PURPOSE:
To establish procedures for benefit issuance protocol for the Farmers’ Market Nutrition Program (FMNP) provided by the California Department of Public Health/Women, Infants and Children Division (CDPH/WIC).

POLICY:
I. Local agencies (LA) must establish a written FMNP benefit issuance protocol to ensure WIC staff issue FMNP benefits to all WIC families in a consistent, fair and equitable manner following WPPM 800-41 FMNP Benefit Security and Integrity policy.

PROCEDURE(S):
I. When developing a procedure for issuing FMNP benefits, the LA must:
   A. Ensure participants meet the eligibility requirement following WPPM 800-10.
   B. Establish criteria for selecting specific WIC sites for FMNP issuance based on participant interest, ability to travel to the farmers' market and number/ size of authorized markets in close proximity to the site(s).
   C. Not issue more than one FMNP benefit to the same household during a FMNP season. The maximum FMNP benefit each household will be established by CDPH/WIC FMNP.
   D. Retain the FMNP check issuance policy and procedures on file for 3 years.
   E. Ensure all staff are trained on the issuance policy and apply the procedures in a consistent manner.
   F. Ensure no conflict of interest exists between the LA and participating farmers and farmers’ markets.
   G. Ensure all FMNP benefit issuance and activities comply with civil rights requirements.
   H. Submit the Local Agency Issuance Protocol Form to CDPH/WIC by the deadline established each season. The same protocol may be used yearly throughout the term of the WIC Contract.
II. FMNP benefits must be issued through the WIC management information system (WIC MIS) “FMNP Issuance” screen.
Subject: FMNP Benefit Management Guidelines

Item: Issuance of FMNP Benefits

III. LAs must document FMNP benefit issuance using the *FMNP Benefit Issuance Log* (WPPM 950-06), which includes the identifier of the FMNP benefit, issue date, family identification number, and the participant’s signature.

IV. Follow WPPM 140-10 regarding the distribution of FMNP benefits to other WIC employees or relatives.

V. Ensure all FMNP benefits are issued by September 30 of the current year.

VI. Contact the CDPH/WIC FMNP if your agency will be unable to issue all FMNP benefits by September 30. CDPH/WIC has the option to redistribute unissued benefits to other LAs to ensure the maximum number of participants receive FMNP benefits.

**AUTHORITY:**

7 CFR §248.7

7 CFR §248.10(a)(7)

**CROSS REFERENCE:**

WPPM 140-10 WIC Services for Employees and Relatives

WPPM 800-41 FMNP Check Security and Integrity

WPPM 950-06 Check Booklet Issuance Log