

Subject: FMNP Benefit Management Guidelines**Item: Verification of Benefit Shipment**

PURPOSE:

To establish procedures for benefit shipment accountability, integrity, and security 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 (LA) must accept receipt of FMNP benefits and assign them to WIC sites following the guidelines in WPPM 800-41.

PROCEDURE(S):

- I. To ensure FMNP benefit security and accountability, the LA shall ensure:
 - A. Physical inventory of FMNP benefits is verified by a second party or the responsibility is split between two staff persons. The LA shall establish procedures to ensure that FMNP benefits are not within one person's control at any given time.
 - B. Upon receiving a shipment of FMNP benefits, the LA shall:
 1. Sign for the receipt of FMNP benefits shipment immediately.
 2. Review the packing list to ensure the benefit quantity and identifier on the packing list match the actual quantity and identifiers of the benefits received. Benefits in boxes with broken factory seals must be opened and individually inspected at the time of receiving shipment.
 3. Notify the CDPH/WIC FMNP immediately of any discrepancy or error, in benefit quantity, or benefit identifiers.
 4. Complete the *Shipment Confirmation Form* (WPPM 950-05) and submit it to CDPH/WIC FMNP within five (5) business days of receipt of the shipment.
 5. Retain a copy of the *Shipment Confirmation Form* for three years.
 6. Establish a procedure to assign benefit quantity to WIC sites that will be issuing benefits to WIC participants.
 - C. Adding FMNP Benefits to WIC MIS.
 1. LA shall add FMNP benefit identifiers to the WIC management information system (WIC MIS) "FMNP Inventory Screen" before issuing the benefit. Refer to the FMNP WPPM 950-07 for more information on adding FMNP benefits to the LA's FMNP inventory.

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D. Assigning FMNP Benefits to WIC Sites

1. Using the WIC MIS "FMNP Benefit Inventory Menu," assign each benefit to a specific WIC site. (WPPM 950-07). For information on secure transportation and distribution of FMNP benefits to WIC sites, refer to FMNP Benefit Security and Integrity (WPPM 800-41).

E. Interagency Shipment of FMNP Benefits

1. LA must obtain prior written approval from the CDPH/WIC FMNP to transfer surplus or unused FMNP benefits to another LA. Contact the CDPH/WIC FMNP for information on interagency transfers.

F. Shipping Address Change

1. Notify the CDPH/WIC FMNP by email on or before March 15 each year of any LA address change affecting FMNP benefit shipments.

G. FMNP benefit inventory reconciliation

1. Monitor FMNP benefit inventory for both the agency and each distribution site using WIC MIS "FMNP Inventory Screens" and the *FMNP Benefit Issuance Log* (WPPM 950-06). Refer to WPPM 800-43 for more information.

CROSS REFERENCE:

WPPM 800-41 FMNP Check Security and Integrity

WPPM 800-43 Issuance of FMNP Checks

WPPM 950-06 Check Booklet Issuance Log

WPPM 950-07 JOB AID for How to Enter Farmers' Market Inventory Maintenance Information