
SECTION: Farmers' Market Nutrition Program

SUBJECT: FMNP Check Management Guidelines

ITEM: Issuance of FMNP Checks

Policy

Local agencies shall establish a written FMNP check issuance protocol to ensure WIC staff issue FMNP checks to all WIC families in a consistent, fair and equitable manner following the WPM 800-41 "FMNP Check Security and Integrity" policy.

Required Procedures

- I. When developing a procedure for issuing FMNP checks, the LA shall:
 - A. Ensure participants meet the eligibility requirement following WPM 800-10 "Participant Eligibility."
 - B. Establish criteria for selecting specific WIC sites for FMNP issuance,
 - C. Screen participants for their interest and ability to use the checks at nearby authorized farmers' markets,
 - D. Not issue more than one check booklet to the same household during a FMNP season. The maximum FMNP benefit each household can receive per season is \$20 (five \$4 checks),
 - E. Retain the FMNP check issuance policy and procedures on file for up to 3 years,
 - F. Ensure all staff are trained on the policy and apply the procedures in a consistent manner,
 - G. Ensure no conflict of interest exists between local agency and participating farmers and farmers' markets (7 CFR 248.10a.7)
 - H. Ensure all FMNP check issuance and activities comply with civil rights requirements (7 CFR 248.7) and
 - I. Submit the FMNP check issuance protocol to the State by the deadline established each season. The same protocol may be used yearly.
- II. FMNP checks must be issued through the ISIS FMNP Issuance Screen. Refer to "FMNP ISIS Job Aid" (Appendix 950-07) for details.
- III. Local agencies shall document FMNP check issuance using the "FMNP Check Booklet Issuance Log." (Appendix 950-06) "FMNP Check Booklet Issuance Log" includes the serial number of the issued check booklet, issue date, family identification number, and the participant's signature.

- IV. Local agency shall obtain the participant's signature for every FMNP check booklet issued on the "FMNP Check Booklet Issuance log."
- V. Follow WPM 140-10 regarding the distribution of FMNP checks to other WIC employees or relatives.
- VI. Ensure all FMNP checks are issued by September 30 of the current year. By August 1, contact the State WIC Program if your agency will be unable to issue all FMNP checks by September 30. The State WIC Program has the option to redistribute unissued checks to other LAs to ensure the maximum number of participants receive FMNP benefits.

Authority

7 CFR 248.7

7 CFR 248.10 a.7