

January 8, 2016

## NOTICE OF RE-AUTHORIZATION REQUIREMENTS

Dear Corporate WIC Vendor/Registered Agent:

**Your organization's current vendor agreement with Georgia's Special Supplemental Nutrition Program for Women, Infants, and Children ("Georgia WIC Program") will expire on September 30, 2016.** In order to participate in the Georgia WIC Program as an authorized vendor, your organization is required to complete the re-authorization process.

Carefully follow the steps outlined in this communication to complete the process.

All vendors participating in re-authorization will be assessed for compliance with current selection criteria in effect at the time of reassessment. Vendors that do not meet the current selection criteria will not be considered for re-authorization. Additionally, vendors must complete the following requirements:

1. **Attend a Georgia WIC Program Re-Authorization Training Session.** An authorized corporate representative must attend a training session. Training sessions for Corporate Vendors will be held on the following dates: **January 26, 2016 (Atlanta); February 11, 2016 (Macon); February 16, 2016 (Atlanta); February 25, 2016 (Macon); March 8, 2016 (Atlanta); March 24, 2016 (Macon).**
2. **Complete and Pass All Post-Training Requirements.** An authorized corporate representative must pass the post-test with a minimum score of eighty (80) and complete a Corporate Vendor Training Checklist.
3. **Submit a Completed Vendor Authorization Application to the Georgia WIC Program.** The completed vendor authorization application must include the authorized corporate representative's original signature.
4. **Completion of a Corporate Attachment Form.** One completed Corporate Attachment Form is required for each store your organization seeking re-authorization.
5. **A Corporate Training Checklist must be completed for each store location seeking re-authorization.** The checklist ensures that each store has been trained by their corporate representative. Please designate one representative in your organization to coordinate the collection of all checklists for submission at the same time.

### GEORGIA WIC PROGRAM RE-AUTHORIZATION TRAINING SESSION REGISTRATION

Each vendor must send at least one representative to a mandatory training session. To register, please visit <https://sendss.state.ga.us/sendss/!WICREGISTER.gwp> and select one of the training dates listed above. If your organization's representative is unable to attend the training session on the date and time originally selected, immediately register for another available date within your allotted training timeframe.



## RE-AUTHORIZATION DOCUMENTS

The training materials and all required documents can be found on the Georgia WIC Vendor Management website at <http://dph.georgia.gov/vendor-information>, under the header, **FFY 2016 Re-Authorization Documents**. If your organization does not complete and submit the required documents, the entire application packet will be returned. The corrected application packet must be resubmitted by the deadline outlined in the returned packet. Failure to complete the re-authorization process will result in the expiration and non-renewal of your organization's current vendor agreement, effective **September 30, 2016**, or a denial of re-authorization.

The deadline to submit the application and all other required documents (except training checklists) is **March 31, 2016**. The completed training checklists, for all stores seeking authorization, are due on or before **May 31, 2016**.

Please mail the application and all other required documents to:

Georgia WIC Program  
Office of Vendor Management  
2 Peachtree Street, NW  
10<sup>th</sup> Floor  
Atlanta, GA 30303-3142

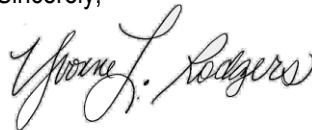
We strongly recommend using a traceable delivery method. Keep copies of all information that is mailed to this office. **Do not fax the application and other documentation. Faxed copies of the application will not be accepted and incomplete applications will be returned unprocessed.**

If there are any changes to your business subsequent to the submission of the application, please contact Georgia WIC Office of Vendor Management to obtain instructions on resubmission of updated information.

Vendors who successfully complete the re-authorization process will receive a fully executed vendor agreement by **September 30, 2016**. Newly authorized vendors, in receipt of fully executed vendor agreements, **will be authorized to accept WIC food instruments on or after October 1, 2016**.

All inquiries should be directed to the Georgia WIC Program Customer Service Hotline at: 404-657-2900 or 1-866-814-5468 (toll free within Georgia), Monday through Friday, 8:00 am to 5:00 pm.

Sincerely,



Yvonne L. Rodgers, MBA  
Deputy Director  
Georgia WIC Program Office of Vendor Management

YLR/vrc

cc: Vendor File