
SECTION: Farmers' Market Nutrition Program

SUBJECT: FMNP Check Management Guidelines

ITEM: Issuance of FMNP Checks On-Site at Farmers' Market

Policy

Local agencies (LA) may choose to issue Farmers' Market Nutrition Program (FMNP) checks at nearby authorized farmers' markets during the FMNP season by following the WPM 800-41 "FMNP Check Security and Integrity" and WPM 800-43 "Issuing FMNP Checks". Issuing FMNP checks at farmers' markets requires additional staff time, costs, effort and coordination by local agency staff and the farmers' market(s). If a local agency **chooses** to distribute FMNP checks at the market, the following required procedures shall be followed.

Required Procedures:

- I. Local agencies shall:
 - A. Ensure that LA has adequate FMNP administrative funds to cover staff costs associated with issuing checks at farmers' markets, especially if the markets are open on days and times outside of WIC normal business hours. The funds are issued by the State WIC Program via the Authority to Spend process.
 - B. Ensure FMNP checks are securely stored at all times and are never left unattended while at the market or while transporting checks to and from the market (WPM 800-41). For example, the checks must be stored in a locked box with the keys accessible only to authorized staff person(s).
 - B. Instruct participants on how to use FMNP checks (WPM 800-20);
 - C. Provide nutrition education on the use and nutritional value of fruits and vegetables to all participants **before** FMNP checks are offered, either at an earlier appointment within their current certification period or at the farmers' market site;
 - D. Consistently document nutrition education offered to WIC participants in the INEP in the Integrated State Information System (ISIS) before FMNP checks are distributed;

Staff may choose to provide nutrition education to participants at the market to be counted as a secondary nutrition education contact;

- E. Complete the “FMNP Check Booklet Issuance Log” and have participants sign at the market for every check booklet received;
- F. Issue FMNP checks by following the *Job Aid on Separation of duties for FMNP* (Appendix 950-02).

Additional Guidelines:

Local agency shall:

- I. Issue only at WIC authorized farmers’ markets. Contact the State WIC office to verify the market’s participation status in the current FMNP season;
- II. Select market(s) based on consistent, equitable criteria without favoring one market over another;
- III. Once a market is identified, contact the market manager to ask for assistance, and approval for setting up a WIC distribution site at the market for FMNP check issuance. The following may be discussed:
 - A. Dates of issuance
 - B. Times of issuance
 - C. Space needed
 - D. Signage at the market to show location of distribution table
 - E. Electrical outlet for laptop, if applicable
 - F. WiFi connection, if applicable
 - G. Announcement flyer at WIC site and market
- IV. Ensure that staff issue FMNP checks using ISIS FMNP issuance screen at the market. A laptop with access to ISIS is highly recommended. Redeemed FMNP checks that have not been entered into ISIS will appear as errors in a report received by the State WIC program;

In the absence of a laptop with WiFi access to ISIS, local agencies shall enter the FMNP check issuance into ISIS immediately upon return to the office or within 24 hours of issuance at the market. If only one staff person from the local agency distributed FMNP checks at the market, another staff person must enter the check serial numbers into ISIS upon return to the office.

- V. Develop procedures for informing FMNP participants of the location, time and days that you will be at the market(s);
- VI. Develop procedures for issuing FMNP checks at a market. Consider the following:
 - A. Communication to participants, including the need to bring their WIC ID folder to the market;
 - B. A plan for providing and documenting fruit and vegetable nutrition education and recording that education in the participant's ISIS file;
 - C. Ensuring that participants receiving FMNP checks at the market have received fruit and vegetable nutrition education during their current certification period;
 - D. Avoiding double or triple issuance to the same family when access to the internet or ISIS screens is not readily available;
 - E. FMNP instructional materials to distribute at the market;
 - F. Distribution of FMNP checks if market is only open on the weekend.
- VII. Ensure all potential FMNP recipients:
 - A. Meet the participant eligibility criteria for FMNP checks. Refer to WPM 800-10 "FMNP Recipient Eligibility."
 - B. Receive instruction how to use the FMNP checks and what the FMNP checks can be used to purchase.

Authority

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