



State of Louisiana
Louisiana Department of Health
Office of Public Health

January 24, 2020

TO: Louisiana WIC (LA WIC) Vendors
FROM: Natalie Istre, Vendor Manager
RE: **WIC Vendor Application Update**

Dear LA WIC Vendor:

The State Agency will resume processing new vendor applications beginning February 1, 2020. Vendors must submit the application that has been revised in January 2020 (attached to this email). Older versions of the application will not be accepted.

All applications for authorization must include the following documents. Incomplete applications will not be accepted.

- Completed, signed, and notarized application
- Signed Vendor Agreement
 - The person who signs the agreement should be the same person who signs the application
 - The person signing the agreement and the application should have the authority to do so
- Copy of valid Louisiana Retail Permit
- Copy of SNAP authorization
- Grocer's Price Report Sheet (WIC-3) – Use updated form revised 01/2020
- Copy of photo ID of owners, partners, or corporate officers
- Copy of parish sales tax forms from the previous quarter

Additionally, vendors will not be authorized until they receive a Level 3 (L3) certification of their register system (point of sale system) by LA WIC. The purchase of EBT equipment does not guarantee LA WIC Authorization nor is the State Agency responsible for any equipment purchased by the applicant.

If you have questions after reviewing this correspondence, please contact us at 504-568-8229 or LAWICVendor@la.gov.

Sincerely,

LA WIC Vendor Management Unit

Louisiana Dept. of Health
Office of Public Health
Bureau of Nutrition Services
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
Vendor Management Unit
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