

Subject: Program Requirements**Item: Program Overview and Administrative Requirements**

PURPOSE:

To establish procedures for the overview and administrative requirements of the Farmers' Market Nutrition Program (FMNP) provided by the California Department of Public Health/Women, Infants and Children Division (CDPH/WIC).

POLICY:

- I. Each local agency (LA) that receives FMNP grant funds from the CDPH/WIC must incorporate the following requirements into its program operations.

PROCEDURE(S):

- I. Each LA that receives FMNP funds must:
 - A. Designate an FMNP Coordinator to oversee all FMNP functions. The name and contact information of the LA FMNP Coordinator must be submitted to CDPH/WIC FMP for inclusion in the Local Agency Directory, yearly and as changes occur.
 - B. Operate the FMNP seasonally each year by distributing benefits between the season startup date and September 30.
 - C. Provide nutrition education on the use and nutritional value of fruits and vegetables available to participants and consistently document participant's nutrition education contact in the WIC Management Information System (WIC MIS) (WPPM 800-30).
 - D. Provide instruction and information to participants on the proper use of the benefit and where and when the benefit can be used (WPPM 800-20).
 - E. Ensure that the FMNP benefits are entered into the WIC MIS and staff is trained on the WIC MIS "FMNP Issue Screens" (WPPM 800-43).
 - F. Develop a written FMNP benefit issuance protocol by the deadline established by the CDPH/WIC FMNP staff each season to ensure staff issue FMNP benefits in a consistent manner to eligible families at clinic sites and/or Farmers' Market sites (if applicable) (WPPM 800-10). The same FMNP benefit issuance protocol may be used yearly under the same contract period;
 - G. Adhere to the FMNP benefit management policies on benefit security and integrity during storage, transportation and benefit issuance (WPPM 800-41 through 800-44).
 - H. Provide CDPH/WIC FMNP staff a list of WIC sites/clinics where FMNP checks will be issued by the deadline established each season.
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- I. Establish partnerships with local farmers and market managers.
 - J. Agree to train local farmers and market managers on the requirements of the FMNP.
 - K. Adhere to all fiscal policies, accounting procedures, and reporting requirements associated with restricted funds as referenced in the WIC Contract.
 - L. Ensure that FMNP funding is used exclusively for FMNP allowable expenses as described in USDA Policy Memorandum #2002-1. Those costs include, but are not limited to, staff time spent in distributing FMNP benefit and educating participants on the use of FMNP benefits at farmers' markets.
 - M. Maintain a time study for all staff who perform FMNP-related activities and keep time sheets available for review and audit for three years following the final payment of the contract.
 - N. Submit invoices to the CDPH/WIC staff for reimbursement of allowable FMNP administrative costs by the deadline established by CDPH/ WIC.
 - O. Inform the participant, market manager, or farmer they have the right to file a complaint (WPPM 800-50).
- II. The LA that wishes to discontinue its participation in the FMNP must notify the CDPH/WIC FMNP staff prior to December 31st each year. The request must be submitted to the CDPH/WIC FMNP staff, in writing, on LA letterhead and signed by the Primary WIC Program Contact (PWPC) and the Agency Director.

DEFINITIONS:

Farmers' Market - An association of local farmers who assemble at a defined location for the purpose of selling their produce directly to consumers.

Certified Farmers' Market (CFM) - A location approved by the County Agricultural Commissioner's office where certified growers offer for sale only those certified agricultural products they grow themselves. Other agricultural and non-agricultural products may be sold at the markets depending on regulations and market rules.

Certified Farmers/Growers - A farmer with a valid Producer's Certificate from the local County Agricultural Commissioner's office.

WIC-Authorized Certified Farmers Market - A market that is authorized by the State Agency WIC Program to participate in the WIC FMNP/Senior FMNP (SFMNP).

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WIC-Authorized Farmer - A Certified Farmer/Grower who is authorized by the State Agency WIC Program to participate in the WIC FMNP/Senior FMNP (SFMNP).

AUTHORITY:

[7 CFR §246.2 Definitions](#)

[7 CFR §248 WIC Farmers' Market Nutrition Program](#)

RESOURCE:

USDA Policy Memorandum #2002-1.

CROSS REFERENCE:

WPPM 800 series and 950 Job Aids