



Inter Tribal Council of Arizona, Inc. WIC Program Selection Criteria

Vendors requesting authorization for participation in the ITCA WIC Program must meet all of the authorization criteria listed at initial authorization and throughout the contract term, including changes to the criteria that occur during the contract period. Failure to meet any of the selection criteria may result in denial of a vendor's application or termination of the contract. Vendors that are needed for client access are exempt from some of these selection criteria, for more information see Section 10: Client Access in the Vendor Manual.

1. Register Requirements

The vendor/applicant must have a Point of Sale System (POS) that complies with the WIC Electronic Benefits Transfer Operating Rules (EBT OR). The vendor/applicant must be able to demonstrate that their Point of Sale (POS) can:

- Accept WIC EBT Purchases
- Obtain a benefit balance
- Complete a WIC transaction accurately and securely
- Exchange updated files with the ITCA WIC Program EBT provider
- Obtain Internet access
- Accept coupons, in store promotions, and vendor discounts within a WIC transaction
- Accommodate split tender when completing a WIC fruit and vegetable transactions

Client access stores may receive support from the ITCA WIC Program to obtain a WIC only stand beside device to become EBT capable

2. Minimum Stock Requirements

The vendor/applicant must stock and maintain a minimum amount of WIC foods (Minimum Stock Requirements). The Minimum Stock Requirements document lists the foods and quantities needed to meet the minimum inventory levels. Only the brands, types and/or package sizes of foods listed in the Food List contribute to the minimum inventory required.

3. Competitive Price

The vendor/applicant must have competitive prices. Competitive price is determined by comparing the vendor/applicant's prices to the pricing of the vendor/applicant's expected peer group. ITCA selects five or more food subcategories to be included in a competitive price evaluation. ITCA compares the vendor/applicant's combined food subcategory cost to the applicants expected peer group reimbursement levels. The vendor/applicant's prices must be within 2 standard deviations of the peer group reimbursement levels.

4. Accessibility to WIC Clients

The vendor/applicant must:

- Be located near or in an area where WIC clients live.
- Be open for business at least 8 hours per day, 5 days per week.
- Accept WIC benefits during all hours the store is open.

5. Volume of WIC Business

Vendor/applicant may be removed or denied if any of the following apply:

- They have no WIC redemptions for six consecutive months.
- They have significantly low volume of sales for a fiscal year and no clients live within 10 miles of the vendor.
- ITCA is paying the monthly stand beside device fees of client access vendor and the monthly cost is greater than the WIC transaction dollar amount for a fiscal year.

6. SNAP Authorized

The vendor/applicant must be authorized with the Supplemental Nutrition Assistance Program (SNAP). The ITCA WIC Program may not authorize a vendor/applicant that:

- Is currently disqualified from SNAP.
- Has been issued a SNAP civil money penalty instead of being disqualified and the disqualification period that would have been imposed has not expired.

7. Sanitation Permit

The vendor/applicant must comply with all federal, state, tribal, and local sanitation standards.

The vendor must maintain and display a current sanitation permit such as:

- Retail Food Establishment Permit to Operate
- Indian Health Services (I.H.S) report
- County Health and Human Services operating license
- License or Permit issued by a public health service

8. Conflict of Interest

The vendor/applicant must disclose any conflict of interest to ITCA. Conflicts of interest can occur between vendors, the ITCA state agency, or local agencies. Individuals with conflicts of interest must recuse themselves from making any decisions related to the vendor contract. A conflict of interest exists when the vendor/applicant could profit by having a relative or an agent who is on the ITCA WIC staff who could refer clients to the vendor/applicant location or influence program policies for vendors.

9. Business Integrity

The vendor/applicant may be denied or their vendor contract may be terminated if, during the last 6 years, the vendor/applicant's current owners, officers, directors, or managers, have been convicted of crimes or had a civil judgment entered against them for any activity indicating a lack of business integrity. These activities include, but are not limited to, fraud, antitrust violations, embezzlement,

theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, or obstruction of justice.

10. Current WIC Disqualification or Civil Money Penalty for Hardship

The vendor/applicant may be denied or terminated if they are:

- Currently disqualified from another WIC program.
- Issued a WIC civil money penalty instead of being disqualified and the disqualification period that would have been issued has not expired.
- Is in an imposed WIC disqualification period that has not yet expired.

11. Wholesaler List / Infant Formula

The vendor/applicant must only purchase infant formula from the ITCA WIC list of approved infant formula wholesalers, distributors, retailers, and manufacturers.

12. Above 50% (A50) Vendors

The vendor/applicant must not receive or expect to receive 50% or more of their annual food sales from WIC transactions.

13. Mail and Email

Vendor/applicant must accept all communication from ITCA WIC. Communication may be sent by email, personal delivery, certified mail (return receipt requested), or another courier. Communications include, but are not limited to, information about the ITCA WIC Vendor Agreement, program policies, notice of program violations and sanctions, or other notices and demands. Vendor/applicant must possess and maintain an email address for communicating with ITCA WIC. Most correspondence from ITCA will be through email. Letters and notices that are emailed are considered as delivered five days after they are sent. Vendor/applicant is responsible for complying with program requirements and demands sent by email.