



## VENDOR MANAGEMENT & OPERATIONS UNIT

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July 20, 2015

### Vendor Agreement Renewal Clarification

Dear WIC Vendor,

Texas WIC would like to clarify the WIC Vendor Agreement renewal process. The original agreement did not include the physical location for each outlet beginning on page 11. In order to alleviate the number of documents to complete for the renewal process, we have now included a list of your authorized outlets beginning on page 11 of the agreement. This replaces the Outlet Profile Application. Texas WIC will resend the agreement that must be submitted to the State Office by August 5, 2015.

#### Documents required for renewals

- WIC Vendor Agreement (mailed to vendor)
- Account Profile Application  
<https://www.dshs.state.tx.us/wichd/vo/pdf/VendorAccountProfileApplication.pdf>
- Child Support Affidavit  
<https://www.dshs.state.tx.us/wichd/vo/pdf/ChildSupportAffidavit.pdf>
- Permission Form  
<https://www.dshs.state.tx.us/wichd/vo/pdf/PermissionForm.pdf>
- Health Permit

#### Documents No Longer Required for Renewals:

- Least Expensive Brand (LEB)  
If there are changes to LEB Declaration, submit the Change Request Form  
<https://www.dshs.state.tx.us/wichd/vo/pdf/LEBchangeform.pdf>
- Outlet Profile Application  
The last page of the WIC Vendor Agreement certifies that the Vendor's retail outlet(s) can receive reimbursement under the Agreement for program participants redeeming WIC approved food benefits.

The **deadline** to submit the signed WIC Vendor Agreement and documents to the state office is **August 5, 2015**.

Please return to:  
DSHS-WIC  
4616 W. Howard Lane, Ste. 275  
Austin, Texas 78728

If you have any questions please contact the Vendor Management & Operations Unit at (512) 341-4425, 1-800-252-9629 (Texas only), or email at [WICVendorRelations@dshs.texas.gov](mailto:WICVendorRelations@dshs.texas.gov).