



September 14, 2016

Vendor News Flash

WIC Vendor Amendments

As part of the process to add new vendor outlets to existing WIC vendor accounts, the Department of State Health Services (DSHS) now requires WIC Vendor Management & Operations (VMO) to follow a new amendment procedure. The purpose of the amendments are to add new vendor outlets to the terms and conditions of an existing WIC Vendor Agreement, and they must be routed for signature through the DSHS legal department. The following procedure explains the steps the Vendor Outreach Branch of VMO follows when processing new vendor outlets and amendments.

Amendment Procedure

When an authorized WIC vendor requests to add new outlets to an existing Vendor Agreement, the request must be submitted to WICVendorRelations@dshs.texas.gov. The Vendor Outreach Branch will process this request and distribute a Vendor Outlet Application Packet. Upon receipt of the completed application packet, Vendor Outreach will fully process the documents, and the EBT Certification will commence. The vendor will be notified when the EBT Certification process is finalized, **which signifies the point in which the vendor outlet is allowed to sell WIC approved foods**. During this time, the amendment is drafted, sent to the vendor for signature, and then internally routed through DSHS before execution.

Additionally, an on-site evaluation for the outlet will be coordinated and scheduled. Please be advised, while the vendor outlet is initially authorized to sell WIC foods after the EBT Certification process, the vendor must pass the on-site evaluation in order to be a fully authorized WIC vendor.

If you have any questions, please contact the WIC Vendor Outreach Branch at WICVendorRelations@dshs.texas.gov.