

California WIC Program Manual WIC 800-42

SECTION: FARMERS' MARKET NUTRITION PROGRAM

SUBJECT: FMNP Check Management Guidelines

ITEM: Verification of Check Shipment

Policy

Local agencies (LA) shall receive Farmers' Market Nutrition Program (FMNP) checks and assign them to WIC sites following the guidelines in WPM Section 800-41.

Required Procedures:

To ensure FMNP check security and accountability, the LA shall ensure that:

- I. Physical inventory of FMNP checks is verified by a second party or the responsibility is split between two staff persons. The LA shall establish procedures to ensure that FMNP checks are not within one person's control at any given time.
- II. Upon receiving a shipment of FMNP checks, a LA shall:
 - A. Sign for the receipt of FMNP check shipment immediately.
 - B. Review the packing list and FMNP checks received to ensure the check quantity and serial numbers on the packing list match the actual quantity and serial numbers of the checks received. The LA shall use the check number range printed on the exterior of each box for shipment verification. However, checks in boxes with broken factory seals must be opened and individually inspected at the time of receiving shipment.
 - C. Notify the State Agency's (SA) FMNP Coordinator immediately by phone, email or fax of any discrepancy or error with shipping, check quantity, or check serial number ranges.
 - D. Complete the "Shipment Confirmation form" (Appendix 950-05) and submit it to the SA's FMNP Coordinator by fax or email within five (5) business days.
 - E. Retain a copy of the shipment confirmation form on file for three years.
 - F. Establish a procedure to assign check quantity and serial number range to WIC sites that will be issuing checks to WIC participants.

III. **Adding FMNP Checks to ISIS**

LA shall add FMNP check serial number to the FMNP check booklet inventory using the ISIS “FMNP Inventory Screen” before checks can be issued to families. Refer to the “ISIS FMNP Job Aid” in Appendix 950-07 for more information on adding FMNP booklets to the LA’s FMNP check booklet inventory.

IV. **Assigning FMNP Checks to WIC Sites**

Using the ISIS “FMNP Check Booklet inventory” menu, assign each box of FMNP Check Booklets to a specific WIC site before the can be issued to a WIC participant. Refer to the ISIS FMNP Job Aid in Appendix 950-07 for more information on assigning FMNP Check Booklets to WIC sites and WPM Section 800-41 “FMNP Check Security and Integrity” for information on secure transportation and distribution of FMNP checks to WIC sites and during transit.

V. **Interagency Shipment of FMNP checks**

To transfer surplus or unused FMNP checks to another LA, LA shall obtain prior written approval from the State WIC Program. Contact the SA’s FMNP coordinator or Regional staff for information on interagency FMNP check transfers.

VI. **Address Change**

Notify the State WIC Program’s FMNP Coordinator by email on or before March 15 each year of any LA address change affecting FMNP check shipments.

VII. **FMNP check inventory reconciliation**

Monitor FMNP Check Booklet inventory for both the agency and each distribution site using the “FMNP End-of Season Report” and in Integrated Statewide Information System (ISIS). Refer to the section on “End of season check booklet reconciliation” in the WPM 800-43 for more information.