

Add Vendor Information

Required entries are indicated by an asterisk (\*)

**\*Vendor ID:**

**Verify FNS Number**

An FNS number may exist for this Vendor. To verify a number or determine if a number exists, click **Find FNS Number**, which allows you to search for FNS stores. If you select a store from the search results, the FNS-700 Form redisplay with the FNS Number and the store location address copied to the appropriate fields. You can edit the data, if needed.

Enter a valid FNS Number below. To associate the FNS Number to the Vendor, click Save. Leave blank, if there is no FNS Number.

**FNS Number:**

**\*Vendor Name:**

**New Vendor:**

**Annual Redemptions:**

\$

**Street Number:**

**\*Training:**

**Redemption Months:**

**Street Name:**

**Routine Monitoring Visits:**

**Additional Address**

**\*City:**

**\*State:**

**\*Type of Vendor:**

**\*Zip/Postal Code:**

**Zip + 4 Code:**

**Vendor Agreement:**

**Compliance Information**

If you select On-Going for any investigation, enter data for either (1) Compliance Buys or (2) Inventory Audits. If you select Completed for any Investigation, (1) indicate at least one indicator and (2) select a Reason for Sanction below.

**Compliance Investigation:**

**\*Risk Designation:**

**Investigations by Other Entity:**

**Date Referred to SNAP:**

If date is entered, Type of Sanction (below) must be set to Disqualified or CMP.

Month:

Day:

Year:

**Number of Compliance Buys:**

**Number of Inventory Audits:**

**Indication Information**

**Redemption Indicators:**

- A - Extremely small amount of variation in food instrument prices - the individual food instrument prices do not vary substantially
- B - Large percent of food instruments redeemed at same price
- C - Unusually high average food instrument prices - submitting extremely high average food instruments compared with similar vendors
- D - Redeemed prices are higher than their price list

**Volume Indicators:**

- E - Large percent of high-priced food instruments
- F - Volume of WIC business
- G - Large increase of dollar volume of food instruments redeemed over time
- H - Large percent of the area's total WIC redemptions
- I - WIC sales are an unusually high percentage of vendor's total sales
- J - High WIC to SNAP redemption ratio
- K - WIC and SNAP sales are an unusually high percent of total sales

## TIP DATA ENTRY FORM - Continued

### Indication Information (continued)

#### Participant Indicators:

- L - Participant/other complaints
- M- Large number of participants redeeming food instruments outside of their health service area
- N - Large number of participants redeeming food instruments who are considered to be at high health risk
- O - Large number of food instruments with consecutive serial numbers
- P - Large percentage of manually issued food instruments

#### Other Indicators:

- Q - Excessive number of returned checks due to errors
- R - Past history of violations and disqualifications
- S - Associations with know violators
- T - Multiple ownerships which include known violators
- U - Short on authorized food items or no inventory
- V - New vendor
- W - Random Selection
- X - Other

### Sanction Information

All Reason for Sanction choices require that a Type of Sanction be indicated below for all authorized vendors, except for reasons that indicate "No Sanction".

#### Reason for Sanction:

Check all that apply. However, if you select **No Sanction - Warning Letter** or **No Sanction**, no other boxes can be checked.

- T - Trafficking
- A - Alcohol/Tobacco
- I - Reimbursement in excess of documented inventory
- O - Overcharging
- R - Receiving/Transacting or Redeeming FI's outside authorized channels
- F - Charging for supplemental food not received
- C - Providing credit or non-food items in exchange for FI's
- U - Unauthorized food items in exchange for FI's
- SNAP - SNAP Reciprocal Action
- V - State Agency Violations

#### Type of Sanction:

- D - Disqualification (DQ)
- C - Civil Money Penalties (CMP)
- F - Fine
- S - State Agency sanction

### Administrative Review Information

#### Administrative Review:

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research, Nutrition and Analysis, Room 1014, Alexandria, VA 22302. Do not return the completed form to this address.