



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.*

