

VENDOR AUTHORIZATION

A Vendor's Role in the Ohio WIC Program

Vendors authorized for the Ohio Women, Infants and Children (WIC) program provide WIC-authorized foods in the types, sizes and quantities printed on WIC food instruments. WIC food instruments are issued to WIC participants to redeem at authorized WIC vendors for foods that meet the nutritional standards mandated by federal regulations. Foods that do not appear on the Ohio WIC Authorized Foods List may not be purchased with WIC food instruments. The state WIC agency and local WIC projects rely on authorized vendors to assist WIC customers in purchasing only those foods that are authorized by the program.

Ohio WIC Retail Vendor Authorization

Vendor authorization is completed twice a year based on regions. Ohio is separated into five regions. It depends on the region and the county where the store is located as to when contracting takes place. Contracts are valid for one to three years depending on when the vendor is contracted. A vendor must pass a preauthorization site visit and attend training before becoming WIC authorized.

Current contracting time frames for each of the five regions is as listed:

Region One	Yellow	07/01/2005 through 06/30/2008
Region Two	Orange	07/01/2005 through 06/30/2007
Region Three	Green	01/01/2005 through 12/31/2007
Region Four	Red	01/01/2005 through 12/31/2005
Region Five	Blue	07/01/2005 through 06/30/2007

[Ohio contracting regions map](#)

Requesting an Application Package

A retailer interested in becoming an authorized Ohio WIC vendor must notify the State WIC office to be put on a list for an application package. This request must be made no later than 150 days prior to the contract begin date. For example, vendors located in regions one, two and five must make this request prior to January 31 of the year for which they wish to apply. Vendors located in regions three and four must make this request prior to July 31 of the prior year for which they wish to apply.

Vendors must complete the application package in its entirety and submit it at least 120 days prior to the contract begin date. The application must include all the documents required as specified in the package. Applications returned late or incomplete may be denied.

Ohio WIC Pharmacy Contracts

A pharmacy applying to be contracted as a formula-only pharmacy must agree to provide special and nonprimary formula within 24 hours to WIC participants. Pharmacy vendors must also pass a preauthorization site visit and attend training.

Types of Vendor Contracts

The WIC program offers two types of contracts, Regular and Cost Containment. A Regular contract is a contract in which the Ohio Department of Health agrees to pay and the vendor agrees to accept as payment the actual amount of sale for the foods provided or the not-to-exceed amount printed on the food instrument, whichever is less.

A Cost Containment contract is offered as specified in the Ohio Administrative Code (OAC), 3701-42-03 (G). This is a contract in which the ODH agrees to pay and the vendor agrees to accept as payment for WIC transactions during the term of the contract, no more than eighty percent (80%) of the not-to-exceed amount indicated on the food instrument or the actual amount of sale, whichever is less. An example of this would be if the not-to-exceed amount printed on the food instrument is \$10, and actual sale of the food items purchased is \$9.50, the Ohio WIC program would reimburse the vendor only \$8.

Minimum Requirements

Prior to being authorized as an Ohio WIC vendor, a vendor must meet all minimum requirements as specified in the OAC 3701-42-03. These requirements include:

1. Vendor must be USDA/FNS Food Stamp program authorized.
2. Each store location listed on an application must be a fixed and permanent business location.
3. Vendor must meet all application deadlines.
4. Vendor must have the required minimum amounts, sizes and types of authorized food items and pass a preauthorization site visit.
5. Representatives for each store location must attend WIC training prior to authorization.

Information and Application Request

For additional information about the Ohio WIC program or to apply to become an authorized WIC vendor, please contact the Bureau of Nutrition Services (BNS), WIC program, Vendor Operations Section, at 1-800-282-3435.