

FARMERS' MARKET NUTRITION PROGRAM WPPM #800-00

Subject: Program Requirements

Item: Program Overview and Administrative Requirements

PURPOSE:

To establish procedures for the oversight and administrative requirements of the Farmers' Market Nutrition Program (FMNP).

POLICY:

- I. Each local agency (LA) that receives FMNP grant funds from California Department of Public Health Women, Infants and Children (CDPH/WIC) must incorporate the requirements outlined in Procedures, below, into its program operations.

PROCEDURES:

- I. Each LA that receives FMNP funds must adhere to the following:
 - A. In-House Duties
 1. Designate a FMNP Coordinator to oversee all FMNP functions.
 - a. Submit to CDPH/WIC any changes in the LA FMNP Coordinator as they occur.
 2. Develop a written FMNP benefits issuance protocol by the deadline established by CDPH/WIC. The protocol must ensure that LA staff issue WIC-authorized benefits in a consistent, equitable manner to eligible families at sites and/or farmers' markets.
 3. Provide CDPH/WIC with a list of all locations, including LA sites and WIC-authorized farmers' markets, where the LA will issue FMNP benefits annually.
 4. Train LA staff on FMNP implementation procedures, including how to properly document the issuance of FMNP benefits in WIC Web Information System Exchange (WIC WISE). Refer to WPPM 800-43.
 5. Operate the seasonal FMNP by distributing benefits between the season start-up date and September 30 of each year.
 6. Submit any/all documentation requested by CDPH/WIC by the established deadlines.
 - B. Financial Duties
 1. Adhere to all reporting requirements associated with restricted funds as referenced in the current WIC Contract.
 2. Use FMNP funding exclusively for FMNP allowable expenses. Costs include, but are not limited to:
 - a. Staff time spent in issuing FMNP benefits.

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- b. Educating the family representative/caretaker on using FMNP benefits.
 3. Maintain a time study for all staff who perform FMNP-related activities. Keep the time study reports available for audit/review for three years following the final payment of the contract.
 - C. Instruction and Nutrition Education Documentation
 1. Instruct the family representative/caretaker receiving FMNP benefits on the proper use of the benefits and where/when the benefits can be used. Document in WIC WISE. Refer to WPPM 800-20.
 2. Educate the family representative/caretaker receiving the benefits about the nutritional value of fruits and vegetables. Document the nutrition education contact in WIC WISE. Refer to WPPM 800-30.
 3. Inform the family representative/caretaker of their right to file a FMNP complaint. Refer to WPPM 800-50.
 - D. Partnership Duties
 1. Develop and establish relationships/partnerships with local farmers and market managers.
 2. Train local farmers and market managers on FMNP requirements as requested.
- II. Discontinuing FMNP participation or decreasing allocation of FMNP booklets
- A. LAs that decide to discontinue participation in FMNP must submit notification to the CDPH/WIC FMNP coordinator by the date designated by CDPH/WIC. The notification must be sent by the WIC Director.
 - B. LAs that wish to decrease the allocation of FMNP benefits booklets must submit their request to the CDPH/WIC FMNP coordinator by the date designated by CDPH/WIC. The request must be sent by the WIC Director.
 - C. Both the notification to discontinue participation and the request to decrease allocation must be submitted to the CDPH/WIC FMNP coordinator, the appropriate nutrition consultant, and the appropriate contract manager via email, scan, or mail.

AUTHORITY:

[7 CFR §246.2 Definitions](#)

[7 CFR §248 WIC Farmers' Market Nutrition Program](#)

RESOURCE:

USDA Policy Memorandum #2002-1 on Local Agency SharePoint

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CROSS REFERENCE:

WPPM 800-43 Issuance of FMNP Benefits

WPPM 800-20 Instruction on Using FMNP Benefits

WPPM 800-30 Nutrition Education Documentation

WPPM 800-50 FMNP Program Complaints

950 FMNP Forms on Local Agency SharePoint