

Ohio Women, Infants, and Children Program (WIC)

WIC Vendor Register

Winter 2024



Mapping Reminder

All fresh fruit and vegetables should be properly mapped in your Point-of-Sale system. Mapping fresh produce to the appropriate PLU is a USDA requirement for WIC EBT. If you have questions about how to map your fresh produce, please contact your store's information technology department or your cash register system provider/support. Please contact your vendor specialist if you need assistance.

Ohio Administrative Code

All authorized vendors are responsible for knowing and following the rules of the program. Please visit the WIC website <https://odh.ohio.gov/know-our-programs/Women-Infants-Children/Vendors> for the latest version of the Ohio Administrative Code.

Minimum Stocking Requirements

Ohio Department of Health vendor specialists may visit your location to check for minimum stocking requirements and other Ohio Administrative Code (OAC) requirements. Please visit the Ohio WIC website <https://odh.ohio.gov/know-our-programs/Women-Infants-Children/Vendors> for stocking requirements and rules of the Ohio WIC program.

Payment Processing

It is the vendor's responsibility to ensure that they submit claim files timely (within the 48-hour contractual time frame) and that those claim files have been accepted and paid by the state host. You will not receive notification from the state office if your claim files are not accepted or processed. Claim files should be submitted every 24 hours to ensure that the 48-hour claim file submission deadline is met. Request for reconsideration of payment for late claim file submission must be made within 30 days of the transaction contained within the file. Log onto the ODH Gateway to view payment history on the Vendor Portal. If you need more information about the Vendor Portal contact your vendor specialist and they will assist you. Review The Ohio Administrative Code (OAC) rule [3701-42-07](#) for rules pertaining to claim file submission and payments of WIC Nutrition Card (WNC) benefits.

Change of Ownership

Did you sell your store? Remember that a WIC contract is "NOT" transferable. Per the Ohio Administrative Code rule 3701-42-04:

A vendor shall cease transacting WIC nutrition cards immediately upon the effective date of a change of ownership or operation unless otherwise authorized by the director in writing. Upon notice or other information that the location is the subject of a change of ownership or operation, the director shall terminate the vendor contract and shall not reimburse vendor for WIC nutrition card transactions that occurred on or after the effective date of termination.

If you are thinking of selling your store, please contact your vendor specialist 30 days prior to the sale.



Department of
Health

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Authorized WIC Vendor Responsibilities

Each grocery store and grocery store applicant for a vendor contract shall at each location:

- (1) Openly and visibly display for sale, at all times, a minimum stock of authorized foods in quantities, sizes, types, and brands specified in the Ohio Administrative Code, the minimum food stocking chart and the Authorized Foods List (AFL).
- (2) Clearly mark or post current prices, including sale prices, either on the authorized food item, on a shelf tag, or on a sign immediately next to or in front of the item.
- (3) Ensure that authorized foods are not spoiled or defective or offered for sale after the manufacturer stated sell by, best if used by, or other date limiting the sale or use of the item, or that foods have not been recalled.
- (4) Ensure that authorized foods are stored and displayed in a sanitary manner.

For a complete list of vendor responsibilities please visit the WIC website <https://odh.ohio.gov/know-our-programs/Women-Infants-Children/Vendors> for the latest version of the Ohio Administrative Code.

POS Provider Changes

Vendors that are preparing to make any changes to their EBT system and/or provider should inform the State WIC Department of upcoming changes with as much notice as possible. All authorized WIC vendors are required to have an Ohio WIC program smartcard **certified** EBT system. Please include the following information: The name of the Ohio WIC authorized vendor, name of the new system, new provider, date of expected changes and all appropriate contact information for those involved in the transition.

WIC Vendor Banking

New Vendors are responsible for setting up their banking institution through Financial Support Service (FSS) once they have been approved to be an authorized WIC vendor. New Vendors, or existing vendors that need to change or update their banking information, will need to go to www.ohiopays.ohio.gov. Click on “Login,” either create an OH|ID account or login then click on “New Registration” for a new vendor, or “Manage My Profile” for an existing vendor and complete the banking information process following the Financial Support Service instructions. **Once you receive a confirmation email from Financial Support Service that your account has been activated, or updated, you must notify your vendor specialist of the confirmation to complete the activation process.** If you have any questions, please contact Financial Support Services at 1-877-644-6771.



Ohio WIC Vendor Operations

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Adams/Brown	Athens/Perry	Allen	Ashland/Richland	Champaign
Clermont	Auglaize	Ashtabula	Clark	Fairfield
Crawford	Butler	Belmont	Cuyahoga**	Fulton/Henry
Delaware/Morrow/Union	Clinton	Carroll	Darke/Mercer	Greene
Fayette	Cuyahoga**	Coshocton	Defiance	Hocking
Franklin**	Gallia	Guernsey	Erie/Huron	Holmes
Highland	Hancock/Hardin/Putnam	Hamilton	Franklin**	Jackson
Marion	Lawrence	Harrison	Logan	Lucas
Summit	Meigs	Jefferson	Madison	Mahoning
Wayne	Ottawa	Knox	Miami	Medina
Wyandot	Portage/Columbiana	Lake/Geauga	Paulding	Montgomery
	Sandusky	Licking	Preble	Pickaway/Ross
	Scioto	Lorain	Shelby	Pike
	Seneca	Monroe	Van Wert	Stark
	Vinton	Muskingum	Washington/Morgan	Tuscarawas
	Warren	Noble		Williams
		Trumbull		Wood