



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

June 23, 2016

TO: LA WIC Authorized Vendors  
FROM: Sean C. Mack, Louisiana WIC Vendor Manager  
RE: 2016 Reauthorizations

Good afternoon,

We notified you on 06/30/2016 of the upcoming renewals/reauthorizations. Please see the attached information regarding reauthorizations for 2016. Your current Vendor Agreement with LA WIC will expire on 09/30/2016. After this date, currently authorized stores will no longer be allowed to transact WIC benefits unless they are reauthorized by LA WIC and new Vendor Agreements are put into place. Unlike the previous two Vendor Agreement Extensions that were implemented in August 2015 and February 2016, to be reauthorized on October 1, 2016, all vendors must undergo the full WIC vendor selection process. This process will require vendors to submit new applications and various other documents, as required.

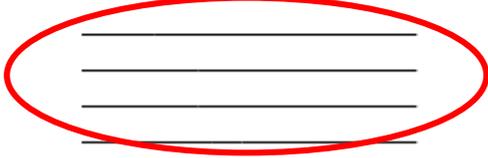
**Please note – this process is only for currently authorized LA WIC Vendors.**

Attached you will find:

1. LA WIC Vendor Application
2. LA WIC Vendor Agreement
3. LA WIC Vendor Guide
4. Revised LA WIC Vendor Town Hall Notes
5. Food Sales Factsheet (retrieved 20160701)
6. Grocer's Price Report Sheet (WIC-3)
7. Letter to Vendors Re Renewal FLG and A50 (20160630)
8. Sample Permit to Operate Document

Current LA WIC Vendors wishing to be reauthorized will need to complete and return the following documents no later than July 31, 2016.

1.	Completed and Notarized Application (Please note that the Vendor Application must be notarized on page 6 prior to returning to LA WIC.)
2.	Signed Agreement (Signature is on last page. Also, please complete the store information on the first page :

<b>CENTER FOR COMMUNITY AND PREVENTIVE HEALTH</b> <b>Special Supplemental Nutrition Program for Women, Infants and Children (WIC)</b> P.O. Box 60630, New Orleans, LA 70160-0630  <b>AND</b>  	
3.	Grocer's Price Report Sheet (WIC-3)
4.	Copy of SNAP authorization
5.	Copy of Permit to Operate (see sample attached)
6.	Copy of photo identification of owners, partners or corporate officers
7.	Copy of Parish Sales Tax forms (as required by the Vendor Application, Page

Along with the changes noted in the Town Hall and Letter sent on 06/30/2016, we are also staggering our authorization periods. As a result of this round of reauthorizations, Vendors continuing on the program will receive an authorization period of 1 year, 2 years or 3 years. This will allow us to divide the state so that we are not attempting reauthorization with all Vendors at once. Subsequent reauthorizations will be for 3 years.

If you have questions or concerns, please contact us at [LAWICVendor@la.gov](mailto:LAWICVendor@la.gov) or 504-568-8229.

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**  
(504) 568-8229  
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