



## Farmers' Market Nutrition Program (FMNP) 2016 Season Activities Timeline for Local Agencies

DATE	ACTIVITY
March - June	Webinar trainings for farmers and market managers. New farmers and market managers are required to attend an interactive training (webinar) by CDPH/WIC staff. Webinar training dates are listed at <a href="#">2016 FMNP Training Dates</a>
April - May	<ul style="list-style-type: none"> <li>• Checks shipped to WIC local agencies from printer.</li> <li>• Local agency staff receives check booklets and acknowledge receipt of shipment by returning the check shipping confirmation form WIC 950-05 to CDPH/WIC.</li> <li>• Clinic sites activated in WIC MIS by CDPH/WIC staff.</li> <li>• Local agency staff enters booklet serial numbers into the WIC MIS inventory screen per WIC 950-07.</li> </ul>
May -September 30	<ul style="list-style-type: none"> <li>• Local agency staff returns completed FMNP Season Start Up Package to CDPH/WIC.</li> <li>• Clinics begin issuing check booklets.</li> <li>• Local agency staff issue and manage check booklet inventory per WIC 800 and WIC 950 series.</li> <li>• Sept 30-- Last day to issue checks in WIC MIS. End of Federal fiscal year. All FMNP activities completed. Invoiced expenses must be dated on or before September 30.</li> <li>• All remaining unused FMNP checks and booklets are documented on the End of Year Report and shredded per WIC 800-41.</li> </ul>
October 1	WIC MIS FMNP screens deactivated by CDPH/WIC. The WIC MIS history screen will stay active to assist in tracking unused checks.
<b>November 15</b>	<b>Report of Actual Expenditures</b> due to CDPH/WIC, which includes the invoice reporting cumulative FMNP costs claimed and reimbursed to date for the prior budget period ending September 30 <sup>th</sup> . Last day for local agencies to invoice for FMNP administrative expenses.
November 30	Last day for WIC participants to use FMNP checks.
December 31	Last day farmers can deposit FMNP checks into the bank.
February 1, 2017	Final FMNP Redemption Report available.
February 15, 2017	FMNP End of Year Report (WIC 950-04) due to CDPH/WIC.