

“So You Think You Can be a WIC Vendor?”

Policies and Procedures for
WIC Vendor Authorization in Tennessee



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NWA Technology &
Program Integrity Conference
September 17, 2013

Tennessee's Definition of Grocery

- Retail store primarily selling food
- SNAP authorized
- “Full market basket”
- 51% or more of total sales in staple food
- At least one (1) payment type besides WIC & SNAP



Tennessee's Definition of Pharmacy

- State licensed retail pharmacy
- Transacts therapeutic formula and medical food
- Authorized as needed



Some Important Facts

- Year round initial applications
- Agreements up to twenty-four (24) months
- Reauthorization every other October 1
- “Above-50-%” and “WIC Only” for participant access only



Local Agency's Role

- Application packet
- Pre-application discussion if needed
- Three (3) chances to “get it right” or wait six (6) months
- Sixty (60) days to process



2012-2014 Vendor Application

- Allows applicant to provide details of
 - Identification
 - Ownership and management
 - Operations and sales
- Requires applicant to acknowledge
 - Privacy act
 - Warning of prosecution
 - Basic responsibilities if authorized

Local Agency Reviews Application

- Business integrity
- Previous sanctions
- Ownership information for Peer Group
- “Grocer Price Report (GPR)” for competitive price comparison
- Obtains sanitation score



Local Agency Reviews Application (cont.)

- Total sales and food categories
- Food sales percent
- If self-declared to be “Above-50-%” or “WIC-Only”
- “Automated Clearing House (ACH)” enrollment

Local Agency Reviews Application (cont.)

- “Application Checklist” completed during review
 - Follows order of the application
 - Documents on-site visit
 - Documents final approval or denial
 - Allows for explanation and comment



Peer Group Assignment Forms

- **Grocery**
 - Peer group and stock list assignments
 - Why or why not pre-application discussion held
- **Pharmacy**
 - Peer group assignment
- **Distribution**
 - With application to State agency
 - Original to vendor
 - Copy in vendor file

State Agency Receives Application and Attachments to Screen

- Application
- “GPRs” and “Check GPR”
- “Peer Group and Minimum Stock Assignment Form”
- SNAP information using STARS
- Sanitation score



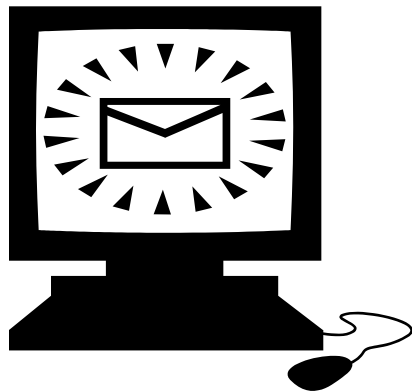
“Central Office Screening Form for 2012-2014”

- Follows order of the application
- State agency can add comments
- Is official notice to local agency as to if they can proceed



State Agency Results to Local Agency

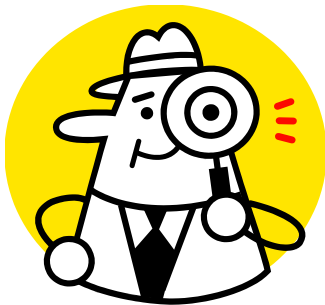
- Sends Screening Form
- Instructs store visit if all OK
- Copy of letter to applicant if denial



Store Visit Verifies

- Stock
- Shelf prices vs. reported prices
- Forms of payment
- Store hours
- Shopping environment

If stock and/or pricing not met, applicant told of second visit within fourteen days.



“50 Percent Criterion Assessment”

- Done when stock and prices acceptable
- Verifies applicant will not be “Above-50-
%” or “WIC Only”
- Verifies staple food requirement
- Above applies to all applicants



“50 Percent Criterion Assessment” (cont.)

- State agency provided form
 - verifies if any of the four (4) USDA indicators apply
 - If “yes”, used to document further documentation and actions
 - Documents final decision as based on this procedure

Proof of Stock Purchases

- Applies to small independents and others of concern
- Review of last thirty (30) to ninety (90) days
- Participant access determination if staple foods not met



Final Steps After Store Visit

- On-site training
- Materials distributed
- Vendor number assigned
- Vendor agreement signed



Final Steps After Store Visit (cont.)

- Vendor file at local agency
- Vendor stamp order to State agency
- “Application Checklist” completed
- ACH information to State agency



“50 Percent Criterion Re-Assessment”

- Third to sixth month of authorization
- Same procedures as first assessment
- Vendor disqualified if requirements not met



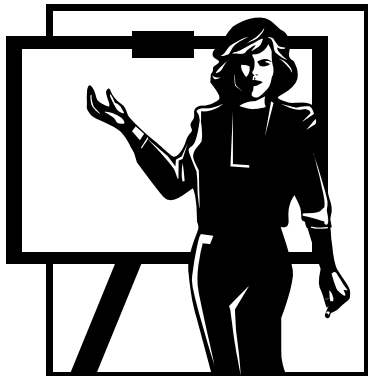
Subsequent Authorizations

- Local agencies send
 - application packet
 - or
 - letter of intent not to offer application
- No set processing time
- Routine monitoring optional



Subsequent Authorizations (cont.)

- 50 percent assessment and invoice check optional
- State agency reviews small independents and others of concern
- Interactive annual training mandatory



Like Copies of our Forms or Other Information?

Contact:

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<http://health.tn.gov/wic/vendor.htm>

Or

See our website at

<http://health.tn.gov/wic/vendor.htm>