



# Authorization Process

## FY 2015-2018

The Inter Tribal Council of Arizona, Inc. (ITCA) Special Supplemental Nutrition Program for Women, Infants and Children (WIC) will authorize a limited number of vendors. A limited number and appropriate distribution of vendors will assure that vendors are conveniently accessible to clients and that program staff can effectively monitor and ensure vendor compliance.

### Steps to becoming an authorized vendor:

1. Vendor submits completed Single (independent grocery stores) or Multiple Vendor (chain grocery stores) Application. The application requests the following information:
  - a. Price Stock Report
  - b. Invoices of infant formula purchases for the past 30 days (formula must be purchased from the Approve Infant Formula Supplier List)
  - c. A copy of Health Operating Permit
2. ITCA will review application and complete a needs assessment and ensure that vendor meets limiting selection criteria.
  - a. If needs assessment reflects no need for a vendor in requested area, a denial letter will be sent within 90 days of application. If the needs assessment reflects a need for a vendor, the application process will continue.
3. ITCA will complete an initial Vendor Site Review (on site visit) for new applicants only.
4. The vendor must attend a mandatory training provided by the ITCA WIC Vendor Specialist.
5. Vendor is notified of approval of application within 90 days. Contract is then sent to store/owner for signature.

*\*The vendor will not be authorized if ITCA cannot satisfactorily verify the information on the application or the vendor fails to participate in the scheduled training session.*

