NEVADA WIC APPENDIX

NEVADA DIVISION of PUBLIC and BEHAVIORAL HEALTH

APPENDIX ID
VM: Appendix

TITLE
Vendor Selection Criteria

APPLIES TO
Nevada WIC Program

EFFECTIVE DATE
10/21/2026

Vendor Selection Criteria

Nevada WIC Program authorizes grocery retailers through a multilevel approval process. Only authorized vendors are eligible to redeem Nevada WIC supplementary food benefits. The state agency authorizes a sufficient number of vendors to assure reasonable participant convenience and access. The state agency considers Vendor Applications on an on-going basis.

The state agency must determine the following Vendor Selection Criteria have been met for a grocery retailer to be evaluated to become a Nevada WIC authorized vendor.

Accuracy and Completeness of Information Provided on the Application

All information in the application and Price Sheet must be accurate and complete. Vendor applications must be signed in ink and originals sent to the State WIC office.

EBT Capability

The State Agency will not authorize applicants not meeting EBT capability requirements unless necessary for participant access.

EBT capability is defined as the ability to process WIC electronic benefit redemption purchases, obtain a benefit balance, and complete a WIC transaction accurately and securely. Additionally, WIC vendors must be able to exchange updated files with the State Agency (Federal Register/Volume 81. Number 40, March 1, 2016).

Full Line Grocery Store

Applicants must provide a full line of grocery items including meat, dairy, produce (fresh, frozen and canned), and dry goods. In order to be classified as a "full line grocery store" vendors must stock the following food types and minimum varieties/units of each food type:

Food Type(s)	Minimum Varieties Required	Minimum Units Required
Cereal	Five (5) or more varieties	Five (5) or more units of each variety
Breads/Tortillas	Four (4) or more varieties	Five (5) or more units of each variety

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Fresh Dairy Products	Five (5) or more varieties	Five (5 or more units of each variety
Fruits and Vegetables	Seven (7) or more varieties of fresh fruits **AND** seven (7) or more varieties of fresh vegetables	Five (5) or more units of fruits AND five (5) or more units of vegetables of each variety
Fresh Meats/Poultry/Fish	Four (4) or more varieties (includes but is not limited to different cuts of the same type of fresh meat)	Five (5) or more unites of each variety

(Vendors not meeting the requirements for Full Line Grocery store may be authorized only if they meet all other selection criteria and the State Agency determines authorization is necessary for participant access).

Minimum Stock of WIC Foods

Vendors must keep in stock at all times the required quantity and variety of WIC Foods as specified in the WIC Vendor Manual. Vendors are required to maintain the minimum stock and variety of WIC Foods from the time an application for enrollment is completed and if approved, throughout the Agreement period.

Infant Formula Procured from List of Authorized Suppliers

Vendor must certify that it purchases infant formula only from sources on the List of Authorized Suppliers of Infant Formula provided by State WIC Agency.

Competitive Prices and Price Limitations

Prices must be competitive with, and within the price limitations for, similarly situated vendors (in terms of type and size of store and geographic location).

Percentage of Food Sales from WIC

WIC sales cannot make up more than 50% of vendor's total annual food sales. Vendor applicant will not be approved if it is expected that food sales from WIC will comprise more than 50% of total food sales. Currently authorized vendors' volume of WIC redemptions will be monitored to determine if they exceed 50% of total annual food sales.

Accessibility to Participants and WIC staff

The applicant must be located in an area where a minimum of 10 WIC participants routinely shop and must be open at least 8 hours per day, 6 days per week. The vendor must be in a location that WIC staff will be able to visit as required by federal regulations to conduct training and monitoring visits.

Business Integrity

Vendors may not be authorized if the current owners, officers, or managers have been convicted of or have had a civil judgment during the last 6 years for the following: fraud, antitrust violations,

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, or obstruction of justice.

Compliance with Food Stamp Program

If a vendor has been authorized to participate in the USDA Food Stamp Program/SNAP, the vendor must be in good standing and cannot be, or has been in the preceding two years, disqualified or suspended from the Food Stamp Program/SNAP, or been assessed a Food Stamp Program/SNAP civil money penalty for hardship if the disqualification period that would otherwise have been imposed has not expired.

Satisfactory Pre-Agreement On-site Inspection Report

The on-site inspection report certifies that the applicant meets WIC vendor criteria and documents that initial vendor training has been performed.

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Version History

Version	*Entry Author*	*Date*	*Description of Change*
1	NV State WIC Office	10/21/2026	Appendix converted to DPBH format.