

Store Name & X9 #	
Training & Onsite Date/Time:	
Vendor Trainer Name & Phone	

### **SECTION 1: eWIC Readiness**

1. Your POS system must be capable of transacting eWIC by the Training & Onsite date.
  - a. Work with your corporate office to enable eWIC on at least one register; or
  - b. Work with your POS provider to install any necessary upgrades for all registers.
2. You'll need to instructions on how to perform a eWIC balance inquiry, purchase, and void.
3. **Do not accept eWIC** until your store is officially authorized, after the onsite visit.

### **SECTION 2: Planning for the Onsite Review**

1. WIC products on the shelves and prices must match those on the Price List submitted with your application.
2. Use the Minimum Stock Requirements to make sure the necessary quantities are in stock for your store size (number of cash registers). **Please note:** If you do not have the required minimum stock items **on your shelves or do not meet all selection criteria**, the trainer **cannot** authorize your store to accept WIC.
3. Expired, dented, and damaged items will NOT count towards WIC minimum stock requirements.
4. Prices for all WIC-authorized foods must be clearly displayed for customers.

### **SECTION 3: WIC Training & Authorization**

Completing WIC authorization requires the following steps:

1. Onsite review:
  - Selection criteria and minimum stock requirements are met during the onsite review. (20 minutes)
2. Training - for owner/manager, bookkeepers, checkers and other employees (60 minutes)
  - Schedule key employees and prepare a training area.
  - eWIC readiness – training and testing with eWIC card (20 minutes)
3. Owner/manager training and paperwork completion – (20 minutes)
  - Please set schedules so that the owner/manager will not be interrupted.
- **A store that fails to meet all requirements or does not follow the eWIC Readiness Timeline will be denied authorization and must wait 6 months or more to reapply.**