



## Farmers' Market Nutrition Program (FMNP) 2015 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 State WIC staff. Webinar training dates are listed at <a href="#">2015 FMNP Training Dates</a>
April	<ul style="list-style-type: none"> <li>• Local Agencies determine check issuance protocol and return form to State WIC.</li> <li>• Checks shipped to Local Agencies from printer.</li> <li>• Local agencies receive check shipments, acknowledge receipt of shipments, send check booklet invoices and check shipment form WPM 950- back to the State for verification.</li> <li>• Clinic Sites activated in ISIS by State WIC staff.</li> <li>• Local Agencies received booklets by entering booklet serial numbers into the ISIS inventory screen.</li> </ul>
May -September 30	<ul style="list-style-type: none"> <li>• Clinics begin issuing check booklets (document in ISIS and check log).</li> <li>• Manage check booklet inventory using the proper inventory reports (Check Log, Unissued FMNP Check Report, Transfer Form and End of Year Report).</li> <li>• Sept 30-- Last day to issue checks in ISIS.</li> <li>• End of Federal fiscal year – End of FMNP Season. All FMNP invoices billed to the State for reimbursements must be dated on or before September 30.</li> </ul>
October 1	<ul style="list-style-type: none"> <li>• ISIS screens deactivated. The ISIS history screen will stay active to assist in tracking unused checks.</li> <li>• All remaining FMNP checks and booklets to be documented on the End of Year Report, and then shredded.</li> </ul>
<b>November 15</b>	Last day for Local Agencies to invoice for FMNP administrative funds. (45 days after the end of the fiscal year)
<b>November 15</b>	Report of <b>Actual Expenditures</b> due, which includes the invoice reporting cumulative FMNP costs claimed and reimbursed to date for the prior budget period ending September 30 <sup>th</sup> .
November 30	<ul style="list-style-type: none"> <li>• FMNP season ends.</li> <li>• Last day for participants to use checks.</li> </ul>
December 31	Last day farmers may deposit checks into the bank.
February 1, 2016 February 15, 2016	<ul style="list-style-type: none"> <li>• Final Redemption Report Available</li> <li>• End of Year Report due to State WIC office</li> </ul>