MASSACHUSETTS WIC NUTRITION PROGRAM

WIC

# VENDOR APPLICATION PACKET

## FISCAL YEARS 2026 - 2027

October 1, 2025 - September 30, 2027

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mass.gov/wic

MASSACHUSETTS WIC PROGRAM
2026-2027 – VENDOR APPLICATION PACKET

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This institution is an equal opportunity provider.

# INTRODUCTION

## MASSACHUSETTS WIC NUTRITION PROGRAM

WIC is a supplemental food program funded by the United States Department of Agriculture and administered through the Massachusetts Department of Public Health and the Bureau of Family Health and Nutrition. WIC is a unique health and nutrition program that serves women and children who have, or are at risk of developing, nutrition-related health problems. The program provides nutrition education and counseling, free nutritious food, and referrals to healthcare and other services for low-to-moderate income pregnant women, infants, and children under the age of five.

**PROVEN EFFECTIVE SERVICES**

WIC works! WIC is widely acknowledged to be effective in the prevention of immediate health problems and in the improvement of long-term health outcomes. Research and evaluation studies have shown that:

- ✓ Women participating in WIC have improved diets, receive prenatal care earlier, and have improved pregnancy outcomes.
- ✓ Infants born to WIC mothers have better birth weights, larger head size, and are less likely to be premature.
- ✓ WIC infants and children consume more iron, vitamin C and other nutrients, resulting in improved growth and nutritional status.
- ✓ Children enrolled in WIC are more likely to have regular medical care and immunizations and demonstrate better cognitive performance.
- ✓ WIC families buy more nutritious foods than non-WIC families.

And WIC saves money! Studies have shown that WIC is cost effective. Each dollar spent on WIC saves three dollars on future health care costs.

**WIC BENEFITS**

Each month, a WIC nutritionist determines participants' dietary needs and counsels them on their nutritional concerns. Participants receive monthly benefits for nutritious foods prescribed for their individual needs. WIC benefits are redeemed only at those retail grocery stores and pharmacies that have been selected by the WIC Program to serve as authorized WIC vendors.

Massachusetts currently authorizes over 870 stores and pharmacies to participate in WIC.

WIC vendors play a vital role in the Massachusetts WIC Nutrition Program. It is essential that all retailers applying to become WIC vendors fully understand the program’s rules and regulations. The Vendor Application Packet provides a comprehensive overview of the Massachusetts WIC Nutrition Program, along with detailed instructions for completing the online application.

## RETAILER ENABLEMENT

The Massachusetts WIC Nutrition Program issues food benefits through an Electronic Benefit Transfer (EBT) system called the WIC Card. The system benefits both the retailer and the WIC customer by delivering seamless WIC transactions at each cash register, making the transactions like other debit or credit card transactions, and removing any stigma for the WIC customer.

Retailers wishing to apply to become a WIC vendor must have the capability to operate either an integrated or non-integrated multi-function system to accept WIC benefits. In either system, when a WIC Card is swiped, the device will obtain the benefit balance for the WIC customer and match the scanned food/formula items against the Massachusetts Approved Product List (APL) to accept the WIC customer's purchases. The two different types of systems that enable vendors to accept WIC benefits are:

- Integrated – the WIC software is part of the store's cash register system. Integrating WIC into the POS system and normal business processes is the preferred solution as it allows retailers to manage inventory, payment, and settlement for WIC items within the same system that manages transactions for cash and other tenders. The integrated system also provides a more streamlined purchase experience for the WIC customer.

- Non-Integrated Multi-Function System - the WIC Card software is on the Point-of-Sale (POS) device. The POS device must be capable of supporting WIC and other payment types such as the Supplemental Nutrition Assistance Program (SNAP). Retailers will need to reconcile the WIC transactions to their Electronic Cash Register (ECR) system.

### Integrated POS
**Upgrade Current System**

This option is for vendors that choose to upgrade their current POS system with an integrated WIC EBT certified Electronic Cash Register (ECR) system. An integrated ECR system, upgraded to accept WIC Card transactions, allows the vendor to maintain their current POS and business processes while integrating WIC redemptions with other payment types. An upgrade to an integrated ECR:

- may have been tested and certified by USDA in another State.
- allows vendors to maintain their existing POS and business processes.
- supports seamless WIC transactions at the POS.
- eliminates the need for WIC customers to separate items at the checkout (mixed basket).
- integrates WIC into vendor's existing inventory, redemption, and settlement processes.

The vendor is responsible for all the costs associated with the upgrade of their current Point-of-Sale (POS) system's hardware and/or software.

**Integrated POS**
**Replacement System**

This option is for vendors that currently have no WIC EBT capability available in their existing system or are currently planning to update their POS systems. System replacement with an integrated ECR has all the advantages of a system upgrade. A full system replacement with an integrated ECR:

- may have been tested and certified by USDA in another State.
- allows vendors to upgrade out-of-date equipment and processes while achieving WIC Card enablement.
- supports seamless WIC transactions at the POS.
- eliminates the need for WIC customers to separate items at the checkout (mixed basket).
- integrates WIC into vendors' existing inventory, redemption, and settlement processes.

The vendor is responsible for all the costs associated with system replacement of their current POS system with an integrated WIC EBT certified ECR system.

**Certification Process for Integrated Systems**

If the store is integrated, a certification process must be completed to conduct WIC transactions. There are three certification levels:

- Level I is a pre-certification process where the software provider runs several transaction scripts and verifies the results.
- Level II certification occurs at the software provider's location and is conducted by Custom Data Processing (CDP) (WIC Card contractor) and the State WIC staff. The transaction scripts are run once again, and the results are verified by CDP and WIC staff. This certifies that the cash register software will correctly handle WIC transactions.
- Level III testing is a live in-store test to verify the proper installation and set-up of the store's cash register system. Level III tests include various scenarios for WIC transactions.

For more information about Retailer Enablement, visit USDA's posted guidelines for the development and implementation of Electronic Benefit Transfer (EBT) systems for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). WIC Electronic Benefits Transfer (EBT) and Management Information Systems (MIS) Resources | Food and Nutrition Service

**Non-Integrated POS**
**Multi-Function System**

The non-integrated multi-function system consists of a terminal and item scanner that operates independently of vendors' ECR system. The non-integrated multi-function POS communicates with the EBT system through a phone line or internet connection and is entirely separate from the store's overall inventory. A non-integrated multi-function POS system:

- supports other EBT payment tender types such as SNAP transactions.
- requires a 'double scan' – first against the multi-function POS device and second through the vendor's ECR system.
- does not support mixed basket transactions (WIC items are the only items that can be transacted).

FIS Government Solutions is the host/processor that will be handling the non-integrated multi-function terminals for stores that will be utilizing this type of POS system. Any vendor requiring the non-integrated multi-function terminal must complete the Application and Agreement for Benefits Redemption with FIS to be able to participate in the WIC Program.

The vendor is responsible for all the costs associated with the non-integrated multi-function system as outlined in the Fidelity Information Services LLC (FIS) Government Solutions EBT Agreement for Benefits Redemption, EBT Quest and/or WIC Operating Rules Monthly Service and Fees Addendum.

## 2026-2027 ONLINE VENDOR APPLICATION PROCESSING SCHEDULE

Online vendor applications received by the Massachusetts WIC Program will be processed in the order they are received. The application schedule is as follows:

| APPLICATIONS RECEIVED ONLINE ON THIS DATE | PROJECTED DATE CONTRACTS WILL BEGIN | CONTRACTS WILL EXPIRE ON* |
|---|---|---|
| **FY'26 (October 1, 2025 – September 30, 2026)** | | |
| July 14, 2025 | October 1, 2025 | September 30, 2026 |
| August 11, 2025 | November 1, 2025 | September 30, 2026 |
| September 8, 2025 | December 1, 2025 | September 30, 2026 |
| October 13, 2025 | January 1, 2026 | September 30, 2026 |
| November 10, 2025 | February 1, 2026 | September 30, 2026 |
| December 8, 2025 | March 1, 2026 | September 30, 2026 |
| January 12, 2026 | April 1, 2026 | September 30, 2026 |
| February 9, 2026 | May 1, 2026 | September 30, 2026 |
| March 9, 2026 | June 1, 2026 | September 30, 2026 |
| April 13, 2026 | July 1, 2026 | September 30, 2026 |
| May 11, 2026 | August 1, 2026 | September 30, 2026 |
| **FY'27 (October 1, 2026 – September 30, 2027)** | | |
| July 13, 2026 | October 1, 2026 | September 30, 2027 |
| August 10, 2026 | November 1, 2026 | September 30, 2027 |
| September 14, 2026 | December 1, 2026 | September 30, 2027 |
| October 12, 2026 | January 1, 2027 | September 30, 2027 |
| November 9, 2026 | February 1, 2027 | September 30, 2027 |
| December 14, 2026 | March 1, 2027 | September 30, 2027 |
| January 11, 2027 | April 1, 2027 | September 30, 2027 |
| February 8, 2027 | May 1, 2027 | September 30, 2027 |
| March 8, 2027 | June 1, 2027 | September 30, 2027 |
| April 12, 2027 | July 1, 2027 | September 30, 2027 |

***WIC Agreement Renewal Terms**

The WIC Agreement will expire according to the schedule outlined above. The WIC Program may renew this agreement for no more than two (2) consecutive one-year periods, provided the vendor continues to meet the following criteria:

- Customer service qualifications
- Business integrity standards
- Quality benchmarks, including compliance with all applicable WIC Program rules, regulations, policies, and procedures
- Ongoing adherence to state and local sanitary codes and food safety requirements
- WIC sales volume thresholds
- Cost containment measures
- Records retention requirements as defined by the WIC Program.

****For new retailers utilizing a non-integrated multi-function system**, the projected contract date will vary depending on when the vendor submits a completed FIS Application and Agreement for Benefits Redemption. This agreement is between FIS and the vendor and pertains specifically to the non-integrated multi-function system. Vendors will not be authorized to participate in the WIC Program until FIS has received a complete and signed agreement from the vendor.

# THE VENDOR SELECTION CRITERIA

Vendor authorization will be based on the following requirements:

**Customer Service Qualifying Criteria:**

A. **VALID BUSINESS LICENSE** - The applicant must have a valid business license to operate in the Commonwealth of Massachusetts and any other legally required State, City, or Town licenses or permits.

B. **HOURS OF OPERATION** - The applicant's store must be open at least 8 hours a day, 6 days a week.

C. **FIXED LOCATION** - The applicant must operate a permanent, fixed retail establishment located in the Commonwealth of Massachusetts.

D. **FRESH PRODUCTS** - The applicant must provide fresh products and infant formula (within expiration dates) in a clean and sanitary environment.

E. **STAPLE FOODS** - The applicant must provide a variety of staple foods for sale including fresh, frozen, and/or canned fruits and vegetables, fresh and/or frozen meats, dairy products, and grain products such as bread, rice, and pasta. Pharmacies are excluded.

F. **MANDATORY MINIMUM INVENTORY REQUIREMENTS** - The mandatory minimum inventory requirements of approved WIC foods and infant formula must always be available on the shelves. All applicants will be inspected by the WIC Program to verify that the Mandatory Minimum Inventory Requirements of WIC items are in stock. Failure to stock and maintain the mandatory minimum inventory requirements of WIC food items, in required quantities, after submission of a vendor application will be grounds for denial.

G. **INFANT FORMULA SUPPLIERS** – The applicant is required to purchase infant formula solely from a list of suppliers approved by the Massachusetts WIC Program. (See Attachment 2 for a listing of approved infant formula suppliers). This list includes wholesalers, distributors, and retailers authorized in Massachusetts, or formula manufacturers registered with the Food and Drug Administration. No other sources may be used to obtain infant formula. Invoices for the infant formula purchase must be maintained for at least the three previous years plus the current year.

H. **E-MAIL ADDRESS** – The applicant must have an e-mail address to do business with the Massachusetts WIC Program. Failure to have and/or maintain an e-mail address for the store will be grounds for denial or termination of the Vendor Agreement.

I. **TRAINING** - The applicant must agree that the manager of the store or an authorized representative, such as the person at the store who is responsible for WIC, will attend mandatory WIC training sessions as scheduled by the Massachusetts WIC Nutrition Program. The applicant must agree to train all staff using WIC approved training materials.

J. **PERCENTAGE OF FOOD SALES FROM WIC** – WIC sales cannot make up more than 50% of vendor's total annual food sales. Applicants will not be accepted if it is expected that food sales from WIC comprise more than 50% of total food sales. Currently authorized vendors' volume of WIC redemptions will be monitored to determine if they exceed 50% of total annual food sales.

K. **WIC BENEFITS** – The applicant must be able to accept WIC benefits using a Massachusetts WIC approved integrated or non-integrated multi-function system. Refer to page 2 for details.

L. **MINIMUM LANE COVERAGE** – Stores with three or more cash registers are required to have an integrated system and equip all cash registers with the software to process WIC benefits. Stores with one to two cash registers must equip one cash register if the monthly WIC sales is less than or equal to $8,000 or both cash registers if the monthly sales exceed $8,000.

M. **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) PARTICIPATION -** The applicant, except for pharmacies, must participate in SNAP. Please note participation in SNAP satisfies only one WIC selection criteria and, by itself, shall not constitute compliance with all other necessary WIC selection criteria.

N. **COMPLIANCE WITH WIC AND SNAP REGULATIONS** - The owners and managers listed on the application must have an acceptable history of compliance with WIC, SNAP, and other Food and Nutrition Services (FNS) Programs. Current and prior compliance or prior non-compliance with WIC, SNAP, and other FNS Programs will be considered. WIC will consider whether owners or managers listed on this application owned, managed or were responsible for WIC, SNAP or other FNS Programs at a store that is or was subject to enforcement actions. The following are grounds for denial:

i. Current disqualification from WIC, SNAP or an FNS Program.
ii. Past disqualification from WIC, SNAP or an FNS program, depending on the nature and severity of the reasons for past disqualification.
iii. Failure to comply with federal WIC or SNAP regulations.
iv. Failure to pay in full any monetary claims assessed by the WIC Program, SNAP or any other FNS Program.
v. Warnings and sanction points, depending on the nature and severity of the violations. Cumulative sanction points at all stores owned or managed by applicant(s) or at stores where applicants were responsible for WIC will be considered.
vi. Attempt to circumvent a period of disqualification from the WIC Program, SNAP, or other FNS Program, a civil monetary penalty imposed for violations of these programs, or sanction points issued under the WIC Program.
vii. Failure to keep and/or produce inventory records.

O. **BUSINESS INTEGRITY** - The applicant must demonstrate business integrity and a sound reputation. WIC will consider business integrity and sound reputation of the following: owners, officers, partners or the immediate family of owners, officers, or partners involved in the operation of the businesses, the corporate entity, the manager, or any stockholder who has a 5% or greater ownership interest. For each of these the applicant must disclose the following:

i. Criminal records (current charges and/or past convictions or forfeited collateral for any crime. Does not include: offenses committed before an 18th birthday which were adjudicated in a juvenile court or under a youth offender law, convictions for which the record has been expunged under Federal or State law, or any conviction set aside under the Federal Youth Corrections Act or similar State Authority, or minor traffic violations.)
ii. Official records of removal from other Federal, State, or local programs including whether above mentioned people or corporation ever had a license denied, withdrawn, or suspended or fined for license violations, such as business or health licenses.
iii. Judicial determinations in civil litigation reflect adversely on the integrity of the above-mentioned people.
iv. Evidence of attempts to circumvent disqualification from the WIC or SNAP a civil monetary penalty imposed for violations of WIC or SNAP.
Evidence of prior fraudulent behavior of the above-mentioned people, corporations, or their managers.

v. Other evidence reflects the business integrity and reputation of the above-mentioned people or corporation.

If the Vendor Application reveals any of the above, the applicant will be given an opportunity to attach a written explanation giving the name of the person(s) charged or convicted and their relationship to the owner, officer, partner or corporate entity, and their current or past position, if any, in the store or corporation, the court and court docket number, the crime(s) and date(s) committed, the penalty and time served, and any other relevant information.

P. **ACCURACY** - The applicant must submit a complete and accurate Vendor Application. Inaccurate or incomplete information in the Vendor Application or price list may be cause for denial or later termination or/and disqualification from the WIC Program. All applicants will be inspected by the WIC Program to verify the accuracy of the Application.

Q. **COMPETITIVE PRICES -** The applicant prices must be competitive with other authorized vendors within the same Peer Group. (See page 10 for further information on price issues).

R. **CONTINUING QUALITY STANDARDS**:

- **Continued compliance** with WIC regulations including consideration of business integrity standards.
- **Continued compliance** with state and local sanitary codes, licensure requirements, and food safety requirements.
- **Not-to-Exceed (NTE) -** The NTE is the maximum amount that Massachusetts WIC will pay for specific food items identified by their Universal Product Code (UPC). The NTE is calculated from the actual prices paid for food redeemed through the WIC Card transactions. NTE may be reevaluated for price competitiveness at any time during the authorization period and vendors may be terminated for non-price competitiveness.
- **WIC sales volume** - The State will review the volume of WIC sales at each authorized WIC vendor on a periodic basis. Low or zero volume of WIC sales may result in loss of WIC authorization.

## FAIR HEARINGS

If a Vendor Application is not selected for any reason and a vendor wishes to appeal the decision, the vendor must request a fair hearing in writing within 30 days of receiving the non-selection letter to the following address:

Vendor Specialist
Massachusetts WIC Nutrition Program
Department of Public Health
250 Washington Street, 6th floor
Boston, MA 02108

# HOW DOES THE WIC PROGRAM EVALUATE COMPETITIVE PRICING?

Food costs are the primary factor determining how many women, infants, and children the WIC Program can serve. As a result, pricing and cost containment are critical in the authorization and monitoring of WIC vendors.

To ensure that the maximum number of participants have reasonable access to WIC-approved products, the program pays a **"fair and competitive"** price. This is defined as prices that fall within a reasonable range compared to those charged by similar retailers in Massachusetts for the same or comparable items.

To support cost containment, the WIC Program classifies vendors into **peer groups**. These groups are used during vendor selection and authorization, and to establish reimbursement prices—based on the assumption that stores with similar characteristics should charge comparable prices for WIC foods.

Peer groups are currently determined using information from the Vendor Application. Vendors are grouped according to shared characteristics, including:

- **Type of business:** Major or small chain, independent store, chain or independent pharmacy, commissary
- **Type of ownership:** Sole proprietorship, partnership, corporation, cooperative
- **Size:** Sales volume, food inventory, number of checkout lanes
- **Location:** Urban, suburban, rural, or special district

The **Not-to-Exceed (NTE)** price is the maximum amount Massachusetts WIC will pay for specific food items, identified by their Universal Product Code (UPC).

- NTEs are calculated using the average redemption price for each UPC within each peer group, based on data from the previous three months.
- This calculation is updated bi-weekly.
- Each WIC Card transaction is reviewed against the current NTE price.

Prices submitted through the online vendor application are compared to the current Not-to-Exceed (NTE) prices for vendors within the same peer group. The following food items are reviewed:

- **Dairy & Protein:** Milk (whole, 2%, 1%, skim), cheese, eggs, peanut butter
- **Grains & Legumes:** 100% whole wheat bread, brown rice, whole wheat pasta, whole wheat tortillas, dry beans (bag), canned beans
- **Cereal & Juice:** Cereal, juice
- **Infant Items:** Dry infant cereal, infant fruits & vegetables, infant formula

If a vendor's price for any item exceeds the average for their assigned peer group, the application is not automatically rejected. Instead, the WIC Program will notify the applicant and provide an opportunity to submit a more competitive price list. Failure to do so will be considered a withdrawal of the WIC Vendor Application.

**VENDOR COST CONTAINMENT**

## HOW DOES THE WIC PROGRAM EVALUATE "ABOVE 50% VENDORS"

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) introduced new legislative requirements for vendor cost containment within the WIC Program. These requirements affect the selection, authorization, and reimbursement of WIC vendors.

Federal regulations require Massachusetts WIC to evaluate vendors at the time of authorization, reassess newly authorized vendors within six months, and conduct annual reviews to determine whether a vendor should be designated as an "above-50 percent vendor."

Massachusetts WIC will not authorize active vendors, newly authorized vendors, vendors expected to derive more than 50% of their annual food sales revenue from the redemption of WIC benefits

During the online application process, vendors are asked whether they expect to derive more than 50% of their annual food sales revenue from WIC transactions. If a vendor responds "yes," the store must be classified as an above-50 percent vendor and will not be approved to participate in the WIC Program.

Any current vendor found to meet this criterion will be notified that their WIC Vendor Agreement will be terminated for the remainder of the contract cycle—unless the vendor is deemed essential due to inadequate participant access in the area.

To ensure fair assessment, vendors must provide the Massachusetts WIC Vendor Unit with documentation of the store's actual gross food sales. All vendors are required to:

- Maintain records of documented food sales for a minimum of three years
- Provide this information upon request for evaluation purposes

Failure to submit the requested documentation within the specified timeframe will result in termination of the store's WIC Vendor Agreement.

The following documents are used to verify a store's actual gross food sales:

- Financial Statements
- Accounting Reports
- Tax Forms
- Mass. Dept. of Revenue Webfile for Business File Returns - Sales Tax Monthly/Quarterly
- Any other records sufficient to verify the store's food sales amount.

If a vendor is asked to provide documentation of the store's food sales and either fails to respond or cannot demonstrate that the store is not an 'above-50-percent vendor,' the store will be classified as such and terminated from the program for the remainder of the contract cycle.

**WHAT IS THE WIC MANDATORY MINIMUM INVENTORY FOR FOOD VENDORS?**

For a Vendor Application to be considered, the applicant must stock all categories of WIC foods as described below— the Mandatory Minimum Inventory Requirements. These foods must be fresh and must be in adequate supply for WIC participants to purchase them whenever the vendor is open for business**. Failure to stock and maintain the WIC mandatory minimum inventory requirements of WIC food items in the required quantities after submission of the Vendor Application will be grounds for denial.**

Mandatory Minimum Inventory Requirements are included as Attachment 1. The WIC Program strongly recommends that the list is used to make sure the Vendor Application is complete.

For a complete listing of all the WIC approved foods, please review the MA WIC Approved Food Guide **WIC Approved Food Guide (PDF)** or for more information about the WIC Program please visit our website at **www.mass.gov/WIC**.

NOTE: The WIC Mandatory Minimum Inventory Requirements may be amended by the WIC Program during the Agreement period.

**THE MANDATORY MINIMUM INVENTORY REQUIREMENTS OF WIC FOODS:**

1. **CHEESE**
   8-ounce or larger packages

   ***Must have 2 varieties***
   ***Minimum stock: 4 packages in each variety – 8 packages total***

2. **EGGS – Least expensive brand**
   Grade A, Brown or White

   ***Minimum stock: 6 dozen total, any combination***

3. **CEREAL**
   10-ounce or larger boxes only

   ***Must have 5 varieties***
   ***Minimum stock: 2 boxes of each variety - 10 boxes total***

4. **LEGUMES - PEANUT BUTTER**
   16-18-ounce jar only

   ***Minimum stock: 4 jars total***

5. **LEGUMES – DRY/CANNED BEANS**
   1-pound bags **or** 15-16-ounce cans

   ***Must have 2 varieties - dry beans or canned beans or combination of both***
   ***Minimum stock: 4 (1lb) bags or 8 cans of canned beans, any combination***

6. **CANNED FISH**
2.5-ounce Cans or larger, Chunk Light Tuna **or** Sardines **or** Pink Salmon

***Minimum stock: 5 cans total, any size combination***

7. **INFANT CEREAL**
8-ounce boxes only

***Minimum stock: 6 boxes total***

8. **BABY FOOD FRUITS & VEGETABLES**
4-ounce or larger containers

***Must have 3 types or varieties***
***Minimum stock: 64 (4oz) jars or 32 (8oz/2-packs) total, any size combination***

9. **BREAD/WHOLE GRAIN OPTIONS**
**100% WHOLE WHEAT BREAD –** 12 ounce or larger packages

***Minimum stock***: **6 packages total**, **any size combination**

**Whole Grain Options – 12-ounce or larger packages**
Brown Rice, Oatmeal, Quinoa, Tortillas, or Whole Wheat Pasta

***Minimum stock:*** **3 packages total**, **any size combination**

10. **FRUITS – FRESH, CANNED OR FROZEN**
**FRESH** – any variety of fresh fruits, whole or cut.

**CANNED** – any brand and size packed in water or juice, plain fruit, plain fruit mixtures (except fruit cocktails), any container type (metal, plastic, glass), 100% canned pumpkin, applesauce – 'No sugar added' or 'unsweetened varieties only.

**FROZEN** – any brand with no added sugar, any plain fruit, plain fruit mixtures.

***Must have at least 3 varieties of fruits – two must be fresh, and one can be canned or frozen***
***Minimum stock: $25.00 worth of fresh AND $10.00 worth of canned or frozen, $35.00 total dollar amount***

11. **VEGETABLES – FRESH, CANNED OR FROZEN**
**FRESH** – any variety of fresh vegetables, bagged salad mixtures, bagged vegetables, whole or cut.

**CANNED** – any brand and size, any plain vegetables, plain vegetables mixtures, any container type (metal, plastic, glass), regular or low sodium.

**CANNED TOMATO PRODUCTS** – any brand and size, metal cans only, pastes, purees, whole, or crushed tomatoes.

**FROZEN** – any brand and size, any plain vegetables, plain vegetables mixtures, any package type (bag, box).

***Must have at least 3 varieties of vegetables – two <u>must</u> be fresh, and one can be canned or frozen***
***Minimum stock: $25.00 worth of fresh <u>AND</u> $10.00 worth of canned or frozen, $35.00 total dollar amount***

12. **<u>IRON-FORTIFIED INFANT FORMULA</u>**
Similac Advance, 12.4-ounce powdered

***Minimum stock: 3 cases total (18 cans)***

13. **<u>YOGURT</u>**
16-ounce or 32-ounce containers, **<u>or</u>** any multi-packs that equal 16oz or 32oz containers
No Artificial Sweeteners

***Minimum stock:*** **4 containers total, any size combination**

14. **<u>MILK – Whole & Lowfat/Fat Free -Least expensive brand</u>**

***Minimum stock: 8 gallons of fat free/1% lowfat fluid milk***
***2 gallons of whole milk***
***16 cans of evaporated fat free/lowfat milk <u>OR</u>***
***3 quarts of long-life fat free/1% lowfat milk, any combination***

15. **<u>JUICE</u>**
100% Fruit juice, 64-ounce plastic bottles or 12-ounce frozen can

***Must have 2 flavors or varieties***
***Minimum stock: 6 bottles or cans, 12 bottles or cans total,*** *any size combination*

16. **<u>OTHER FOODS</u>** - Below is a list of other foods that the WIC Program issues to participants. The issuance of these foods is limited and based on the participant's needs. There is currently no mandatory minimum requirement for these foods:

**<u>SOY/PLANT-BASED MILK</u>**
32-ounce or larger containers

**<u>LACTOSE FREE MILK</u>**
96-ounce Jug or Half-gallon containers

**<u>TOFU</u>**
14-ounce or larger packages only

**WHAT IS THE WIC MANDATORY MINIMUM INVENTORY FOR PHARMACIES?**

A pharmacy must stock two (2) of the following categories of infant formulas: 1) iron-fortified formula, and 2) special prescription formulas and adult/pediatric nutritionals. The formulas must be fresh (within expiration date), and in adequate supply for WIC participants to purchase them whenever the pharmacy is open for business. The pharmacy must be willing and able to provide any special formulas within 48 hours (see below for more details). **Failure to stock and maintain a WIC mandatory minimum inventory of WIC products in required quantities after submission of the Vendor Application will be grounds for denial.**

Mandatory Minimum Inventory Requirements is included as Attachment 1. The WIC Program strongly recommends that the list is used to make sure the Vendor Application is complete.

NOTE: The WIC Mandatory Minimum Inventory Requirements may be amended by the WIC Program during the Agreement period.

**THE MANDATORY MINIMUM INVENTORY FOR PHARMACIES:**

1. **IRON-FORTIFIED INFANT FORMULA**

   Similac Advance, 12.4-ounce powdered

   ***Minimum stock: 3 cases total (18 cans)***

   Similac Advance, 13-ounce concentrate – ***upon request***

   Similac Advance, 32-ounce ready-to-feed – ***upon request***

   Similac Soy Isomil, 13-ounce concentrate – ***upon request***

   Similac Soy Isomil, 12.4-ounce powdered – ***upon request***

   Similac Soy Isomil, 32-ounce ready-to-feed – ***upon request***

## 2. SPECIALIZED INFANT FORMULA AND ADULT/PEDIATRIC NUTRITIONALS

Specialized infant formulas and adult/pediatric nutritionals must be available within **48 hours** of notification by the local WIC program or a participant with current WIC benefits. Such products include:

| | | |
|---|---|---|
| Abbott Similac NeoSure | Abbott RCF | Nestle Vivonex Pediatric |
| Abbott Similac Alimentum | Mead Nutramigen | Nestle Boost Kid Essentials 1 Cal |
| Abbott Similac PM 60/40 | Mead Johnson Nutramigen | Nestle Boost Kid Essentials 1.5 Cal |
| Abbott EleCare Infant DHA/ARA | Mead Pregestimil | Nestle Compleat Pediatric Standard 1.0 Cal |
| Abbott EleCare Jr | Mead Product 3232A | Nestle Alfamino Jr |
| Abbott Similac Special Care 30 Cal | Mead PurAmino DHA/ARA | Nutricia Neocate Infant Syneo |
| Abbott Ensure | Mead Nutramigen w/Enflora LGG | Nutricia Fortini Infant Formula |
| Abbott Ensure Plus | Mead Enfaport | Nutricia Neocate Jr |
| Abbott Pediasure | Mead Enfamil NeuroPro EnfaCare | Nutricia PKU Maxamum |
| Abbott PediaSure w/Fiber | Mead PurAmino Jr | Nutricia KetoCal 4:1 |
| Abbott Pulmocare | Nestle Extensive HA | Nutricia Neocate Jr w/Prebiotics |
| Abbott PediaSure Peptide 1.0 Cal | Nestle Alfamino Infant | Nutricia Neocate Splash |
| Abbott PediaSure 1.5 Cal | Nestle Peptamen Jr | Nutricia Neocate Infant DHA&ARA |
| Abbott Osmolite 1.5 Cal | | |

# HOW TO FILL OUT THE WIC ONLINE VENDOR APPLICATION

Before starting your online WIC Vendor Application, please review the **Vendor Portal Help Topics**, which outline how to complete the application step by step.

## Starting a New Application

Select **Application Type**: *New Application*

1. Enter your **Store Name** in the designated field
2. Enter your **Email Address**
3. Check the **"I'm not a robot"** box and complete the reCAPTCHA
4. Click **Submit**
5. A success message will appear on the screen
6. Check your email for an auto-generated message (be sure to check your junk/spam folder)

## Accessing Your Application

After clicking the **Application ID link** in your email:

1. Complete the reCAPTCHA again
2. You'll be directed to the **Welcome Screen**
3. Completed sections will be marked with checkmarks in the navigation bar
4. After completing **Store Information** and **Ownership** (including **Owner Info**, if applicable), you may complete the remaining sections in any order
5. When saving a screen, the system will highlight any required or incorrectly completed fields
6. Use the **Log-off** link to exit your application
7. You have **30 days** to complete and submit your application from the start date

## Submitting Your Application

You must successfully save the **Store Information** and **Ownership** screens before accessing the **Certification & Submit** section.

1. Ensure all sections in the navigation bar are checked off
    - *Note: The Owner Info screen is only required for non-chain stores*
2. Complete the **Signature** fields
3. Click **Submit**
    - If any section is incomplete, an error message will appear
4. A confirmation message will be displayed
    - Clicking **No** returns you to the Certification & Submit screen
    - Clicking **Yes** submits the application, sends a confirmation email, and disables further edits

**ATTACHMENT 1**
**WIC MANDATORY MINIMUM INVENTORY REQUIREMENTS**

For food vendors, **all food items below** are required to be carried in all food stores.
For pharmacies, **only 'INFANT FORMULA'** is required to be carried in all pharmacies.

Authorized WIC vendors are required to maintain all WIC-approved food items listed in the Mandatory Minimum Inventory Requirements. These products must be fresh, fully stocked, and available on store shelves during all hours of operation.

***Notice to Applicants*:** As part of the vendor application process, the WIC Program will conduct an on-site inspection to verify that all required items are present. Applications will not be approved if any mandatory item is missing. For more information, please refer to the Mandatory Minimum Requirements section on page 12.

| Food Category | Size/Type | Mandatory Minimum Requirement |
|---|---|---|
| Cheese | 8oz or larger packages | 2 varieties<br>4 packages in each variety<br>**8 package total, any size combination** |
| Eggs (Brown or White) | Dozen, Grade A<br>medium, Large, X-Large, Jumbo | **6 dozen total, any size combination** |
| Cereal | 10oz or larger boxes | 5 varieties<br>2 boxes of each variety<br>**10 boxes total, any size combination** |
| Legumes (Peanut Butter) | 16oz to 18oz jars | **4 jars total** |
| Legumes (Dry beans/ Canned Beans) | 1 LB bags ***or***<br>15-16oz cans | 2 varieties<br>***4 (1lb) bags or 8 cans of canned beans, any size combination*** |
| Canned Fish | 2.5oz cans or larger<br>chunk light tuna, or sardines, or pink salmon | **5 cans total, any size combination** |
| Infant Cereal | 8oz boxes, plain only | **6 boxes total** |
| Infant Fruits & Vegetables | 4oz or larger containers | 3 varieties (fruits, vegetables, or fruits & vegetables)<br>**Total - 64 (4oz) jars or 32 (8oz), any size combination** |
| Bread/Whole Grains Options | 12oz or larger 100% Whole Wheat Bread | **6 packages total, any size combination** |
| | 12oz or larger packages<br>Brown Rice, Oatmeal, Quinoa, Tortillas, or Whole Wheat Pasta | **3 packages total, any size combination** |
| Fruits – Cash Value | Fresh and<br>Canned or frozen Fruits | 3 varieties total, 2 varieties must be fresh<br>**$25.00/Fresh**<br>**$10.00/Canned or Frozen** |
| Vegetables – Cash Value | Fresh and<br>Canned or frozen Vegetables | 3 varieties total, 2 varieties must be fresh<br>**$25.00/Fresh**<br>**$10.00/Canned or Frozen** |
| Infant Formula | 12.4oz Similac Advance | **18 cans (**3 cases) |
| Yogurt | 16oz or 32oz containers<br>whole, lowfat/nonfat | 16oz or 32oz containers, **or**<br>any multi-packs that equal 16oz or 32oz<br>**4 containers total, any size combination** |
| Milk – Whole | Gallons | **2 gallons total** |
| Milk – Lowfat/Fat Free | Gallons | **8 gallons total** |
| Milk – Lowfat/Fat Free | 12oz evaporated lowfat milk ***or***<br>Quarts – Long Life 1%/Fat free | **16 cans total or**<br>**3 qts. total, any size combination** |
| Juice | 12oz frozen can or 64oz Bottle | 2 flavors or varieties<br>6 in each flavor or variety<br>**12 containers total**, **any size combination** |

**ATTACHMENT 2**
**Massachusetts WIC List of Approved Infant Formula Suppliers**
**Manufacturers/Wholesalers/Distributors/Retailers**

All infant formula must be purchased from a supplier on this list.

| Approved Infant Formula Suppliers | Address | City | State | Zip | Telephone |
|---|---|---|---|---|---|
| Abbott Laboratories Inc. | PO Box 18065 | Columbus | OH | 43216 | |
| Mead Johnson Nutrition | 2400 West Lloyd Expressway | Evansville | IN | 47721-0001 | |
| Nestle Health Science | 1007 US Hwy 202/206, Bldg JR-2 | Bridgewater | NJ | 08807 | |
| Nutricia North America | 77 Upper Rock Circle, Suite 303 | Rockville | MD | 20850 | |
| PBM Nutritionals, LLC (a wholly owned subsidiary of Perrigo Company) | 652 Peter Jefferson Parkway, Suite 300 | Charlottesville | VA | 22911 | |
| A&J Food Wholesalers, Inc. | Brooklyn Terminal Market, Foster & Remsen Ave | Brooklyn | NY | 11236 | (718) 251-7144 |
| ADUSA Distribution LLC/ ADUSA DC-03. | 1245 US Route 202 | Winthrop | ME | 04364 | |
| ADUSA Distribution LLC/ ADUSA DC-54 aka Freetown | 136 South Main Street | Assonet | MA | 02702 | |
| ADUSA Distribution LLC/ ADUSA DC-91 aka Manchester | 1315 Tolland Turnpike, Ste 300 | Manchester | CT | 06041 | |
| Amerisourcebergen Corp | 101 Norfolk St | Mansfield | MA | 02048 | (508) 337-8750 |
| Associated Grocers of New England, Inc. | 11 Cooperative Way | Pembroke | NH | 03275 | (603) 223-6710 |
| Bozzuto's Inc. | 275 Schoolhouse Road | Cheshire | CT | 06410-1241 | (203) 272-3511 |
| C&S Wholesale Grocers | Hatfield South, 142 Elm Street | Hatfield | MA | 01038 | (413) 247-0258 |
| C&S Wholesale Grocers | 7 Corporate Drive | Keene | NH | 03431 | (603) 354-7000 |
| C&S Wholesale Grocers | 1120 Harvey Lane | Suffield | CT | 06078 | (860) 623-4360 |
| C&S Wholesale Grocers | 47 Old Ferry Road | Brattleboro | VT | 05301 | (802) 257-4371 |
| C&S Wholesale Grocers | 1500 Corporate Blvd. | Newburgh | NY | 12550 | (845) 567-6800 |
| C&S Wholesale Grocers | 500 North Street | Windsor Lock | CT | 06096 | (860) 627-4120 |
| C&S Wholesale Grocers | 125 North Commerce Way PA | Bethlehem | PA | 18017 | |
| Cardinal Distribution d/b/a Cardinal Health | 11 Centennial Drive | Peabody | MA | 01960 | (978) 532-6900 |
| Cash & Carry | 110 Advocado Street | Springfield | MA | 01104 | (413) 733-6182 |
| Core-Mark Midcontinent, Inc. | 355 Main Street | Whitinsville | MA | 01588 | (508) 234-9000 |
| DeMoulas Super Market Warehouse | 875 East Street | Tewksbury | MA | 01876 | (978) 851-8000 |
| F & J Master Sales Corp. | 528 Drake Street | Bronx | NY | 10474-6102 | (718) 292-6464 |
| Genere Food Corp. | 100 Niantic Ave | Providence | RI | 02907 | (401) 490-3811 |
| Hannaford Bros Co. | 145 Pleasant Hill Road | Scarborough | ME | 04074 | (207) 883-2911 |
| Harold Levinson Associates | 21 Banfi Plaza | Farmingdale | NY | 11735 | (800) 325-2512 |
| Imperial Distributors Inc. | 150 Blackstone River Road | Worcester | MA | 01607 | (508) 713-6500 |
| J. Polep Distribution Services | 705 Meadow Street | Chicopee | MA | 01013 | (413) 592-4141 |
| James J. Duffy Inc. | 390 Beacham Street | Chelsea | MA | 02150 | (617) 242-0094 |
| Krasdale Food Distribution Center | 400 Food Center Drive | Bronx | NY | 10474 | (718) 378-1100 |
| McKesson Drug Co. | 9 Aegean Drive | Methuen | MA | 01844 | (978) 685-3930 |
| McLane Eastern, Inc. dba McLane/Northeast-Concord | 932 Maple Street | Contoocook | NH | 03229 | (603) 746-8000 |
| Pine State Trading Co. | 47 Market Street | Gardiner | ME | 04345 | (207) 622-3741 |
| Rosev Dairy Foods, Inc. | 220 Second Street | Chelsea | MA | 02150 | (617) 889-7444 |
| Stop & Shop Distributor Center | 136 S Main Street | Assonet | MA | 02702 | (508) 977-5125 |
| Supervalu | 3900 Industrial Road | Harrisburg | PA | 17110 | (717) 232-6821 |