



**State of Louisiana**  
Louisiana Department of Health  
Office of Public Health

July 1, 2020

**TO: Louisiana Authorized WIC Vendors in Trade Area 1, Region 2, 4 & 5**

**FROM: Jennifer Nicklas, LA WIC Director**

**RE: WIC Vendor Reauthorization Application Deadline - July 31, 2020**

The Vendor Agreement between your store (Vendor) and the Louisiana WIC Program (LA WIC) will expire on September 30, 2020. To continue to transact WIC Benefits, LA WIC requires that Vendors apply for reauthorization, as instructed below.

Prior to application for reauthorization, we encourage each Vendor to review the Vendor Guide, as authorized Vendors must adhere to all rules and regulations within the Guide. Special attention should be paid to the Vendor Selection Criteria in the Vendor Guide, available at [ldh.la.gov/index.cfm/page/990](http://ldh.la.gov/index.cfm/page/990). All Vendors must continue to meet these criteria and any changes thereto, at all times, including reauthorization. If an applying Vendor fails to meet the selection criteria, the Vendor's application may be denied, the current Vendor Agreement may be terminated, and the Vendor must wait one (1) year to re-apply from the effective date of termination.

To seek reauthorization, please complete and submit the following documents:

- 1. Vendor Application (revised 06/2020)<sup>1</sup>:** complete all Parts; see below for additional guidance.
  - "FOR LA WIC USE ONLY" – Do not write in this box.
  - *Part 2. OWNERSHIP INFORMATION* – Please check the appropriate box for Vendor's ownership type, and fill in the corresponding section of Part 2(b) or (c). For sole proprietorships or partnerships (including LPs and LLPs), in Part 2(b), list all registered agents, owners and/or partners, their contact information, and their percentage ownership interest in the sole proprietorship or partnership. For limited liability companies or corporations, in Part 2(c), list all registered agents, corporate officers, or member(s) and their contact information.

---

<sup>1</sup> Use the application that has been revised as of 06/2020. This is available at [ldh.la.gov/index.cfm/page/990](http://ldh.la.gov/index.cfm/page/990).

- *Part 5. BANKING INFORMATION* – Identify the account for all EBT payments or other reimbursements. Verify your routing and account number with your bank or corporate office before completing this section.
- *Part 6. STORE SALES INFORMATION* – For assistance in determining Annual Food Sales Revenue, refer to the [Food Sales Fact Sheet](#).
- *Part 8. SIGNATURES, CONFIRMATIONS AND AFFIRMATIONS* – The Vendor Application must be signed by someone with the legal authority to contract on behalf of the Vendor. The Vendor Application should be signed by the same person who signs the Vendor Agreement. The person signing asserts that all statements in the application are true; any false information will result in the denial of the application or termination of the Vendor Agreement.

If the name of the person signing the Vendor Application does not appear on the Vendor’s business filings on the Louisiana Secretary of State’s website (<https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx>), the Vendor must provide documentation that clearly states that the person signing has the right to sign documents on behalf of the entity owning the Vendor. The documentation must be in the form of a written resolution from the [board of directors](#) or a [signature authority letter](#) (for a sole proprietor, partnership, or LLC), dated and on company letterhead. The board resolution or signature authority letter should be submitted with the application materials.

- *Part 9. NOTARY PUBLIC* – The Vendor must submit a complete and notarized application, including any required supporting documentation, to the WIC State agency by **July 31, 2020**. The notary seal is **required**. Applications that are not notarized will not be processed.

**2. Vendor Agreement (revised 02/2020)<sup>2</sup>:**

- Please read the Vendor Agreement in its entirety and initial the bottom of every page to acknowledge you have read, understand and agree to the terms and conditions therein.
- On the blank lines provided, write the legal name of the Vendor, followed by the name the Vendor is doing business as (d.b.a.) and the Vendor’s physical address; examples for various ownership types can be found below:

**Sole proprietor:**

Matt Apple  
d/b/a Matt’s Place  
123 Main St.  
Vendorville, LA 54321

**Partnership:**

---

<sup>2</sup> Use the Vendor Agreement that has been revised as of 02/2020. This is available at [ldh.la.gov/index.cfm/page/990](http://ldh.la.gov/index.cfm/page/990).

Matt & Partners Partnership  
d/b/a Matt's Place  
123 Main St.  
Vendorville, LA 54321

**LLC:**  
Matt's LLC  
d/b/a Matt's Place  
123 Main St  
Vendorville, LA 54321

**Corporation:**  
Matt's Grocery Inc.  
d/b/a Matt's Place  
123 Main St  
Vendorville, LA 54321

- *Part D. Signatures:* The Vendor Agreement must be signed by someone with the legal authority to contract on behalf of the Vendor. The Vendor Agreement should be signed by the same person who signs the Vendor Application.

If the name of the person signing the Vendor Agreement does not appear on the Vendor's business filings on the Louisiana Secretary of State's website (<https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx>), the Vendor must provide documentation that clearly states that the person signing has the right to sign documents on behalf of the entity owning the Vendor. The documentation must be in the form of a written resolution from the board of directors or a signature authority letter (for a sole proprietor, partnership, or LLC), dated and on company letterhead. The board resolution or signature authority letter should be submitted with the application materials.

3. **SNAP Permit:** Submit a copy of Vendor's Supplemental Nutrition Assistance Program (SNAP) Authorization Permit (must state the store name, authorization number and date of approval).
4. **Grocery Permit:** Submit a copy of Vendor's current Permit to Operate (must state the store name, effective date and expiration date).
5. **Photo Identification:** Current Vendor owner(s), partner(s), member(s) or corporate officers must all submit photo identification (e.g., driver's license, state-issued identification card, passport, etc.).
6. **Tax Documents:** Submit copies of Vendor's parish sales tax forms for the last tax quarter.

**SUBMISSION DEADLINE: July 31, 2020**  
Submit completed application materials to  
**LDH/OPH - Bureau of Nutrition Services**  
**Vendor Management Unit**  
**P.O. Box 60630**  
**New Orleans LA 70160**

No later than July 31, 2020, the Vendor must submit completed application materials to the address above. Any application materials received after July 31, 2020, including an application with missing information or documentation, may cause delays in processing, which could result in a lapse in the Vendor's authorization following the Vendor Agreement expiration on September 30, 2020. *A Vendor that does not obtain reauthorization before October 1, 2020 will not be able to accept WIC Benefits until its application materials are processed and approved and LA WIC reauthorizes the Vendor.* As stated in the WIC Vendor Agreement, WIC authorization is not a license or property interest. Expiration of the WIC Vendor Agreement is not subject to administrative review.

The Bureau of Nutrition Services will review the Vendor's completed application materials to determine whether the Vendor meets the criteria for reauthorization. A Vendor found to be out of compliance with the WIC regulations, WIC Vendor Agreement, and/or WIC Vendor Selection Criteria, at any time during the authorization period, will be subject to termination of its Vendor Agreement and will no longer be authorized to accept WIC Benefits. For more information on termination for noncompliance with WIC Vendor Selection Criteria, see the Sanction Schedule in the Vendor Guide, available at [ldh.la.gov/index.cfm/page/990](http://ldh.la.gov/index.cfm/page/990).

If you have any questions regarding this memorandum or need additional information, please contact LA WIC at [LAWICVendor@la.gov](mailto:LAWICVendor@la.gov) or 504-568-8229.

Sincerely,

LA WIC Vendor Operations Unit

Louisiana Dept. of Health  
Office of Public Health  
Bureau of Nutrition Services  
(504) 568-8229  
(504) 568-8232 fax  
Email: [LAWICVendor@la.gov](mailto:LAWICVendor@la.gov)

Attachment(s):  
LA WIC Vendor Reauthorization Packet