

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual
Notice of Revision



Date: 6/1/2015

Notice Number: 2015-07

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 8 – Farmers Market Nutrition Program	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change: <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
If you have questions about this revision or wish additional copies, call or write:	
Department of Health State WIC Nutrition Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410	

Explanation of Revisions:

We revised this chapter to include changes for the current FMNP season.

Remove: Remove the chapter dated 5/2014 from Volume 1 of the manual.

Insert: This current revision dated 6/2015.

Attachments:

- Memo
- Manual Revision
- Other _____



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Volume 1, Chapter 8 – WIC Farmers Market Nutrition Program

Table of Revisions

Policy/Page	Revision	Comments
Through-out chapter	<ul style="list-style-type: none"> • Changed from “CSC Covansys” to “CSC” • Changed from “approved” farmers markets to “authorized” farmers markets. 	<p>Reflects the current name of the contracted banking information services company.</p> <p>Reflects correct term for farmers markets authorized to receive WIC FMNP checks.</p>
<p>“Client Eligibility for FMNP Checks” p. 1 - 2</p>	<p>Policy: Reformatted 1, 2 and 3:</p> <ul style="list-style-type: none"> • Used bullets to separate the examples from the policy statements. 	
<p>“Issue FMNP Checks at the Market” p. 7 - 9</p>	<p>Guidelines: These changes were made in # F, 1:</p> <ul style="list-style-type: none"> • Use the check register and active client list • Complete all the fields listed below on the check register. Make sure this information corresponds to the number range of the checks before having the client sign. <ul style="list-style-type: none"> ○ Date issued ○ Client ID number ○ Client category (circle the correct category) ○ Initials of the staff who issued the checks ○ Client signature <p>Information: Removed previous #1: Have FMNP checks bundled with registers, and include the client list for paper documentation (if that is the method you plan to use.)</p>	
<p>“Provide Client Education on Using FMNP Checks” p. 10 - 11</p>	<p>Procedure: Added B, 4 Note: If clinics want an FMNP sign to post, contact state FMNP staff.</p> <p>Added B, 10 Note: Highlight the lost checks (reported by the client) on the check register and send an email to state WIC staff with the lost check number range. State staff will void the checks.</p>	

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<p>“Nutrition Education” p. 12 - 13</p>	<p>Procedure: Made the following changes to B:</p> <ul style="list-style-type: none"> • Changed wording of last sentence to be more client-centered. Removed “allows clinic staff to offer additional information on buying, using, or storing fresh fruits and vegetables.” <p>Added to E: “or group session, when possible”</p>	
<p>“Accountability of WIC Farmers Market Nutrition Program Checks” p. 14 - 15</p>	<p>Procedure: Added to A, 3: “or you didn’t receive your check registers.”</p>	
<p>“Managing FMNP Checks and Check Registers” p. 16 - 17</p>	<p>Policy: Clarified first bullet to #2: A damaged check is one that disfigured so that key features of the check such as valid dates, check ID or amount are unreadable.</p> <p>Added second bullet to #2: If you haven’t sent in your check register to CSC, document the date you shred the checks on the check register, next to the check numbers. Or if you shred all checks listed on one page of the check register, cross a line through the entire check register and document “shredded.”</p> <p>Added to #4: Make a copy of the completed check register and mail to CSC by October 15th. Note: Check register copies must be readable for CSC to process. Keep original check registers on file for 4 years.</p> <p>Procedure:</p> <ul style="list-style-type: none"> • Changed D to: Keep completed FMNP original check registers on file at the clinic for 4 years. • Changed E to: Mail copies of check registers to CSC weekly. • Changed F to: Mail all FMNP check register copies to CSC no later than October 15th. 	<p>Staff send copies of the check registers to CSC instead of the originals.</p>
<p>Appendix</p>	<p>Updated list of Eligible WIC FMNP Foods.</p>	