

Store Name & MIS/X9 #:	
Training & On-site Date & Time:	
Vendor Trainer Name and phone:	

SECTION 1: eWIC Readiness

Stores have 30 days from the date of their Training & Onsite Visit to be fully authorized and eWIC functional. This process relies on a timeline that takes into consideration the processing and shipping of stand-beside terminals and configuration at the store. Use the following checklist to assure that your store is completing each of the necessary tasks in a timely manner so the store is fully functional on or before the 30-day deadline. Otherwise, your store cannot be authorized and you will have to wait 6 months to re-apply with a new application.

Week After Onsite Visit	Task	To be completed
Week 1	If the FIS Merchant Agreement was not completed and given to the trainer at the Onsite Visit, complete the form and submit it to FIS directly.	Within 7 days
Week 2	Make sure your check stand area is ready to accommodate the new device. Confirm your internet connection and power supply is close enough to connect the device. Verify with your internet provider firewall limitations and the speed of your internet service.	Within 7 days
Week 3	When your device arrives, unpack it and follow the instructions provided in the box to install your machine. They will include the FIS phone number you will need to call to have a technician help you with the installation and show you how to operate the device.	Within 7 days
Week 4	Call the trainer (phone listed above) and schedule an appointment to test the device and for additional device training.	Within 7 days

SECTION 2: Planning for the Onsite Review

1. WIC products on the shelves and prices must match those on the Price List submitted with the application.
2. Use the Minimum Stock Requirements form to make sure the necessary quantities are in stock for your store by 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 and the Onsite Visit will be over. The store will be denied WIC Authorization and must wait 6 months to reapply.

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 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 (90 minutes)
 - Schedule key employees and prepare a training area.
 3. Owner/manager training and paperwork completion – (30 minutes)
 - Please set schedules so that the owner/manager will not be interrupted.
 4. Submit Merchant Agreement for equipment. Complete installation process when equipment arrives.
 5. Call Vendor Trainer to schedule an appointment for additional equipment testing and training.
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- **Stores may be authorized at the time of the visit if all requirements are met and the training is complete.**
 - **A store's ability to accept eWIC after authorization relies on following the eWIC Readiness Timeline outlined above.**
 - **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.**