

FARMERS' MARKET NUTRITION PROGRAM WPPM #800-42

Subject: FMNP Benefits Management Guidelines

Item: Verification of Benefits Received

PURPOSE:

To establish procedures for benefits receipt verification for the Farmers' Market Nutrition Program (FMNP).

POLICY:

Local agencies (LAs) must verify and acknowledge receipt of FMNP benefit booklets.

PROCEDURES:

- I. Verification of receipt of FMNP benefit booklets
 - A. Upon receipt of FMNP benefits shipment, LA staff must:
 1. Sign for the receipt of FMNP benefit booklets immediately.
 2. Review the packing list to ensure the benefit booklets quantity and identifiers on the packing list match the actual quantity and identifiers of the benefit booklets received.
 3. Open any boxes with broken factory seals and verify the FMNP benefit booklets individually.
 4. Verify any discrepancies in the FMNP benefit booklet shipment.
 - a. To the extent possible, a second LA staff person must verify any discrepancies between booklets received and the packing list.
 - b. Report any confirmed discrepancies to California Department of Public Health/Women, Infants and Children (CDPH/WIC) by emailing WICfarmersmarket@cdph.ca.gov within 24 hours of confirmation.
 5. Store the benefit booklets in a secure, locked area. Refer to 800-40.
 6. Complete the *FMNP Shipment Confirmation Report*. Refer to WPPM 950-05.
 7. Submit the report to CDPH/WIC within five business days of shipment receipt.
 8. Retain a copy of the report for review or audit for three years following the final payment of the contract.
 - II. Shipping Address Change
 - A. Notify CDPH/WIC by emailing WICfarmersmarket@cdph.ca.gov on or before the date designated by CDPH/WIC each year of any LA address change affecting FMNP benefits shipments.

CROSS REFERENCE:

WPPM 800-40 FMNP Benefits Security and Integrity

WPPM 950-05 FMNP Shipment Confirmation Report on Local Agency SharePoint