



Farmers Market Local Agency Training 2016

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER COMMUNITY

WIC & Senior

FARMERS MARKET
Checks Welcome Here
USDA and Washington State Sponsored Farmers Market Nutrition Program



Why do this training?

In June 2016 you'll begin issuing checks to clients to buy fruits and vegetables at farmers markets and farm stores. By understanding the policies and procedures related to the Farmers Market Nutrition Program, you'll feel confident in providing checks to clients and maintaining the important paperwork needed for a successful year.

Complete this training prior to June 1 for:

- 🍎 All staff new to Farmers Market Nutrition Program (FMNP).
- 🍎 All staff who need a refresher and to learn about 2016 policy updates.

It's recommended for all staff issuing FMNP checks to review the [WIC Policy and Procedure Manual Volume 1, Chapter 8 -Farmers Market Nutrition Program](#)

About FMNP and Senior FMNP



- 🍅 FMNP is designed to give WIC families access to locally grown fresh fruits and vegetables and promote local farmers markets in Washington and small family farms.
- 🍅 The FMNP is a federally and state funded program.
- 🍅 WIC FMNP partners with the Senior Farmers Market Nutrition Program (SFMNP) and provides fresh fruits and vegetables to lower income seniors.



WIC clients can redeem their FMNP checks for fresh fruits and vegetables at authorized farmers markets and farm stores from **June 1, 2016** through **October 31, 2016.**



Who's Eligible?

Pregnant, breastfeeding, and postpartum women.

- 🍎 Including women assigned the “Some Breastfeeding 7 to 12 Months” food package, even though they do not receive WIC checks.

Children 12 months of age through their 5th birthday.

- 🍎 Children are eligible for FMNP checks on the day of their 1st birthday or after.



Providing FMNP Checks

“Farmers markets support the sustainability of small family farms and the revitalization of communities as well as offering farmers and consumers the opportunity to interact.”

Thomas J. Vilsack, Secretary of
the U.S. Department of
Agriculture

FMNP check issuance

FMNP funding is not enough for all eligible clients in Washington to get checks. It's important to ask clients if they're interested and able to use the checks before **October 31st, 2016**.

- 🌶️ Begin issuing checks **June 1, 2016**.
- 🌶️ Issue all checks by **Sept. 30, 2016**.
- 🌶️ There is a maximum of \$20 per eligible client per year.





Check Issuance Policy

It's **required for your agency** to have a check issuance policy to assure FMNP benefits are given fairly to all eligible clients.

The policy explains:

When and **where** you will issue checks to clients.

Who receives benefits in a family group.

How much you will issue to each client (e.g. \$20, or 1 pack)

A sample policy is in the Appendix of the [WIC Policy & Procedure manual](#).

Keep the written policy on file because clients may ask to see your policy and WIC monitors will review it.

Issuing FMNP checks

- 🌶️ FMNP checks come in \$20 packs.
- 🌶️ Issue a pack of FMNP checks to eligible clients depending on client/caregiver interest and ability to cash FMNP checks, following local agency procedures.
- 🌶️ Issue FMNP checks in numerical sequence until all checks are distributed.



About FMNP checks

- FMNP checks are a different color each year so it's easy to see if a check is current. This year the check color is **pink**.
- Each check is worth \$4.00 of fresh fruits and vegetables.
- Notice the first and last date to use is clearly printed on the check.



WA State WIC Farmers Market Nutrition Program
Washington State Department of Health
P.O. BOX 47886 Olympia, WA 98504-7886

United Community Bank 64 1968
Marietta, Georgia 611

88392604

Pay to the order of:

Washington WIC FMNP Authorized Grower — **\$4.00**

FOUR DOLLARS and no/100 — **Tax Exempt**

First Day to Use	Last Day to Use
June 01, 2016	October 31, 2016

Grower: Stamp and Deposit this check by November 15, 2016
 Stamping examples: Market ID 1234, 5678 Grower ID
 Farm Store ID 2000, 5678 Grower ID

Stamp authorized 8 Digit FMNP ID here

- Farmers Market season: June 1, 2016 through October 31, 2016
- Use only for eligible fresh fruits, fresh vegetables, and fresh cut herbs
- Use only where the WIC and Senior FMNP sign is posted by growers at authorized Farmers Markets and Farm Stores
- Call for information: 1-800-841-1410

2016 FMNP Check - Sample

⑈88392604⑈ ⑆061119684⑆

2503209⑈

FMNP checks & Separation of Duties

- 🍅 All check issuance must comply with the Separation of Duties policy. See the [WIC Manual, Volume 1, Chapter 22 – WIC Checks - Separation of Duties.](#)
- 🍅 To follow this policy, the person determining eligibility at the certification can't give WIC or FMNP checks to clients.
- 🍅 You may not issue FMNP checks to yourself, family members, or friends.

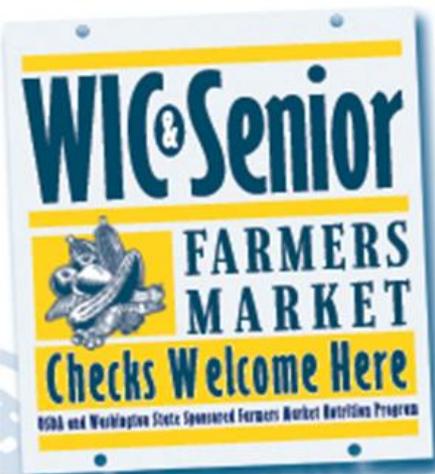




Farmers Market Nutrition Program Check Education

When clients and caregivers have the information they need to shop at farmers markets and farm stores they have a better shopping experience.

They'll be confident in using their FMNP checks for produce they enjoy.



WIC and Senior Farmers Market Nutrition Program

Making it easier to add
fresh fruits and
vegetables to your diet,
and support local
farmers, too!

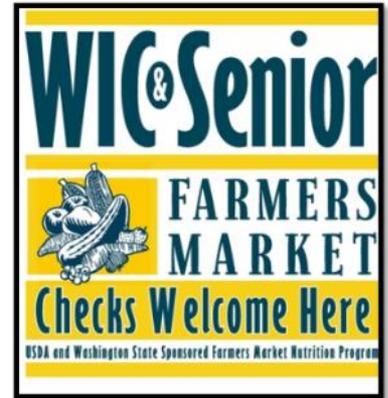
Provide clients, caregivers, and alternate endorsers with the information needed to use their FMNP checks the right way.

The Rights and Responsibilities form signed at the certification applies to WIC clients participating in FMNP. (e.g. growers, farmers, etc.. are treated with courtesy and respect.)

- The *WIC and Senior Farmers Market Nutrition Program* brochure has information about using FMNP checks. This brochure is available to download and [print in 11 languages](#).
- When requested, offer a list of approved farmers markets and farm stores with locations, days and hours of operation along with directions.
- Clients and caregivers are notified about their right to complain and the instructions on the complaint process. A complaint form is located in the [Appendix of the policy chapter](#).
- Staff ensure FMNP issuance and activities comply with civil rights requirements outlined in [Volume 1, Chapter 20 – Notification, Fair Hearings, and Civil Rights](#).

Provide clients or caregivers with the following information about using FMNP checks:

- 🍅 Checks can only be used at authorized farmers markets or farm stores. Look for the *WIC and Senior FMNP Checks Welcome Here* signs.
- 🍅 Each check is worth \$4 of fresh fruits and vegetables.
- 🍅 Checks are for locally grown produce only. “Locally” refers to produce grown in Washington or border counties of Oregon and Idaho.
- 🍅 Use the FMNP checks by October 31st, 2016.
- 🍅 FMNP checks may not be exchanged for cash and no change or tokens are provided.
- 🍅 The produce bought at the farmers market is not taxed.
- 🍅 Foods purchased with FMNP checks are for the WIC client only.
- 🍅 Lost or stolen FMNP checks cannot be replaced.





Farmers Market Nutrition Program **Keeping Accurate Records**

By keeping accurate records staff assure all checks are accounted for and reports at the end of the FMNP season better reflect the agencies redemption rates.



Assure accurate records

The USDA requires WIC to:

- 🍓 Provide client ID numbers for 100% of the FMNP checks given out by clinics.
- 🍓 Explain any errors on check registers.
- 🍓 The goal is accurate and comprehensive records.

Next let's take a look at how to achieve this!

Check register procedure

- 🍅 The check register will come with the check packs via Fed Ex.

Procedure:

- 🍅 **Keep the original** check register with client ID, signatures and staff initials for your records.
- 🍅 Photocopy the completed check register and **send the copy** to CSC weekly.
- 🍅 All copies should be clear, readable, and **complete** (including your LASL ID and page # located at the top corners of the check registers).
- 🍅 It's important to mail the copies to CSC on a regular basis. To help you the state office will send email reminders every 2 weeks to the coordinator and FMNP contact.



Completing the check registers

- 🍅 The check numbers for each \$20 pack are pre-printed on the register.
- 🍅 Fill-in the registers with:
 1. The date the FMNP checks are **issued**.
 2. The client **ID number**.
 3. Circle the **category** of the client that **corresponds to the ID number**.
 4. Your staff **initials**.
 5. Have the client/caregiver **sign** to document the specific checks received.
- 🍅 Write **“Forgot to Sign”** (i.e. FTS) if the client/caregiver forgets to sign.
- 🍅 Use the **“C”** category for infants in their 12th month.

CHECK NUMBER	ISSUED	ID NUMBER	CATEGORY	INIT	PARTICIPANT SIGNATURE
86059301 - 86059305	6/12	999999	PG BF PP C	BH	Romario Lettuce
86059306 - 86059310	6/12	999999	PG BF PP C	BH	
86059311 - 86059315	6/12	888888	PG BF PP C	BH	Radichio Godner
86059316 - 86059320	6/12	888888	PG BF PP C	BH	
86059321 - 86059325	6/13	777777	PG BF PP C	SB	Sally Hayfield
86059326 - 86059330	/		PG BF PP C		
86059331 - 86059335	/		PG BF PP C		

A clear and readable check register

CHECK NUMBER	ISSUED	ID NUMBER	CATEGORY	INIT	PA
84868866 - 84868870	7/23	106915357	PG BF PP C	SS	-
84868871 - 84868875	7/23	106915403	PG BF PP C	SS	-
84868876 - 84868880	7/23	106914482	PG BF PP C	SS	X
84868881 - 84868885	7/23	106913641	PG BF PP C	SS	X
84868886 - 84868890	7/23	106913922	PG BF PP C	SS	X
84868891 - 84868895	7/23	106912971	PG BF PP C	SS	X
84868896 - 84868900	7/23	106912777	PG BF PP C	SS	X
84868901 - 84868905	7/23	10699912	PG BF PP C	SS	X
84868906 - 84868910	7/23	106912691	PG BF PP C	SS	X
84868911 - 84868915	7/23	106913713	PG BF PP C	SS	X

Notice on this check register:

- The date is written for all checks issued.
- Client ID's are clear.
- A category is circled for all checks issued.
- Staff initials are clear and listed for all checks issued.



Tip: Placing an x on the client signature line helps client's know where to sign for their checks.

Mail only completed check registers to CSC!

When an error occurs on the check register

CHECK NUMBER	ISSUED	ID NUMBER	CATEGORY	INIT	PART
85776501 - 85776505	6.9	130947008 100827002	PG BF PP	JK	XO
85776506 - 85776510	6.9	↓	PG BF PP	↓	Ch
85776511 - 85776515	6.9	130946401	PG BF PP	JK	XO
85776516 - 85776520	6.9	↓	PG BF PP	↓	Ch

When (or if) errors occur:

- Don't use white out. Instead draw a single line through the mistake and write the correct information next to it in the same cell.
- If needed, contact the [state WIC office](#) for help correcting mistakes on the check register.



Nutrition Education

When FMNP checks are provided to clients staff also provide nutrition education on the use of fresh fruits and vegetables. Creative and inspiring nutrition education is something WIC staff do well.

Nutrition Education Policy

- 🍅 Staff talk with FMNP recipients at their initial, second, or high risk nutrition education visits about their intake of fresh fruits and vegetables.
- 🍅 Share information about buying, using, and storing fresh fruits and vegetables when issuing FMNP checks or at least one time within the clients current eligibility period.





Farmers Market Nutrition Program Documenting in Client Services

Consistent documentation of FMNP within your clinic helps maintain good client records. Seeing documentation of check issuance on client services screens can also help staff remind clients about using their checks throughout the market season.

Documenting in Client Services

Clinics use different places to document FMNP check issuance. The important thing is for everyone in your clinic to use the same place for documenting. The typical places are:

- 🍅 The Flow Sheet
- 🍅 The Notes tab

To document in another location please contact the state for approval.

Some common documentation examples are provided on the next slides.



Documenting on the Flow Sheet

Find Client **Flowsheet** Appt Book Classes Demographics Race/Ethnicity Survey

Caregiver Lettuce, Romainio SpecNeeds Interpreter

Lettuce, Romainio 10/06/1989 PG End: 10/31/2012 Due: 09/15/2012

History

	Romainio	
05-2012	NC	

Document the check issuance information in the client's file in a consistent manner, e.g., in the Flowsheet (shown here) or Notes tab in Client Services (shown on the next slide).

Next Appt

		01:00 pm
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Care Plan

05-2012	<input type="checkbox"/>	NC
06-2012	<input type="checkbox"/>	F/U
07-2012	<input checked="" type="checkbox"/>	2C
08-2012	<input type="checkbox"/>	
09-2012	<input type="checkbox"/>	
10-2012	<input type="checkbox"/>	

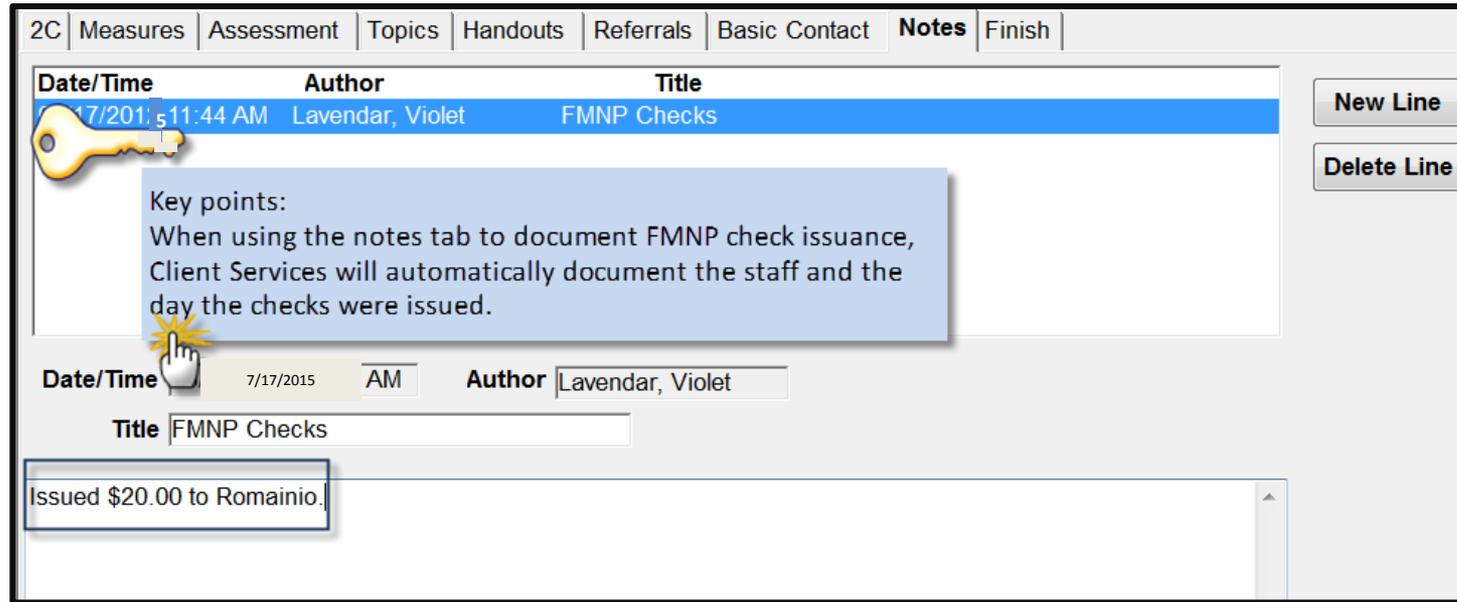
Include:

- The date the FMNP checks are issued.
- The name of the client who received the checks.
- The amount (\$20.00) of the checks issued.
- The staff person who issued the checks.

Notes 7/17/2012 issued \$20.00 FMNP checks to Romainio. BHealthy, cert

New
Clear

Documenting in the Notes tab



The screenshot shows the 'Notes' tab in the 2C wizard. At the top, there are tabs for '2C', 'Measures', 'Assessment', 'Topics', 'Handouts', 'Referrals', 'Basic Contact', 'Notes', and 'Finish'. Below the tabs is a table with three columns: 'Date/Time', 'Author', and 'Title'. The first row is highlighted in blue and contains the text '7/17/2015 11:44 AM', 'Lavendar, Violet', and 'FMNP Checks'. A yellow key icon is positioned over the first row. To the right of the table are two buttons: 'New Line' and 'Delete Line'. Below the table is a form with three input fields: 'Date/Time' (containing '7/17/2015 AM'), 'Author' (containing 'Lavendar, Violet'), and 'Title' (containing 'FMNP Checks'). Below the form is a large text area containing the text 'Issued \$20.00 to Romainio.'.

Date/Time	Author	Title
7/17/2015 11:44 AM	Lavendar, Violet	FMNP Checks

New Line
Delete Line

Date/Time: 7/17/2015 AM Author: Lavendar, Violet
Title: FMNP Checks

Issued \$20.00 to Romainio.

There are some advantages to using the Notes tab in the 2C wizard:

- 🍎 Client Services automatically documents the date checks were issued and the staff who issued them.
- 🍎 A nutrition education topic related to fresh fruits and vegetables can easily be documented on the Topics tab or written in the Notes tab, e.g. *Mom interested in ways use more green vegetables. States she plans to buy snap peas at the market this weekend and use in stir-fry and snacks. Interested in also trying dinosaur kale from a recipe she saw on Pinterest.*

Thanks for completing the 2016 FMNP training!



...for continued learning please see [FMNP Tips Sheets](#) on:

- Nutrition education
- Marketing ideas
- Issuing checks at the market
- And more....

As this training ends:

- We hope you'll also discuss how you'll implement FMNP this year.
- What's new and what will you do the same or differently to create the best market season?

Please enjoy the information on the next slide from the USDA about FMNP. If you have time we think you'll like the 6 minute video. Maybe staff in your clinic would like to lead a group of clients on a market tour? What do you think?



Reasons to shop and promote Farmers Markets

Access to fresh, locally grown foods, for starters. That may be one of the best reasons, but there are many more. Farmers markets have fruits and vegetables at the peak of the growing season. This means produce is at its freshest and tastes the best. The food is typically grown near where you and your clients live. Shopping at farmers markets also supports local farmers and keeps the money spent on food closer to your neighborhoods.

Nutrition.gov recently filmed a [video](#) to promote the benefits of shopping at farmers markets, featuring a registered dietitian as she talks with farmers and customers at the market. And here's a sneak peek at the [Top 10 Reasons to Shop at Farmers Markets](#) with links to resources to help families get the most out of the market experience.

Resources

Visit the Farmers Market web page at:

- <http://www.doh.wa.gov/YouandYourFamily/WIC/FarmersMarket>

For information or questions please contact:

- Katherine.Flores@doh.wa.gov

Direct Line: 360-236-3721

Fax Line: 360-236-2345

Toll Free: 1-800-841-1410

Or: FMNPteam@doh.wa.gov





This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.

For persons with disabilities, this document is available on request in other formats.
To submit a request, please call 1-800-841-1410 (TDD/TTY 711).

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