

# FARMERS' MARKET NUTRITION PROGRAM WPPM #800-43

## Subject: FMNP Benefits Management Guidelines

### Item: Issuance of FMNP Benefits

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#### **PURPOSE:**

To establish procedures for benefits 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 (LAs) must establish a written FMNP benefits issuance protocol to ensure staff issue FMNP benefits to all WIC families in a consistent, fair, and equitable manner.

#### **PROCEDURES:**

- I. When developing the procedure for issuing FMNP benefits, LA staff must:
  - A. Offer a maximum of one FMNP benefits booklet per household per season with at least one family member who is a current WIC participant in one of the following categories:
    1. Pregnant.
    2. Breastfeeding.
    3. Non-breastfeeding.
    4. Infant after the six-month birthday.
    5. Child.
  - B. Retain the FMNP benefits issuance policy and procedures for review and audit for three years following the final payment of the contract.
  - C. Train all LA staff on the issuance policy, including the need to apply the procedures in a consistent, fair, and equitable manner.
  - D. Ensure no conflict of interest exists between LA staff and participating farmers/farmers' markets.
  - E. Comply with civil rights requirements during FMNP benefits issuance and activities.
- II. FMNP benefits must be issued through and documented in the WIC Web Information System Exchange (WIC WISE) and the *FMNP Benefits Issuance Log*. Refer to WPPM 950-06.
- III. LA staff must not issue FMNP benefits to themselves, their relatives, or close friends. Refer to WPPM 140-10.

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- IV. The LA must assess inventory at the end of each July to determine the likelihood of using all FMNP benefits booklets assigned to that LA during that season in order to maximize the number of FMNP benefits issued to participants statewide.
  - A. LAs must report these findings to CDPH/WIC by August 1 of each season.
- V. The LA must issue all FMNP benefits by September 30 of each season.

#### **AUTHORITY:**

[7 CFR §248.7](#)

[7 CFR §248.10\(a\)\(7\)](#)

#### **CROSS REFERENCE:**

WPPM 140-10 WIC Services for Employees and Relatives

WPPM 230-10 Priority Ranking System

WPPM 800-41 FMNP Benefits Accountability and Integrity

WPPM 950-06 Local Agency FMNP Benefits Issuance Log on Local Agency SharePoint