

## Complete All Sections

All sections of FNS Form 698 must be completed and submitted each fiscal year. Once submitted, the form can no longer be changed. A new Form 698 will be available for the next fiscal year.

### FNS 698: PROFILE OF INTEGRITY PRACTICES AND PROCEDURES (PIPP) FNS-698 - OMB Form Number: 0584-0401

#### SECTION 1: Vendor Selection, Limitation and Authorization

FI = Food Instrument

**1 The State agency limits the number of vendors it authorizes:**

Select   
Yes, State-wide  
Yes, for geographic areas within the State  
No

**2 Vendor applicants are notified of authorization within how many days of initial submission?**

**3 The State Agency contracts with vendors:**

Check only one box

- On an on-going basis
- Annually
- Every 2 years
- Every 3 years
- Other (specify below)

Other time period:

**4 The WIC Program uses standard selection criteria for evaluating vendors which include:**

Check all that apply

- Minimum variety and quantity of authorized supplemental foods
- Competitive prices
- Lack of a record of criminal conviction or civil judgement for specified activities
- Lack of a history of serious vendor violations
- Lack of history of serious Food Stamp Program (FSP) violations
- Must be FSP authorized
- Not currently disqualified from FSP
- Must provide a variety of foods other than WIC supplemental foods
- Must obtain infant formula only from the sources on the State Agency's list of infant formula wholesalers, distributors, and retailers, licensed under State law/regulations and manufacturers registered with the Food and Drug Administration
- Must obtain prior approval to provide incentive items to WIC participants if the store derives more than 50 percent of its annual food sales revenue from WIC food instruments
- Other (specify below)

Other criteria used:

**5 Each vendor's prices are monitored to ensure that redemptions do not rise to a level that would make the vendor ineligible for authorization:**

Select One   
Yes  
No

**6 On-site visits are performed to verify information received during the authorization process.**

Check only one box

- For new vendors only
- For new vendors and for previously authorized vendors

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0401. The time required for completing this collection is estimated to take 10 minutes per response, including the time for Reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the information collection.

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