

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual
Notice of Revision



Date: 7/21/2010

Notice Number: 2010-06

<input type="checkbox"/> Volume 1	<input checked="" type="checkbox"/> Volume 2	<input type="checkbox"/> Volume 3
Chapter: 7 – WIC Farmers’ Market Nutrition Program (FMNP)		
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:		
<p>Department of Health State WIC Nutrition Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410</p>		

Explanation of Revisions: Refer to the table of revisions for specific changes made to the chapter.

Final approval has been received from FNS (Food and Nutrition Service). Changes to the chapter from the Draft dated 6/2010 are noted in italicized bold font on the attached Table of Revisions.

Remove: Remove the original chapter dated 7/2008 from the manual.

Insert: Place this current revision dated 7/2010 in the manual.

Attachments:

- Memo
- Manual Revision
- Other _____

**Volume 2, Chapter 7 - FMNP
Table of Revisions**

Policy/Page	Revision	Comments
Through out chapter	Some words or phrases were changed to meet Department of Health “Plain Talk” guidelines.	Plain Talk guidelines help make materials more clear and easy to read.
“Client Eligibility for FMNP Checks” p. 1 - 2	<p>Policy: 1st paragraph: Added information about who is eligible for FMNP checks. Added 1 – 3: Gives more specific information about who is eligible for FMNP checks.</p> <ol style="list-style-type: none"> 1. Children on or after the first birthday. 2. Eligible breastfeeding women, including women who are assigned the “Some BF 7 to 12 Months” food package. 3. Staff may not issue FMNP checks to a breastfeeding mom on or after her infant’s first birthday. The child is eligible to receive the FMNP checks. <p>Procedure: Procedures support policy statements.</p>	
“Issuing FMNP Checks” p. 3 – 6	<p>Policy: Added 1 – 4.</p> <ol style="list-style-type: none"> 1. Clients may be issued one or two \$10 check packs. 2. Clients are screened for their interest and ability to use the checks. 3. Local agencies develop written FMNP check issuance policies before each season. 4. Ensure all FMNP check issuance complies with civil rights requirements. <p>Note: Added “farm stores” as a location to use FMNP checks.</p> <p>Procedure: A, 1: Lists options for how FMNP checks can be issued, and in what amounts. D: Added farm stores as a location for clients to use their FMNP checks. <i>D, 1: Contact the state WIC office by August 31st if your agency will not be able to issue all FMNP checks.</i> F, 4: Added enter staff initials as a step for completing the FMNP check register. G, 4: Added staff initials to Client Services FMNP documentation requirements.</p>	<p><i>Changed from September 30th to allow more time for the checks to be redistributed to other agencies and be used by WIC clients.</i></p>

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<p>“Issuing FMNP Checks at the Market” p. 7 - 9</p>	<p>Recommendation: Added # 3 and # 4.</p> <ol style="list-style-type: none"> 3. Complete the FMNP check registers and have clients sign. 4. Assure FMNP checks are securely stored at all times and are never left unattended while at the market or while transporting checks to and from the market. <p>Guidelines B: Added – Laptops must never be left unattended.</p>	
<p>“Providing Client Education on Using FMNP Checks” p. 10 – 11</p>	<p>Policy and Procedure: Added “farm stores” to policy and procedure.</p>	
<p>“Nutrition Education” p. 12 - 13</p>	<p>Policy: Added the following information to policy: Nutrition education topics include the use of fresh fruits and vegetables, such as those purchased at the farmers’ market or farm store, as part of a varied and balanced diet. For non-high risk clients, staff shall have the option to use the fruit and vegetable education provided at the time the client receives FMNP checks as a Second Contact (2C). When this education is provided in a class, a class contact is recorded. For high risk clients, clinic staff shall provide high risk nutrition counseling and nutrition education on the use of fresh fruits and vegetables. If the fruit and vegetable education is completed during the high risk visit, it can be documented as part of the High Risk Care Plan (HRCP).</p> <p>Procedure: Updated to support policy statements above.</p>	
<p>“Accountability of WIC Farmers’ Market Nutrition Program Checks” p. 14 – 15</p>	<p>Procedure: A, 2: Added – Bundle the check packets with each appropriate check register page to make check issuance more accurate. A, 6: Added – Create a check inventory log (list) for this purpose showing the initials of both staff who completed the inventory. C: Added – Each check number is assigned to a specific local WIC agency.</p>	

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<p>“Managing FMNP Checks and Check Registers” p. 16</p>	<p>Procedure: E, 1: Added – Originals of check registers for checks not issued to clients must also be mailed to Covansys documenting why checks were not issued (e.g. lost, stolen, destroyed at clinic).</p>	
<p>“Security of FMNP Checks” p. 18</p>	<p>Policy: Added: This policy applies whether checks are issued in the clinic or at a farmers market. Procedure: A: Added – Always assure checks are never left unattended at the farmers market and are secured during transport to and from the market.</p>	
<p>Appendix</p>	<p>Added: Guide to Writing an FMNP Policy for Check Issuance Added: Footnote at bottom of WIC & Senior Farmers Market Nutrition Program (FMNP): Clients using <u>Senior</u> FMNP checks are allowed to purchase unprocessed honey. Honey is not allowed when using WIC FMNP checks. Revised column titles of the WIC Farmers’ Market Nutrition Program (FMNP) Lost or Stolen Checks Report to the following:</p> <ul style="list-style-type: none"> • Check Number • Client Name • Date Issued • Date Reported Lost or Stolen • Client Signature 	