

Frequently Asked Questions

How can I get an application package to become a WIC-authorized vendor in the District of Columbia?

The application packet can be printed on this website or you can contact the state WIC office to request an application packet be sent to you via mail. The state WIC office can be contacted at:

**DC Department of Health
Community Health Administration
WIC Program
899 North Capitol Street, NE
3rd Floor
Washington, DC 20002
Attention: Vendor Manager**

What do I need to submit to the state WIC office in addition to my application package?

You must submit a copy of a:

- Food Price List,
- A recent health inspection/sanitation report for the store location listed on the application and
- An annual food sales report which can be in the form of a financial statement or tax form.

When I complete my application package, may I fax it to the DC WIC program?

No. The WIC office must receive original application documents via postal mail or scanned and emailed via electronic mail to info.vendor@dc.gov

Who can be authorized to be a vendor?

Applicants must be either a full service grocery store, full service grocery store with a pharmacy or a pharmacy.

What is a full service grocery store?

To be considered a full service grocery store in the District of Columbia, a retail store must stock a minimum inventory in the following food groups: fresh and frozen meats and poultry, canned, fresh and frozen fruits and vegetables, dairy products, cereals, canned fish, breads and infant foods and formula.

Do I need a valid sanitation report?

Yes. The store must have and maintain a positive sanitation history as evaluated using the Department's current food establishment regulations (District of Columbia's Food Code) before authorization and during the entire agreement period.

How long does the application process take?

It could take up to 4-6 weeks from the date that the WIC office receives a complete application package from the store.

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What is a “complete” application package?

An application package is considered “complete” when all forms have been completed fully and completely (as determined by the Department), and all required documentation has been submitted.

Do I have to have a store and a store name before I submit my application package?

Yes. When you submit an application package you must have a store and a store name. The store must be an established business, open to the public for at least one (1) year in the current location.

Does the D.C. WIC program require stores to have a minimum square footage?

Yes. The DC WIC program does have a minimum square footage requirement of 10,000 square feet of space allocated solely for food products, including both WIC and non-WIC foods. This area does not include storage areas, meat cutting areas or walk-in coolers or freezers.

How do I get my customers?

Once a store is authorized, a message is sent out to Local WIC Providers where WIC families go to receive their WIC checks and other services. The WIC families are advised of all WIC vendors in their area where they can go to use their WIC checks and purchase their WIC approved food items. Also, a listing of authorized WIC Vendors located on the DC Department of Health website is updated periodically.

How do I get reimbursed for the WIC checks?

WIC checks are redeemed by depositing them directly into your store bank account, like you would deposit regular checks. The WIC checks need to be reviewed prior to depositing them in the bank to ensure that they are complete. Each WIC Vendor is provided with WIC Vendor Stamps that the store uses to stamp their three-digit WIC Vendor number on each check prior to depositing them in the bank.

What types of foods are authorized on WIC?

The types of food groups authorized on WIC are: milk, soy milk, eggs, cheese, cold and hot cereal, juice, peanut butter, dried beans/peas/lentils, canned beans, infant cereal, infant formula, infant fruits, vegetables and meats, tofu, whole grain breads, yogurt, tortillas and fresh and frozen fruits and vegetables. Specific brands and sizes are listed on the WIC Approved Food list.

Do I have to carry all authorized food types?

Yes. You must carry every type of food group authorized on WIC; however, you do not have to carry every single authorized brand of each food item. You should carry a variety of foods in each food group.

How can I find out which specific food items are authorized on WIC?

Specific authorized food items are listed in the WIC Approved Food List and in the WIC Vendor Manual. Both of these documents are available for viewing on this website.

Frequently Asked Questions

How much do I charge for the foods that are approved for WIC?

WIC Vendors must maintain prices for approved foods items that are comparable to the prices of other stores of similar size and type in the same area.

How much inventory do I have to have before my on-site review?

You must maintain on hand the minimum inventory of supplemental foods in each food category that would support the number of WIC participants before, during and after a heavy volume of WIC redemption activity.

What is a Vendor Agreement?

A Vendor Agreement is a contract between the State WIC program and the store. This contract is a time-limited agreement and explains in detail the rights and responsibilities of both parties.

When do I take vendor training?

Vendor training will be scheduled after the WIC program reviews your application package and has determined that it is complete and all initial requirements are met. Vendor training is conducted by the Vendor Manager at the state WIC office.

How will I be notified about the training class?

The WIC program will notify you by letter via postal or electronic mail, informing you of the date, time and location of the class.

I've worked for another store that took WIC checks and I know about the WIC program. Do I still have to go to training?

Yes. In order to be considered for authorization, all applicant stores must attend a New WIC Vendor Training class.

What is an on-site visit?

As required by federal regulations, a representative of the WIC program will visit your store and conduct an on-site inspection prior to authorization to ensure that the store meets all requirements. The state representative will note WIC food prices and shelf inventory on a pre-contract visit form. They will also review and note the store's square footage and any concerns they find during the on-site inspection.

What do I do if I sell the business, move the store to another location or change the name of the store?

Since the WIC Vendor Agreement is not transferable, any change of the store name, location or owner makes the agreement null and void. A WIC Vendor must give sixty (60) days advance notice to the WIC State Agency. The store will need to complete a new application and complete the process in order to be considered for authorization.