

Are you prepared for the On-Site Inspection?

After you have successfully completed and passed the New York State WIC Program vendor training class, your store will be inspected by a representative from the WIC Vendor Management Agency.

PLEASE NOTE: Failure to meet all the requirements below during the on-site inspection will result in the denial of your application and you will not be allowed to reapply for one year.

SNAP Authorization / Pharmacy Registration Requirement		
<input type="checkbox"/>	You must provide proof of SNAP Authorization.	
<input type="checkbox"/>	If you have a Pharmacy within your store, you must provide proof of your Pharmacy Registration.	
New York State Department of Agriculture and Markets Requirement		
<input type="checkbox"/>	You must provide proof of Notice of Inspection indicating that no critical deficiencies were observed or that critical deficiencies were corrected at the time of inspection.	
Email Address Requirement		
<input type="checkbox"/>	You must provide a business email address designated for WIC use.	
Visible Prices Posted Requirement		
<input type="checkbox"/>	PRICES MUST BE POSTED above, below, or on ALL WIC Authorized foods.	
Minimum Stock Requirement		
(Note: expired or stale items will not be counted toward the stocking requirements)		
If you have any questions regarding brands or products, please refer to the WIC Acceptable Foods Card		
<input type="checkbox"/>	<u>Milk</u>	You must have at least:
		Whole (3) Gallons (4) Quarts
		AND
		1% Low fat or Nonfat/Skim (5) Gallons (4) Quarts
<input type="checkbox"/>	<u>Cheese</u>	You must have at least: (6) Total pounds AND (2) Types of: 8-oz. or 16-oz. Allowable Types: Cheddar, Colby, Pasteurized Process American, Monterey Jack, Mozzarella, Swiss, Muenster, Provolone, blends of these cheeses.
<input type="checkbox"/>	<u>Eggs</u>	You must have at least: (8) 1- dozen carton of <u>medium or large</u>
<input type="checkbox"/>	<u>Juice</u>	You must have at least:
		(6) Containers & (2) Varieties of 11.5-oz. to 12-oz. shelf stable OR frozen concentrate juice. AND (10) Containers & (2) Varieties of Single Strength (Bottled) 64-oz. Juice OR 16-oz. Frozen Concentrate
<input type="checkbox"/>	<u>Breakfast Cereal</u>	You must have at least: (12) Boxes of (3) different Types of <u>authorized</u> cereal. The Types are: Corn, Wheat, Oat, Rice, and Multi-Grain. All cereals must be 12-oz. to 36-oz. only.
<input type="checkbox"/>	<u>Whole Grains</u>	You must have at least (12) Packages AND (2) Types of the following: Whole Grain Bread, Brown Rice, Whole Grain Tortillas, or Whole Wheat Pasta
<input type="checkbox"/>	<u>Dry Beans, Peas, Lentils</u>	You must have at least: (5) 16-oz. packages.
<input type="checkbox"/>	<u>Canned Beans</u>	You must have at least: (12) Cans AND (2) Varieties 15 to 16-oz.
<input type="checkbox"/>	<u>Peanut Butter</u>	You must have at least: (5) 16 to 18-oz. jars.

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<input type="checkbox"/>	<u>Canned Fish</u>	You must have at least (12) cans from one or more of the following:		
		Tuna 5-oz. OR 6-oz. cans		
		Sardines 3.75-oz. cans		
		Pink Salmon 5-oz. OR 6-oz. OR 7.5-oz. cans		
<input type="checkbox"/>	<u>Vegetables & Fruits</u>	\$30 total Value	Vegetables	3 Varieties; (1) must be fresh
			Fruits	3 Varieties; (1) must be fresh
<input type="checkbox"/>	<u>Infant Cereal</u>	You must have at least: (6) 8-oz. containers of Gerber Dry Cereal		
<input type="checkbox"/>	<u>Baby Food Vegetables & Fruits</u>	You must have at least: (35) 4-oz. containers AND 2 varieties of single or combination vegetables and 2 varieties of single or combination fruits.		
<input type="checkbox"/>	<u>Baby Food Meat</u>	You must have at least: (10) 2.5-oz. containers AND 2 Varieties		
<input type="checkbox"/>	<u>Infant Formula</u>	(24) 13 oz. cans Enfamil Infant Concentrate OR (12) 12.5 oz. cans Enfamil Infant Powder		
Infant Formula Invoice Requirement				
<input type="checkbox"/>	<p>Federal regulations requires WIC vendors to purchase infant formula only from legitimate, approved infant formula suppliers in NY. Vendors can find the list of approved infant formula suppliers at: https://www.health.ny.gov/prevention/nutrition/wic/info_for_vendors.htm</p> <p>You will be required to provide invoice(s) supporting the amounts and types of infant formula in your inventory. The invoices must include:</p> <ul style="list-style-type: none"> • Supplier's name and address • Sellers permit number • Date of purchase • Type and quantity of infant formula purchased. 			
Cash Register Requirement				
<input type="checkbox"/>	<p>You must identify and report the TOTAL number of cash registers in your store.</p> <ul style="list-style-type: none"> • The cash register system should calculate, record, and print a summary of all sales transactions conducted during each business day showing the transfer of good for money or monetary equivalents. • The cash register system should automatically print an itemized receipt of each transaction. The receipt should be given to the customer at each transaction. • You must count all registers, whether they are used full time or occasionally. 			
Store Hours Requirement				
<input type="checkbox"/>	You are required to operate at least six days per week, for at least eight hours each day, and at least four of those hours must be during core business hours (9:00 am – 5:00pm).			
Use of WIC Signage				
<input type="checkbox"/>	Use of WIC signage prior to authorization is prohibited and will result in denial of your application.			
<input type="checkbox"/>	Accepting WIC checks before receiving a WIC Stamp will result in denial of your application and debarment from future applications.			