



State of New Jersey  
**DEPARTMENT OF HEALTH**  
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JUDITH M. PERSICHILLI, RN, BSN, MA  
Commissioner

**TO:** New Jersey WIC Authorized Vendors

**FROM:** Johanna Garcia, Vendor Manager

**Date:** September 8, 2022

**Reply to**

**Attention of:** NJWIC #022-051

**SUBJECT:** FFY 2022 Annual Vendor Training – **FINAL REMINDER**

Dear Vendor Representative:

Federal regulation 7 CFR 246.12(h)(3)(B)(xii) requires all authorized WIC vendors to participate in Annual Vendor Training during a 3-year authorization period. The State Agency (SA) is requiring WIC Authorized Vendors to complete the Annual Vendor Training and also submit a signed updated NJ WIC Vendor Agreement. The NJ WIC Vendor Agreement has been updated since the start of authorization period October 1, 2021-September 30, 2024, reflecting programmatic changes, thus requiring an updated signature.

The content covered during the Annual Vendor Training will include, but will not be limited to, information related to the purpose of the WIC program, authorized supplemental foods, minimum stock requirements, eWIC transaction and redemption process, the Federal and State sanction system, complaints, claims procedures and any changes to the program requirements.

The New Jersey WIC program is requesting your participation in this Annual Vendor Training via Novi Survey. The information included in the PowerPoint presentation will satisfy the training requirement for Federal Fiscal Year (FFY) 2022.

The training will be offered via Novi Survey as a self-paced PowerPoint Presentation. When logging into Novi Survey, you will be required to enter your Vendor Identification Number, along with other store identifying information. Entry of this information will provide verification of completion of the Annual Vendor Training FFY 2022.

Completion of the Annual Vendor Training and your signature for the NJ WIC Vendor Agreement are the **two requirements** to fulfill the FFY 2022 Annual Vendor Training requirement. The NJ WIC Vendor Agreement will be made available for review and signature within the Novi Survey training presentation.

**To access the FFY 2022 - Annual Vendor Training, click the following:**

<http://healthsurveys.nj.gov/NoviSurvey/n/NJWICAnnualVendorTraining2022.aspx>

A minimum of one store representative must complete this training. It is suggested that the store representative you select is someone who will be responsible for the daily supervision of cashiers and WIC transactions.

**Failure to complete the training or submission of the NJ WIC Vendor Agreement will prevent your store from participating as an authorized WIC vendor.**

The training must be completed via Novi Survey and the NJ WIC Vendor Agreement must be signed and submitted by email to [NJ.WICVendor@doh.nj.gov](mailto:NJ.WICVendor@doh.nj.gov). Both training and signature of the Vendor Agreement were due on August 24, 2022, and it is now overdue.

**You must complete the required training and sign the Vendor Agreement immediately.**

Thank you for your participation. Should you have any questions, please contact the NJ WIC Vendor Unit at: [NJ.WICVendor@doh.nj.gov](mailto:NJ.WICVendor@doh.nj.gov)