedesboro, NJ 08085 301-341-4308	Jetco 3405 Annapolis Road Baltimore, MD 21227 410-354-1500
Moran Foods, Inc. 9822 Prosperity Lane Williamsport, MD 21795 800-828-1530	Supervalu, Inc 8258 Richfood Road Mechanicsville, VA 23116 800-444-7424
Supervalu, Inc. 3900 Industrial Road Harrisburg, PA 17110 717-232-6821	Food Lion Distribution Center #7 Lot 16 Commerce Ave Greencastle, PA 17225 717-597-1100
Lancaster Distribution Center 500 S Muddy Creek Road Denver, PA 17517 717-335-4000	

<b><u>Wholesalers</u></b>	
Associated Wholesalers, Inc Route 422 Robeson, PA 19551-0067 800-927-7771	AWI 600 Arsenal Road York, PA 17402 717-854-1505
B-Green Cash & Carry 1300 S Monroe St Baltimore, MD 21230 410-539-6134	B-Green Cash & Carry 2401 Belair Road Baltimore, MD 21213 410-563-0323
Bill's Wholesale Grocery, Inc. 211 Meadows Ridge Drive Mt. Norris, PA 15349 800-288-2565	Bozzuto's, Inc. 275 Schoolhouse Road Cheshire, CT 06410 800-243-9761
C & S Wholesale Grocers 100 Quality Circle, Suite 107 Harrisburg, PA 17112 717-657-7720	Cho Wholesaler, Inc. 1818 Pennsylvania Ave Baltimore, MD 21217 571-288-9844
Economy Wholesale Co. P O Box 346 Lavale, MD 21502 301-724-0202	George J. Falter P O Box 24176 Baltimore, MD 21227 800-322-3491
Maryland Cash & Carry 1808 N Patterson Park Ave Baltimore, MD 21213 410-558-2047	Nash Finch Company 1100 Prosperity Ave Lima, OH 45802 800-472-1847

## **VENDOR APPLICATION INSTRUCTIONS**

Please carefully read and follow the instructions provided for completing your application for WIC authorization.

- ✓ Clearly print or type your answers.
- ✓ Fill in all blanks. If a particular question does not apply to your store, write "N/A" for Not Applicable.
- ✓ List the names of all of the owners of the store. If the store is incorporated, write the name of the corporation and list the names of the President, Vice President, Treasurer, and the address of the corporation.
- ✓ Utilize your store's last federal or state tax form to provide gross annual sales. If the store is new, provide an estimate. This information will be kept confidential.
- ✓ Sign and date each application. Vendor applications must be signed and dated to be considered valid.
- ✓ Sign, date, and return each Vendor Agreement (included in this package). One will be returned to you at the time of authorization.

**Failure to provide accurate information may result in unnecessary delays in processing your application. Incomplete applications will be returned. If it is determined that false information was provided, the application will be denied.**

### **Receipt of Applications**

Applications may be hand delivered or mailed. Mail or deliver the applications to:

Maryland Department of Health and Mental Hygiene  
Maryland WIC Program  
201 W. Preston Street, Room 103  
Baltimore, MD 21201

**Your application will be approved or denied within 60 days of receipt by this office.** If you have questions or difficulty completing this application, please contact Mr. Siwon Lee at 410-767-5433, Ms. Tiasha Taylor at 410-767-3519, Mr. Bryan Rossi at 410-767-5251, or call toll free at 1-800-242-4942 for assistance.

### **FAXED APPLICATIONS CANNOT BE ACCEPTED**



## Things to remember before you apply

1. **Keep minimum stock in your store when you send the application to the office.**  
-The most common reason for denial is failing to meet the minimum stock requirements. Please review pages 9 to 10 of this package and WIC Authorized Food List ensure you are in compliance before you submit your application.
2. **Authorization onsite reviews are not announced.**  
-An authorization onsite inspection may occur at any time after the receipt of an application.
3. **You must hold a copy or original food service facility license issued by a local health department in your store for verification.**  
- You will be required to show the document in on-site review.
4. **The regulatory processing time for processing applications is 60 days from the date the application is received by the State WIC office.**  
-Properly completed applications are typically processed in less than 60 days. However, applications are processed in the order they are received. Processing times vary depending upon the volume of applications pending processing and staff availability.



5. **If a store is denied authorization three times in a year, the applicant may not reapply for WIC authorization until 1 calendar year after the last denial date.**  
-You may reapply any time after a calendar year has passed.
6. **If it is determined that your store's prices exceed 125% of the Peer Group average, you will be denied authorization, and advised of the denial in writing. If you are applying for reauthorization, you will be given the opportunity to adjust your prices.**  
- Please keep the prices of your store's WIC food items competitive.
7. **The store must have authorization from the Food Stamp Program and may not be currently disqualified or suspended from the Food Stamp Program.**  
-If your store is currently under suspension from the WIC Program, you may reapply for WIC authorization after the end of the suspension period.
8. **If you have any questions, please contact the WIC office.**

## Check list

3 page Application form	
<input type="checkbox"/>	All boxes filled in.
<input type="checkbox"/>	Pages 3 signed.
2 Original Signed Vendor Agreements	
<input type="checkbox"/>	Page 1 line 1, 2 not 3
<input type="checkbox"/>	Page 5, 9,10, 11, 12