

**Subject: FMNP Benefit Management Guidelines****Item: Issuance of FMNP Benefits**

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**PURPOSE:**

To establish procedures for benefit 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 (LA) must establish a written FMNP benefit issuance protocol to ensure WIC staff issue FMNP benefits to all WIC families in a consistent, fair and equitable manner following WPPM 800-41 FMNP Benefit Security and Integrity policy.

**PROCEDURE(S):**

- I. When developing a procedure for issuing FMNP benefits, the LA must:
    - A. Ensure participants meet the eligibility requirement following WPPM 800-10.
    - B. Establish criteria for selecting specific WIC sites for FMNP issuance based on participant interest, ability to travel to the farmers' market and number/ size of authorized markets in close proximity to the site(s).
    - C. Not issue more than one FMNP benefit to the same household during a FMNP season. The maximum FMNP benefit each household will be established by CDPH/WIC FMNP.
    - D. Retain the FMNP check issuance policy and procedures on file for 3 years.
    - E. Ensure all staff are trained on the issuance policy and apply the procedures in a consistent manner.
    - F. Ensure no conflict of interest exists between the LA and participating farmers and farmers' markets.
    - G. Ensure all FMNP benefit issuance and activities comply with civil rights requirements.
    - H. Submit the *Local Agency Issuance Protocol Form* to CDPH/WIC by the deadline established each season. The same protocol may be used yearly throughout the term of the WIC Contract.
  - II. FMNP benefits must be issued through the WIC management information system (WIC MIS) "FMNP Issuance" screen.
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- III. LAs must document FMNP benefit issuance using the *FMNP Benefit Issuance Log* (WPPM 950-06), which includes the identifier of the FMNP benefit, issue date, family identification number, and the participant's signature.
- IV. Follow WPPM 140-10 regarding the distribution of FMNP benefits to other WIC employees or relatives.
- V. Ensure all FMNP benefits are issued by September 30 of the current year.
- VI. Contact the CDPH/WIC FMNP if your agency will be unable to issue all FMNP benefits by September 30. CDPH/WIC has the option to redistribute unissued benefits to other LAs to ensure the maximum number of participants receive FMNP benefits.

**AUTHORITY:**

7 CFR §248.7

7 CFR §248.10(a)(7)

**CROSS REFERENCE:**

WPPM 140-10 WIC Services for Employees and Relatives

WPPM 800-41 FMNP Check Security and Integrity

WPPM 950-06 Check Booklet Issuance Log