



District of Columbia (DC)
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
Vendor Application and Authorization
Frequently Asked Questions

- 1. How can I obtain an application to become a DC WIC-Authorized Vendor?**
Contact the DC WIC State Agency at info.vendor@dc.gov to request an application packet be sent to you via email.
- 2. Do I have to have a store and a store name before I submit my application package?**
Yes. All store applicants must be established businesses, open to the public for at least one (1) year in the current location.
- 3. What do I need to submit to the state WIC office in addition to my application package?**
You must submit a copy of:
 - Your store's business license
 - A recent health inspection report
 - An annual food sales report which can be in the form of a financial statement or tax form
- 4. When I complete my application package, how do I send it to the DC WIC program?**
Please return all application materials via email to info.vendor@dc.gov
- 5. What is a “complete” application package?**
An application package is considered “complete” when all forms have been completed and all required documentation has been submitted.
- 6. Who can be authorized to be a vendor?**
 - Corner/convenience stores
 - Full-service grocery stores
 - Full service grocery stores with pharmacies
 - Stand-alone pharmacies
- 7. Do I need a valid sanitation report?**
Yes. The store must have and maintain a positive sanitation history as evaluated using the Department's current food establishment regulations (District of Columbia's Food Code) before authorization and during the entire agreement period.
- 8. How long does the application process take?**
The State Agency will respond to the Vendor's application within 60 business days.

9. How do I get WIC customers?

- Once a store is authorized, a message is sent out to Local WIC Providers where WIC families go to receive their WIC checks and other services.
- The State Agency will use social media, in-clinic promotions, and text messages to WIC participants to promote newly authorized stores.
- The list of authorized WIC Vendors located on the DC WIC website is updated, as needed.

10. How do I get reimbursed for the WIC checks?

- Simply deposit WIC checks directly into your store's bank account, like you would deposit regular checks.
- Each WIC Vendor is provided with a unique WIC Vendor Stamp with their three-digit WIC Vendor number.
- Review and stamp WIC checks before depositing them to ensure they are complete.

11. What types of foods are authorized on WIC?

- Dairy products including milk, soy milk, yogurt, tofu, cheese, and eggs
- Hot and cold cereals
- Frozen and shelf-stable juice
- Peanut butter
- Dried and canned beans and legumes
- Infant cereal
- Infant food fruits and vegetables
- Infant meats
- Infant formula
- Whole grains and whole grain products including bread, tortillas, and pasta
- Fresh, frozen, canned, and dried fruits and vegetables
- Specific brands and sizes are listed on the DC WIC Approved Food List

12. Do I have to carry all authorized food types?

- Yes. You must carry every type of food group authorized on WIC; however, you do not have to carry every single authorized brand of each food item
- You should carry a variety of foods in each food group

13. How can I find out which specific food items are authorized on WIC?

- Specific authorized food items are listed in the DC WIC Approved Food List and in the WIC Vendor Manual. Both of these documents are available for viewing at www.dcwic.org/vendors

14. How much do I charge for the foods that are approved for WIC?

WIC Vendors must maintain prices for approved foods items that are comparable to the prices of other stores of similar size and type in the same area.

15. How much inventory do I have to have before my on-site review?

You must maintain on hand the minimum inventory of supplemental foods in each food category that would support the number of WIC participants before, during and after a heavy volume of WIC redemption activity.

16. What is a Vendor Agreement?

A Vendor Agreement is a contract between the DC WIC State Agency and the store. This contract may be up to a 3-year agreement and explains in detail the rights and responsibilities of both parties.

17. When do I take vendor training?

Vendor training will be scheduled after DC WIC reviews your application package and has determined that all initial requirements are met. Vendor training is conducted by the Vendor Management team and may be performed virtually and/or in person.

18. How will I be notified about the training?

DC WIC program will notify you via email of the date, time, and location of all trainings.

19. I've worked for another store that took WIC checks and I know about the WIC program. Do I still have to go to training?

Yes. All applicant stores must attend the New WIC Vendor Training.

20. What is an on-site visit?

- A DC WIC representative will visit your store and conduct an on-site inspection prior to authorization to ensure that the store meets all requirements.
- The representative will verify that pricing information submitted in the application is honest, and will review the store's inventory meets minimum stocking requirements.

21. What do I do if I sell the business, move the store to another location, or change the name of the store?

- Since the WIC Vendor Agreement is not transferable, any change of the store name, location or owner makes the Agreement null and void.
- A WIC Vendor must provide 60-days advance notice to DC WIC of any such changes.
- Stores wishing to remain on the Program after a change in ownership will need to complete a new application and complete the process in order to be considered for authorization.