



## 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

For initial authorization and throughout the contract, the vendor 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

Minimum inventory, per the Minimum Stock Requirements must be maintained by the vendor at all times throughout the contract period. Only the brands, types and/or package sizes of foods listed in the Arizona WIC Programs Approved Food List contribute to the minimum inventory required.

### 3. Competitive Price Evaluation

The vendor must be competitively priced prior to and throughout the authorization period. Competitive price is evaluated by comparing the applicant’s prices to the pricing of the applicant’s expected peer group prices. The price evaluation also serves as a means to ensure competitive pricing during the contract period.

### 4. Accessibility to WIC Clients

- The store must be located near or in a neighborhood where WIC clients live.
- The vendor must be open for business at least 8 hours per day, 5 days per week.
- The vendor must be in compliance with the applicable provisions of the American’s with Disabilities Act (ADA) of 1990.

## 5. Volume of WIC Business

The Vendor must average at least \$250.00 in WIC transactions per month, on an annual basis. A vendor not meeting the volume threshold for two consecutive years is evaluated to determine if there is a need for that vendor.

## 6. SNAP Authorized

The vendor/applicant must be SNAP authorized.

## 7. Sanitation

The vendor/applicant must be in compliance with all state, federal, municipal and local sanitation standards.

- The store shall be clean and free of rodents, insects and other pests. The vendor shall keep freezer(s) at 0 degrees Fahrenheit (-18 degrees Celsius) and refrigeration equipment at or below 40 degrees Fahrenheit (4 degrees Celsius).
- The vendor must maintain and display a current license, retail establishment Health Operating Permit, or I.H.S report (Exceptions may be made for stores on tribal lands).

The Vendor must also notify ITCA immediately and in writing should the current Health Code Operating Permit and any required license or certificate be denied, suspended or revoked. If ITCA becomes aware that the Vendor has failed to maintain sanitation or food safety standards, the proper regulatory office may be notified.

## 8. Conflict of Interest

Any conflict of interest must be disclosed to ITCA for conflicts of interest between vendors, the ITCA state agency, or local agencies. Individuals with conflicts of interest must recuse themselves from participating in any manner in decisions related to the vendor contract.

- A conflict of interest typically arises when a public official or employee finds that the outcome of a decision may impact a personal financial interest.

## 9. Business Integrity

ITCA shall deny vendor authorization if, during the past 6 years, the vendor/applicant or its owners, officers, or managers have been convicted of crimes or had a civil judgment entered against them for any activity indicating a lack of business integrity. Activities indicating a lack of business integrity 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 SNAP Disqualification or Civil Money Penalty for Hardship

The ITCA WIC Program may not authorize a vendor applicant that:

- Is currently disqualified from SNAP.
- Has been assessed a SNAP civil money penalty based on hardship, for which the disqualification period that would have otherwise been imposed has not expired.
- Is in an imposed SNAP disqualification period that has not yet expired.
- If the denial for authorization results in inadequate client access, the state agency may consider the applicant under special circumstances.

## **11. Current WIC Disqualification or Civil Money Penalty for Hardship**

The ITCA WIC program may not authorize a vendor applicant that:

- Is currently disqualified from another WIC program.
- Has been assessed a WIC civil money penalty for which the disqualification period that would have otherwise have been imposed has not expired.
- Is in an imposed WIC disqualification period that has not yet expired.
- If the denial for authorization results in inadequate client access, the state agency may consider the applicant under special circumstances.

## **12. Wholesaler List / Infant Formula**

The vendor must only purchase formula from the list of infant formula wholesalers, distributors, retailers, and infant formula manufacturers provided by ITCA.

### **13 a. A 50 Vendors**

For-profit vendors/vendor applicants that derive or are expected to derive more than 50% of their annual food sales revenue (A 50) from the sale of supplemental foods obtained from WIC transactions including all WIC programs are terminated/denied from authorization unless the vendor is needed to ensure client access. Newly authorized vendors are monitored 6 months after authorization to ensure that they are not above 50% Vendors.

### **13 b. Incentive Items**

For-profit vendors that derive, or are expected to derive, more than 50% of their annual food sales revenue from the sale of supplemental foods obtained from WIC transactions (includes all WIC programs) are not allowed to provide incentive items or other free merchandise to WIC clients without the approval of the ITCA WIC program. Vendors are not allowed to offer incentive items to WIC clients that are not offered to non-WIC customers. Services obtained at no cost to the A-50 vendor or of nominal value are allowable incentive items. For-profit goods or services offered by the A-50-vendor to WIC clients at fair market value based on comparable for-profit goods or services of other businesses are not incentive items subject to approval or prohibition, except that such goods or services must not constitute a conflict of interest or result in a liability for the WIC Program. Anything made available in a public area as a complimentary gift, which may be consumed or taken without charge, is a prohibited incentive item.

## **14. ACH Payments**

Vendors must have a bank account for accepting ACH payments.

## **15. Email**

Vendors must maintain an email address to be used for administration of the Vendor Agreement.