

INSTRUCTIONS FOR COMPLETION OF WIC VENDOR AGREEMENT

PURPOSE:

This agreement authorizes food vendors to accept N.C. WIC food instruments in compliance with federal and state WIC Program laws, regulations, rules and policies.

DISTRIBUTION:

- a. After completion of the left side of the agreement, the Vendor retains the pink copy and submits the white, yellow, and green copies to the Local WIC Agency.
- b. The Local WIC Agency reviews the agreement, completes the Local Agency Authorization section of the Agreement and sends all copies to the State WIC office.
- c. The State WIC Office reviews agreement and completes the authorization signatures. The white copy of agreement is retained in the state office and the green and yellow copies of the agreement are returned to the Local WIC Agency.
- d. The Local WIC Agency retains the yellow copy of the fully completed Agreement and returns the green copy to the vendor.

DISPOSITION:

This form may be destroyed in accordance with Section 11, *WIC Records Disposition Schedule*, published by the N.C. Division of Archives and History and the N.C. Division of Public Health.

REORDER:

Nutrition Services Branch
1914 Mail Service Center
Raleigh, NC 27699-1914
Courier 54-42-01 (Use DHHS 2507)

SAMPLE ONLY