



# Tips – Accountability of FMNP Checks

## Account for all Farmers Market Nutrition Program (FMNP) checks:

It's a happy day when the shipment of FMNP checks arrive in clinics. The arrival of boxes of checks represent the start of another season; the opportunity to share fresh berries, peaches, delicious ears of corn, dinosaur kale, crunchy cabbage, red rhubarb, purple eggplants, and markets full of produce grown locally and offered to clients at the peak of the season.

Keeping records of checks received from the WIC banking contractor (CSC) is vital to having a great season. Accurate record keeping means checks are accounted for and distributed fairly to all eligible clients. Clients receive the maximum nutrition benefit when they use their checks for fresh fruits and vegetables from their local farmers markets or farm stores.



## 5 Easy Procedures to Inventory Success!

WHAT:	HOW:
<b>Twice a Month</b>	Complete a physical inventory of all <a href="#">FMNP checks and check registers</a> twice a month with at least 2 staff members present.
<b>Weekly</b>	When checks are issued in more than one location (e.g. the clinic and the market), complete and document FMNP check inventory weekly. Always review checks and check registers at the end of each market day.
<b>Check Registers</b>	Compare the serial numbers of remaining FMNP checks with the check register to make sure there are no missing FMNP checks and all issued checks have a client signature on the check register.
<b>Document</b>	Account for every FMNP check by documenting on the check register when staff issue or void a FMNP check or when a check is reported as lost or stolen.
<b>Mail Weekly and Keep Check Registers</b>	Keep <u>original</u> copies of the completed FMNP check registers in the clinic for 4 years. Mail <u>photocopies</u> of the <b>completed</b> check registers weekly to:  CSC Mail Desk 13401 West 98 <sup>th</sup> Street Lenexa, Kansas 66215

## Keep Checks Secure



Farmers Market Nutrition Program checks must be kept in a secure location and be accessible only to WIC staff with authorization.

- **Secure** FMNP checks while transporting them to and from the farmers market. Never leave checks or check registers unattended.
- **Always** store FMNP checks in a locked area like a file cabinet, desk drawer, vault with a combination, etc. when the clinic is closed or when the checks are unattended by authorized staff.
- When several staff issue FMNP checks, **establish** a control or inventory list for assigning a check number series to each staff person.

From the USDA Blog [Know Your Farmer Know Your Food](#):



U.S. Department of Agriculture (USDA) Farm and Foreign Agricultural Services (FFAS) Deputy Under Secretary Alexis Taylor speaking with local growers.

**Connecting with Local Farmers, One Savory Dish at a Time**

“There’s nothing better than talking about food over a delicious meal of fresh, locally produced ingredients. I had the chance to do that recently, when I visited Central Foods, a **Spokane, Washington**, restaurant that sources from local farmers and ranchers. There, I met with stakeholders and producers who are taking advantage of new economic opportunities created by the growing consumer demand for local food. We had a great conversation about how USDA supports local food systems and how we can continue to do so in the future. In communities across America, entrepreneurs like Beth Robinette and Joel Williamson from Spokane’s LINC Foods and Teri McKenzie from Inland NW Food Network are invigorating rural economies by connecting local farmers and consumers. They are opening up new markets for farmers, drawing young people back to farming, and increasing access to fresh foods for consumers.” Read more here... <http://blogs.usda.gov/2016/05/03/connecting-with-local-farmers-one-savory-dish-at-a-time/#more-64576>

**In a busy clinic, keeping good track of all the FMNP checks is challenging and it’s essential to have accountability for all checks. Here’s the most common questions and issues that come in to the state WIC FMNP team.**

Topic	Information
“Can check registers be faxed to CSC?”	<i>No. Please <b>mail</b> all photocopies of completed check registers to CSC. Mailing information is on page one of this Tip Sheet.</i>
<p><i>The most common issues on submitted check registers are:</i></p> <ul style="list-style-type: none"> <li><i>Client category is <u>not</u> circled.</i></li> <li><i>Date is missing.</i></li> <li><i>Client ID is missing.</i></li> <li><i>Check register pages submitted before being completed.</i></li> </ul>	<p><i>It’s important to double check all check registers before photocopying and sending to CSC.</i></p> <p><i>Double check for completeness, including making sure a client category, client ID, and the date is documented for each client receiving FMNP checks.</i></p> <p><i>Taking one last look can mean less work in the long run.</i></p> <p><i>CSC is unable to accept check registers with missing information. Keep all checks and check registers together. If you stop issuing FMNP checks at the end of the day and only have a ½ page completed, wait to photocopy and mail until all checks associated with that register have been issued and the check register is complete.</i></p>
Who can I contact with questions or when I need help with FMNP?	<p>Contact us – Your State WIC FMNP Team:</p> <p>Email: <a href="mailto:FMNPTeam@doh.wa.gov">FMNPTeam@doh.wa.gov</a></p> <p>Phone: Katherine Flores at 1-800-841-1410 ext. 3721 or 360-236-3721</p>

**Your work to get FMNP checks to your clients can’t be beet!**

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**Washington State WIC Nutrition Program does not 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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