

# Are You Prepared For Your Pre-Authorization Monitoring?

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. Prior to inspection, please ensure you have all of the following items listed below available, priced, and within date. Should you have any questions, contact your VMA or visit the [Vendor Resources](#) tab on the [WIC Vendor In New York State](#) website. The Minimum Stock Requirements, Vendor Handbook, WIC Acceptable Foods Card, and NYS WIC Approved Products List are all available on the site for download.

**NOTE: Failure to meet all the requirements below during the on-site inspection will result in the denial of your application.**

<b>Pharmacy Registration Requirement (If Applicable)</b>	
	<ul style="list-style-type: none"> <li>If you have a Pharmacy within your store, you must provide proof of your Pharmacy Registration.</li> </ul>
<b>New York State Department of Agriculture and Markets Requirement</b>	
	<ul style="list-style-type: none"> <li>You must provide proof of Notice of Inspection.</li> </ul>
<b>Email Address Requirement</b>	
	<ul style="list-style-type: none"> <li>You must provide a business email address designated for WIC use.</li> </ul>
<b>Visible Prices Posted Requirement</b>	
	<ul style="list-style-type: none"> <li><b>PRICES MUST BE POSTED</b> above, below, or on <b>ALL</b> WIC Authorized foods.</li> <li>Prior state authorization is required for the use of shelf talkers.</li> </ul>
<b>Minimum Stock Requirement</b>	
	<ul style="list-style-type: none"> <li>Ensure you have a regular stock rotation schedule. Any expired or spoiled items should be removed from the shelf.</li> <li>Note: expired or spoiled items will not be counted toward the stocking requirements.</li> <li><b>If you have any questions regarding brands or products, please refer to the WIC Acceptable Foods Card.</b></li> </ul>
MILK	You must have at least
	Whole (3) Gallons. (4) Quarts OR (2) Half Gallons.
	<b>AND</b>
	1% Low Fat / Skim (5) Gallons. (4) Quarts or (2) Half Gallons.
Cheese	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.
Eggs	You must have at least: (8) 1- dozen carton of <b>medium</b> or <b>large</b> (brown or white).
Juice	You must have at least:
	(6) Containers & (2) Varieties of 11.5-oz. to 12-oz. shelf stable OR frozen concentrate juice.
	<b>AND</b>
	(10) Containers & (2) Varieties of single strength (bottled) 64-oz. juice OR 16-oz. frozen juice concentrate.
Breakfast Cereal	You must have at least: (12) Boxes of (3) different Types of authorized cereal. The Types are: Corn, Wheat, Oat, Rice, and Multi-Grain. All cereals must be 12-oz. to 36-oz.
Whole Grains	You must have at least (12) Packages AND (2) Types of the following:
	Whole Grain Bread, Brown Rice, Whole Wheat or Corn Tortillas, or Whole Wheat Pasta.
Dry Beans, Peas, Lentils	You must have at least: (5) 16-oz. packages.
Canned Beans	You must have at least: (12) Cans AND (2) Varieties 15 to 16-oz..
Peanut Butter	You must have at least: (5) 16 to 18-oz. jars.

This institution is an equal opportunity provider.

Canned Fish	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.		
Vegetables and Fruit	\$30 total value	Vegetables Fruit	3 Varieties; (1) must be fresh. 3 Varieties; (1) must be fresh.
	Infant Cereal	You must have at least: (6) 8-oz. containers of Gerber Dry Cereal.	
Baby Food Vegetables & Fruits	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.		
Infant Formula (Grocery)	Infant Formula (24) 13 oz. cans Enfamil Infant Concentrate OR (12) 12.5 oz. cans Enfamil Infant Powder.		
Infant Formula (Pharmacy)	Infant Formula (24) 13 oz. cans Enfamil Infant Concentrate OR (12) 12.5 oz. cans Enfamil Infant Powder Concentrate AND Infant Formula (6) 12.4 oz. cans Similac Soy Isomil Powder Formula.		

### Cash Register Requirement

- You must identify and report the TOTAL number of cash registers in your store.
- You must count all registers, whether they are used full time or occasionally.
- 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.
- The cash register must be plugged in to the wall and an internet connection **at all times**. The Approved Product List (APL) is updated nightly and needs internet access in order to properly function.

### Store Hours Requirement

- 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

- Use of WIC signage prior to authorization is prohibited.
- The **only** WIC signage at your store is provided by New York State / WIC VMA staff.

## Next Steps

Your store will receive the results of this monitoring by email. Please ensure that [donotreply@health.ny.gov](mailto:donotreply@health.ny.gov) has been added to your safe-senders list.

Upon successful completion of the monitoring, execution of the contract, and training or validation of your ECR system, you will be added as a Vendor to the WIC program.

Subsequent monitorings (inspections) will include verification that your ECR system is plugged in and functioning.

Integrated stores must map all produce to the PLU code associated with the International Federation for Produce Standards (IFPS) listed here: <https://nyswicvendors.com/wp-content/uploads/2018/06/Simplified-PLU-List.pdf>

As always, reach out to your VMA or visit <https://nyswicvendors.com/> if there are outstanding questions.