



March 19, 2014

**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

SUBJECT: WIC Policy Memo #2014 – 5
Reporting Permanently Disqualified WIC-Only Authorized Store Owners to
the System for Award Management (SAM)

TO: Regional Directors
Special Nutrition Programs
All Regions

WIC State Agency Directors
All Regions

The purpose of this memorandum is to inform WIC State agencies of a new requirement to notify the Food and Nutrition Service (FNS) when they permanently disqualify a WIC-only authorized store owner. Executive Order 12549, Debarment and Suspension, and Departmental Regulations at 2 CFR 417, Nonprocurement Debarment and Suspension, require FNS to conduct business only with responsible persons and entities and to alert other Federal agencies of program violators through a government-wide system, the System for Award Management (SAM). The General Services Administration Excluded Parties List System migrated to SAM, effective July 2012. FNS and other Federal agencies protect themselves from doing business with those individuals who would commit fraud and other unethical business practices by checking the SAM as they award future loans, contracts, grants and other program benefits.

The Supplemental Nutrition Assistance Program (SNAP) and WIC Program have reciprocal disqualification requirements for retail store owners authorized by both SNAP and WIC. SNAP is already using SAM to notify appropriate FNS staff and other government agencies when these store owners are permanently disqualified from the Programs. However, to complete FNS' reporting requirement, the WIC Program must now enter permanently disqualified WIC-only authorized store owners into SAM.

Please use the attached memorandum template to inform FNS of WIC-only authorized store owner(s) your State agency has permanently disqualified during the preceding quarter. FNS WIC Program staff will enter the information into SAM. Notices are due to FNS each quarter not later than 30 days following the end of each quarter.

Please contact your respective Regional Office if you have any questions concerning this requirement.

DEBRA R. WHITFORD
Director
Supplemental Food Programs Division

Attachment

SAM Memorandum Template

TO: Director
Supplemental Food Programs Division
Food and Nutrition Service, USDA
3101 Park Center Drive, Room 520
Alexandria, VA 22302

FROM: WIC State Agency

DATE:

SUBJECT: Permanent Disqualification of WIC-Only Retail Store Owner

The following retail store owner(s)/store(s) are permanently disqualified. The required information follows:

Name and Address: Complete name and address of retail store owner and store.

Reason for DQ: Description of the cause for permanent disqualification.

Active Date: The effective date of the disqualification.

Please add the referenced information regarding the retail store owner into the SAM. If you have any questions regarding this action, please contact agency POC at contact information.