

800B

WIC Farmers Market Nutrition Program (WIC FMNP)



Kentucky Public Health
Prevent. Promote. Protect.

WIC FMNP SECTION INDEX

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FARMERS MARKET NUTRITION PROGRAM (FMNP)

The WIC Farmers Market Nutrition Program (FMNP) provides participants in the WIC Program with food instruments (FIs) to purchase fresh fruits and vegetables and fresh cut cooking herbs at local farmers markets. WIC participants receive the nutritional benefits of fresh fruits and vegetables in addition to the regular WIC food package. Local farmers are reimbursed for the FIs, which enhances their earnings and supports their participation in farmers markets.

WIC FMNP FIs are allocated to Local Agencies approved by the Department for Public Health. A one-time issuance of WIC FMNP FIs is provided to WIC Program validly certified women, children, and infants five (5) months old at the time of issuance. See the WIC Section in the Public Health Practice Reference for certification procedures for the WIC Program. The value of the WIC FMNP FIs could differ from year to year depending on the amount of funding for the Program.

WIC FMNP FIs are normally issued in the summer and fall months until the agency/site does not have any WIC FMNP FIs benefits left to issue. WIC FMNP FIs are valid at approved authorized farmers markets until October 31st. Participants are not required to purchase their entire amount of FI benefits in one transaction. If the purchase is more than the amount of the participant's FIs, the participant may pay the difference or elect to reduce the amount of produce selected. No change can be returned to the WIC FMNP participants.

GENERAL POLICIES

1. The allocation for WIC FMNP is determined by the WIC Program and will be entered into the Administrative Dashboard by Nutrition Services personnel. Allocations are based on previous year's redemption rates.
2. WIC FMNP FIs shall only be issued to persons determined eligible and certified for the WIC Program.
3. Participants/caretakers or their proxy shall personally pick up WIC FMNP FIs.
 - a. In order to issue to a proxy, a properly completed WIC Authorization form must be in the Medical record. See Policy 213 Proxy in the WIC and Nutrition Manual.
 - b. Proxies must present proof of identity at issuance of food instruments, and the type of proof must be documented.
4. Issuance must be clearly documented in each participant's medical record at the time of issuance.
5. Each valid participant can only receive one set of the WIC FMNP FIs each year. FMNP FIs are issued only to individuals and not to households.
6. Participant/caretakers must be provided instructions on the proper use of WIC FMNP FIs. Provide participants with the WIC FMNP brochure, food list, Annual Farmers Market Location and Dates of Operation. See Forms Section.
 - WIC FMNP FIs can only be redeemed at authorized Farmers Markets and only from approved farmers which display the WIC FMNP sign. Not all farmers at a market take the WIC FMNP FIs. See Forms Section.
 - Change cannot be received for WIC FMNP FIs.
 - WIC FMNP FIs can only be redeemed until October 31st.
7. Security and accountability for all WIC eFMNP FI cards shall be ensured. Each WIC eFMNP FI card must be inventoried and logged as issued or in stock. Each issued eFMNP FI card is assigned to a specific participant (not household) and must be documented in the chart. See FI Inventory Form in the Forms Section.
8. Every effort will be made to integrate WIC FMNP FIs issuance and nutrition education. See Nutrition Education in this Section.
9. Farmers' Market issuance should be provided with the regularly scheduled WIC visit and should include nutrition education. Issuance is normally a part of a regular WIC visit, WIC secondary or recertification visit. At times, participants may report to the clinic in between certification and secondary visits and request the WIC FMNP food instruments. In that case, the clerk may issue the farmers market FIs, cover the information in the Nutrition Education Section including information on benefits of fruits and vegetables using the My Plate Guides (Add more Vegetables to Your Day & Focus on Fruits). If the clerk is providing all the information, nutrition education is not coded in the system, but a FI pick-up code would be coded. The clerk would document issuance and items provided in the chart. This is allowable for the farmers' market nutrition education only and is not approved for any other nutrition education services.
10. The Kentucky WIC FMNP Recipe Book can be found at [FarmersMarketRecipeBook.pdf \(ky.gov\)](#)
11. A report is available and distributed by request showing all approved farmers of the market and their redemptions. It is possible for FIs to be redeemed in a different county than where they were given out. See Farmer Redemption Report in the Report Section.
12. Every year, each farmer is required to complete an agreement. The State office works with the market manager to collect all signed agreements.

13. Every year, each market manager is required to complete a Market Agreement. The State office works with the market manager to collect all signed agreements. New markets are considered in the fall of each year when the State Plan is completed. Adding new markets is contingent on receiving adequate allocation from USDA. New markets are required to contact the State office for the application process. See Approving New Markets in this section.
14. Regional trainings will be held each spring for market managers. The market manager must then provide training to the farmers within their market. Farmers, in turn, must train anyone that will be working at their booth. Face to face trainings are provided for new markets. All farmers wishing to participate in the WIC FMNP are required to attend the training annually. See Training in this section.
15. A training checklist will be completed by all market managers and farmers attending the trainings. This checklist will become a part of their FMNP file. The presentation used at the training is available for the market manager to train their farmers.
16. Each farmer is provided a copy of the WIC FMNP Manual, food list, and KY WIC FMNP sign. See copies of these items in the Forms Section.
17. The WIC FMNP fair hearing policies for agencies, farmers and participants are governed by Administrative Regulation 902 KAR 18:040. When a hearing is received, a file will be established and maintained documenting all correspondence and contacts with the party requesting the hearing. See Complaint Form in the Forms Section.
18. A farmer or farmers' market participating in the WIC FMNP must adhere to the federal regulations for nondiscrimination. If a farmer or market wants to file a civil rights program complaint, complete the USDA Program Discrimination Complaint Form found online at www.ascr.usda.gov/complaint_filing_program.html or pick up the form at any USDA office, or call (866) 632-9992 to request the form. See Complaint Form in the Forms Section.
19. Farmers and participants may contact USDA directly with any discrimination complaints: USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410.

WIC FMNP Food Instruments

A. The following are the general policies regarding WIC FMNP FIs

1. Security and accountability for all eFMNP cards shall be ensured.
2. Every eFMNP card has a unique identifier and is monitored by the state office from the time it is assigned to a specific agency/site. All eFMNP cards must be recorded as issued or voided. Each issued eFMNP card is assigned to a specific participant and must be documented in their chart.

B. Receipt and Inventory

1. Receipt of eFMNP cards from the State WIC Office must be verified immediately. Compare the number of eFMNP cards received with the number listed in the Administrative Dashboard for your agency. See Receiving and Issuing FMNP Food Instruments in this Section.
2. If correct, electronically acknowledge receipt of the eFMNP cards via email to the WIC FMNP Coordinator. This must be done before any issuance from the shipment of eFMNP cards.
3. If the numbers and eFMNP cards do not match, contact the WIC FMNP Coordinator for further instructions.
4. All eFMNP cards must be stored in a secure, locked area. A physical inventory must be made of all food instruments monthly:
 - a. A person other than the person(s) that issue food instruments must complete the inventory.
 - b. Method which reflects the actual number of eFMNP food instruments on hand from the last month minus all eFMNP food instruments issued during the current month is acceptable. Account for all food instruments during this inventory by verifying that food instruments on hand match the Administrative Dashboard.
 - c. The actual number on hand of each eFMNP food instrument, the name and signature of the person who completed the physical count and date of verification must be maintained. All eFMNP food instruments must be accounted for during this inventory. Documentation of inventory must be retained for one (1) year. A suggested inventory format, Food Instruments Inventory Form, is provided in Forms Section.
 - d. Discrepancies must be reported to the State WIC Office as soon as possible.
5. Food instrument security must be ensured.

C. FMNP Food instruments

1. Issuance shall be performed accurately, and all required information must be recorded within the day of issuance. FMNP food instruments cannot be completed in advance and held for later issuance. See issuing FMNP FIs in this section.

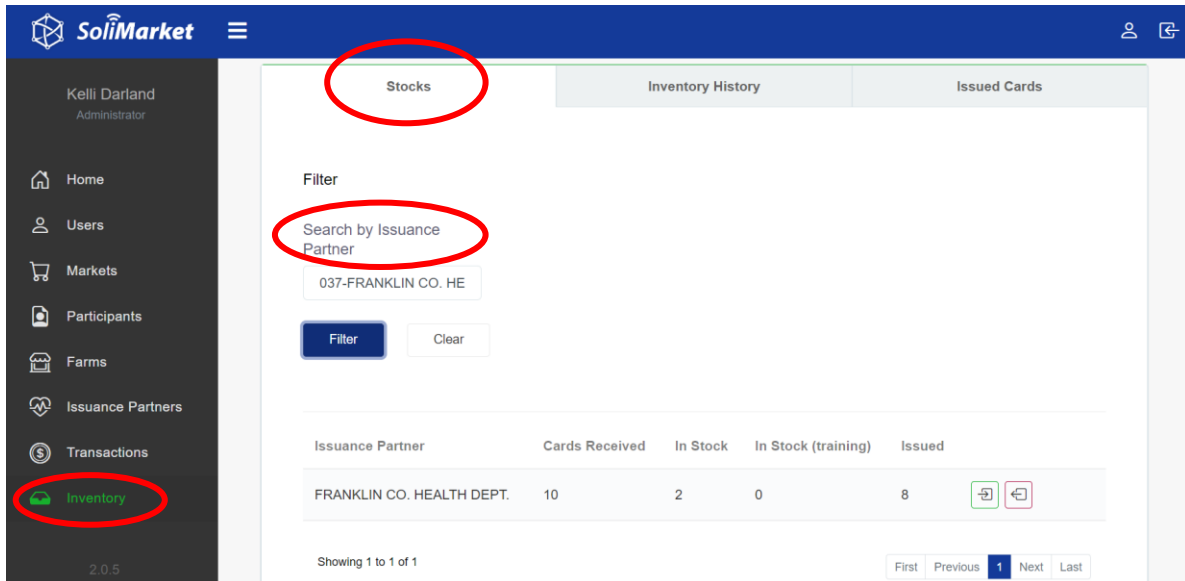
2. WIC FMNP FIs shall only be issued for women and children that are determined eligible and certified for the WIC Program. Infants that are five (5) months old at the time of issuance and children who have not yet reached their fifth (5th) birthday at the time of issuance (first valid date of benefits) are eligible and certified for the WIC Program may be issued WIC FMNP FIs.
3. Proxies are allowed to pick-up WIC FMNP FIs with authorization from the participant or parent/caretaker. The authorization for proxies for WIC food instrument pick-up shall be used for WIC FMNP FI issuance. See Certification and Management Section, Use of Proxies in Food Delivery/Data Section Issuance to Proxies.
4. Documentation must be reviewed to determine if issuance is appropriate and not being duplicated.
5. Issue the full set of the WIC FMNP FIs. See Issued FMNP FIs. If the system is not accessible, no issuance can be completed.
6. Issuance must be documented in the participant's medical record at the time of issuance and must include the type of the WIC FI issued and the date issued. The issuance must be hand posted. The entry must have at a minimum, the type of the WIC FMNP FIs, the date of issuance and the issuer's initials. Documentation of Identity for WIC FMNP FI issuance must be documented in the medical record.
7. Unissued eFMNP cards must remain securely stored and will be issued the following FMNP season.

RECEIVING AND ISSUING FMNP FOOD INSTRUMENTS

eFMNP cards received in the clinic from the State WIC Office must be verified and electronically acknowledged prior to issuance. As eFMNP cards are issued, the issuance must be completed in the Administrative Dashboard.

TO RECEIVE eFMNP cards:

1. In Administrative Dashboard, click Inventory, search Stocks by your Issuance Partner name (in ALL CAPS). Verify eFMNP card amount on this page match actual eFMNP cards received by the clinic and currently in your possession.



The screenshot shows the SoliMarket Administrative Dashboard. The user is Kelli Darland, Administrator. The left sidebar has a menu with 'Inventory' highlighted. The main content area is titled 'Stocks' and has a filter section with 'Search by Issuance Partner' set to '037-FRANKLIN CO. HE'. Below the filter is a table with the following data:

Issuance Partner	Cards Received	In Stock	In Stock (training)	Issued
FRANKLIN CO. HEALTH DEPT.	10	2	0	8

The table also includes navigation icons for each row and a footer indicating 'Showing 1 to 1 of 1'.

2. Once the eFMNP cards are received, verified, and electronically acknowledged, they are ready to be issued

ISSUING FMNP FIs

Add a New Participant

Click on “New Participant” at the top-right side of the screen to add a new Participant into the system.

The following tabs will be displayed for Participant information entry:

- Account
- Family
- Benefits

The screenshot shows a web interface for adding a new participant. At the top, there is a header with a back arrow and the text 'NEW PARTICIPANT'. Below this, there are three tabs: 'Account', 'Family', and 'Benefits'. The 'Family' tab is currently selected. The form is divided into two main sections. The first section is titled 'Identification' and contains three input fields: 'Phone Number' (with a dropdown for country code and a pre-filled number '(201) 555-0123'), 'Email', and 'Participant Id'. Below these fields is a checkbox labeled 'Training / Demo User'. The second section is titled 'Primary Account Holder Information' and contains a dropdown menu for 'Category' and three input fields for 'First Name', 'Middle Name', and 'Last Name'.

Account

The following account information is requested to create a Participant account:

Identification

- Phone Number (required)
- Email
- Participant ID
- Training/Demo user (checkbox)

Primary Account Holder Information

- Category (required – dropdown)
- First Name (required)
- Middle Name
- Last Name (required)
- Date of Birth (required)
- Ethnicity (required – dropdown)
- Authorized Proxy Name
- Gender (required – Male/Female/Non-Binary/Not Available)
- Language (required – English/Spanish/Other)
- Address (required)
- ZIP Code (required)
- City (required)

- State (required – dropdown)
- County (required – dropdown)
- Number in Household
- Gross Monthly Income
- WIC Family ID

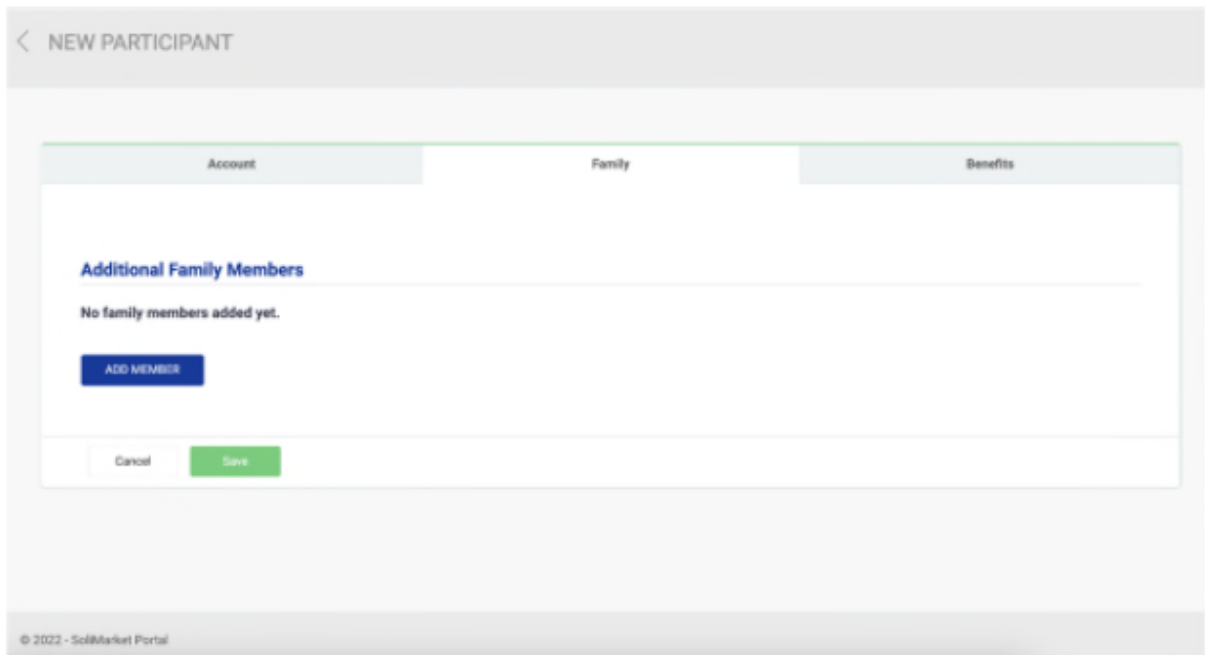
Program Eligibility

- Options are based on programs set for the Issuance Partner from the Program Administrator user)

Once all required fields are entered, click on “Save” and the user will be navigated to the “Family” tab. If any required information is missing, the user will not be allowed to save the Participant.

Family

If any additional family members will be part of the Participant account, they should be added on the Family tab. Upon landing on the page, the user will see an empty list for “Additional Family Members”.



When “Add Member” is clicked, an “Add Family Member” window will appear. The following fields are displayed for user entry:

- First Name (required)
- Middle Name
- Last Name (required)
- Category (required – dropdown)
- Date of Birth (required)
- Ethnicity (required – dropdown)
- Gender (Male/Female/Non-Binary/Not Available)
- Benefit Program Eligibility (checkboxes)

Once all required fields are entered, click on “Save” to save the new Family Member. If not all required information is entered, the user will not be allowed to click the Save button.

Benefits

The last tab is the “Benefits” tab.

To assign benefits to a Participant, you must first assign an Account Type and activate the Participant’s account.

Account Type:

- Mobile App (Participant email will be required)
- Shopper Card (Card ID and last 4 digits of PAN will be required)

The screenshot displays the SoliMarket web application interface. The top navigation bar includes the SoliMarket logo and the user's name, "Alabama ADAI". The sidebar on the left shows the user's name "Victor DLS" and navigation options: "Home", "Participants", and "Inventory". The main content area is titled "Benefits" and is divided into three sections: "Account Type", "Benefits Validity Date Range", and "Issue Benefits". The "Account Type" section has two radio buttons: "Mobile App" (unselected) and "Shopper Card" (selected). Below these are input fields for "CID (2 digits)" and "PAN", with a "Enter last 4 digits" prompt. An "Activate" button is present. The "Benefits Validity Date Range" section shows a date range from "09/02/2022" to "11/16/2022". The "Issue Benefits" section is for "Sammy Jo - Child (Primary Account Holder)" and has a "\$" input field. At the bottom of the form are "Cancel" and "Save" buttons.

Once the Account Type is activated, the user may navigate to the “Issue Benefits” section and enter the amounts desired on the “\$” field next to the Benefit Program which the Participant is getting benefits for.

The Benefit Programs available are dependent on the Programs assigned to the Issuance Partner through the Program Administration user. The Validity Date Range for each benefit program is assigned through the State office System Administration level and are shown above the Issue Benefits section.

LOST, STOLEN, DAMAGED OR DESTROYED WIC FMNP FI

If WIC eFMNP cards are lost, stolen, damaged or destroyed after issuance to a participant and prior to full redemption:

1. Document the report of the FMNP FIs in the participant's medical record.
2. Document the deactivation of the specific WIC FMNP FI in the Administrative Dashboard. See Voiding Issued FMNP FIs in the system.
3. Issue a new eFMNP card with the remaining benefit amount of the deactivated eFMNP card.
*Starting with add a participant. See issuing FMNP FIs in this section.

Monthly Count of Unused eFMNP card Inventory

Inventories of unused FIs are conducted on a monthly basis to account for all unused eFMNP cards. **Copy the inventory form as needed.** This form is in the in the Forms Section.

1. In Administrative Dashboard, click Inventory, search Stocks by your Issuance Partner name (in ALL CAPS).
2. Verify the number of eFMNP cards in this inventory is correct by physically counting all eFMNP cards on hand.
3. Account for all FMNP food instruments.
4. Report discrepancies to the State WIC FMNP Coordinator.
5. Attach a copy of the clinic's eFMNP Inventory / Stocks screen to the form for documentation.

The screenshot displays the SoliMarket administrative interface. The left sidebar contains a navigation menu with 'Inventory' highlighted. The main content area shows the 'Stocks' tab selected, with a filter section containing a search box for '037-FRANKLIN CO. HE' and buttons for 'Filter' and 'Clear'. Below the filter is a table with the following data:

Issuance Partner	Cards Received	In Stock	In Stock (training)	Issued
FRANKLIN CO. HEALTH DEPT.	10	2	0	8

At the bottom of the table, it indicates 'Showing 1 to 1 of 1' and includes pagination controls: 'First', 'Previous', '1', 'Next', 'Last'.

NUTRITION EDUCATION FOR WIC FMNP

Issuance of WIC FMNP requires a Nutrition Education visit. The following information must be provided to participants receiving WIC FMNP benefits:

1. Kentucky WIC Farmers' Market Nutrition Program Brochure (available in both English and Spanish).
2. Explanation of how to use WIC FMNP (See English Brochure in Form Section)
3. Eligible Food List (available in both English and Spanish).
4. FIs are good for locally grown products only.
5. Benefits of fruits and vegetables in the diet.
6. Location of statewide approved markets (handout of all market dates and times of operation).

Other Resources:

- Kentucky WIC FMNP Recipe Book available at [FarmersMarketRecipeBook.pdf \(ky.gov\)](https://www.ky.gov/health/behavioral-science/food-and-nutrition/farmers-market-nutrition-program/recipe-book)
- Choose MyPlate.gov Tip Sheets
<https://www.chfs.ky.gov/agencies/dph/dmch/nsb/Documents/ChooseMyPlate.pdf>
 - Add More Vegetables to your Day (English and Spanish)
 - Focus on Fruits (English and Spanish)
 - Vitamin C
- Vitamins A and C:
<https://www.chfs.ky.gov/agencies/dph/dmch/nsb/Documents/VitaminsAandCEnglish.pdf>

QUALIFICATIONS FOR MARKETS

The Market Agreement is entered into every year between the Kentucky WIC FMNP and the Farmers' Market. It is the responsibility of the Market Manager to review the agreements prior to sending them into the State office. If writing is not legible, the Market Manager should contact the farmer to make sure his name and address is correct and legible on the form.

The Farmers Market must:

1. Provide fresh fruits and vegetables grown within 50 miles of the Kentucky borders.
2. Comply with applicable federal and state policies, procedures and regulations relating to WIC FMNP.
3. Guarantee participating farmers are in compliance with the WIC FMNP Farmer Agreement and the WIC FMNP Manual.
4. Attend training annually on WIC FMNP procedures and provide training to approved farmers, their representatives and employees working at the Market.
5. Agree to be monitored for compliance with WIC FMNP requirements.
6. Provide information within 7 days should there be a change in the market coordinator or any address change.
7. Provide the State office of any changes in farmer status.
8. Provide a schedule of the hours, days, and duration of the market operation. Provide changes in schedule within 7 days.
9. Ensure that the market is an organized market and has been in operation for one (1) year.
10. Ensure that the market is registered with the Department of Agriculture (KDA) and approved as a Kentucky Proud™ member.
11. Retain all books/records pertaining to the WIC FMNP for a minimum of three (3) years.
12. Display a WIC FMNP sign that WIC FMNP food instruments (FIs) can be redeemed.
13. Have the capability of providing the information in bilingual manner when necessary.
14. Non-profits selling on behalf of local farmers must have signed an updated agreement on all farmers providing fresh locally grown fruits and vegetables.

Termination:

1. Either party may terminate the Agreement at any time with cause or without cause upon giving a thirty (30) day notice in writing.
2. State office may deny payment to the farmer for improperly redeemed WIC FMNP FIs.
3. State office may disqualify the Market for WIC FMNP abuse.
4. If Market commits fraud or engages in any other illegal activity, it is subject to prosecution under applicable federal, state, or local laws.
5. State office reserves the right to modify the Agreement at any time upon written notice.
6. Agreement does not become effective until approved by the Department for Public Health.

QUALIFICATIONS FOR FARMERS

Farmers are an important part of helping Kentucky citizens in the community to improve their health through the use of fresh fruits and vegetables in their diet. The goal of WIC FMNP is to increase consumption of fresh fruits and vegetables among WIC participants and to help the farmer reap the financial benefit from money spent at the Farmers' Market.

A Farmer is defined as:

1. An individual authorized to sell produce at participating farmers' markets.
2. The term "Farmer" shall mean "Producer" for the purposes of the WIC FMNP Program.

A Farmer shall:

1. Be a member of a state authorized farmers' market for the WIC Farmers' Market Nutrition Program (FMNP);
2. Sell only at an authorized Farmers' Market;
3. Provide information to the State office pertaining to the WIC Farmers' Market Nutrition Program (FMNP) as required for reporting to the United States Department of Agriculture (USDA);
4. Assure that only authorized WIC FMNP FIs are redeemed.
5. Offer for sale only locally grown fruits, vegetables, and cut herbs (eligible food) for human consumption. Locally grown is defined as fruits, vegetables and cut herbs grown within 50 miles of the Kentucky borders;
6. Provide eligible foods at the current or a lower price than charged to other customers;
7. Post the price of each eligible food item;
8. Attend training on WIC FMNP procedures and provide training to employees involved with the Program;
9. Agree to be monitored for compliance with WIC FMNP requirements;
10. Be responsible for actions of employees;
11. Reimburse the State office for transactions in violation of the Farmer Agreement;
12. Offer WIC FMNP recipients the same courtesies as other Market customers;
13. Comply with the nondiscrimination provisions of USDA regulations;
14. Complete and provide a copy of the certificate for Good Agriculture Practices (GAP) Program Training if you intend to provide samples; and
15. Sign the Farmer Agreement outlining all the rules and for participation in the WIC FMNP Program.

A Farmer shall not:

1. Sell FMNP participants eligible food, which is not locally grown;
2. Sell eligible foods grown by someone else, such as wholesale distributors.

Farmers are instructed to review the WIC FMNP Manual, which is emailed to them upon approval of the agreement. This manual provides a guide to help follow correct procedures for serving WIC FMNP participants.

POLICY FOR NEW MARKET APPLICATIONS

New Markets will only be considered for the following year if applications are received by the State office by October 15.

1. Market must contact the State office to request an application form.
2. The completed application form must be received in the State office by October 15 of each year to be considered for participation the next year.
3. The application must be complete:
 - a. Market Name
 - b. County
 - c. Year of incorporation
 - d. Total number of members in the market
 - e. Name of Market Manager
 - f. Market Manager's address, phone number and email address
 - g. Market location
 - h. Market days and times of operation
 - i. WiFi availability / eWIC FMNP Ready
 - j. List of all interested farmers
4. Market must provide the following information:
 - a. Assure produce of all approved farmers is grown within 50 miles of the borders of Kentucky
 - b. Approved farmers must be current members of the market
 - c. Market must be Kentucky Proud™
 - d. Market must complete GAP training if they intend to give out samples at their market

MONITORING

In order to assure compliance with the requirements of the WIC FMNP Farmer Agreement and State and Federal WIC Regulations, the State office conducts monitoring visits during the season which include on-site monitoring, reviewing transactions, conducting compliance investigations (undercover monitoring for program compliance). On-site monitoring will include, but not be limited to:

- A. Compliance with the terms of the WIC FMNP Farmer Agreement and the criteria to be an authorized farmer.
 - 1. Prices of WIC food items: Prices and the unit to be sold (pound, bunch, etc.) must be marked on the food item or display.
 - 2. The WIC FMNP market sign: The sign must be displayed at all times during the market's hours of operation.
- B. Redemption of FIs in accordance with the terms of the Agreement and WIC FMNP policies and procedures.
- C. Inspection of the Farmer's stand or display.
- D. Answering questions including providing additional training or technical assistance.
- E. Discussion of participant or farmer complaints.

A monitoring form is completed by the State office to document these visits. These visits are opportunities for the farmer to receive training, discuss problems and ask questions.

If a problem is discovered during the visit, the problem will be documented on the monitoring form. A copy will be emailed to the Market Manger by the State office.

If the monitor notes other problems during the on-site visit, the problems will be referred to the Market Manger in writing. If the problems are not corrected within the timeframes given, the Agreement will be terminated or not renewed. If the Agreement is terminated or not renewed for not pricing food items, the farmer will receive a written notice. If at any time the farmer receives a second termination neglecting to price items, the farmer will be disqualified for one hundred and twenty (120) days; for a third occurrence, the farmer will be disqualified and cannot reapply for one (1) year.

If a claim is brought against the WIC FMNP farmer for selling at an offsite location, the farmer will be terminated from the WIC FMNP and will not be permitted to participate in WIC FMNP in the future.

The State office may conduct undercover investigations of WIC FMNP farmers to determine adherence to WIC policies and procedures. The Office of Inspector General cooperates with the State office in these investigations. If problems are discovered, the farmer and market manager will be notified in writing of the sanctions to be imposed.

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MONTHLY COUNT OF UNUSED FOOD INSTRUMENTS INVENTORY FORM

Purpose: To account for all unused eFMNP and eWIC cards in inventory. **Copy this form as needed.**

Instructions:

- From the portal menu, select "FI Range Search." Select appropriate clinic from the drop-down menu. Leave "Bank Account" drop down menu blank, and select search.
- Food instrument account numbers issued to the clinic will appear.
- Verify the number of food instruments/cash value benefits in this inventory is correct by physically counting all food instruments/cash value benefits on hand.
- Verify the number of eWIC cards on the Clinic Inventory Sheet.
- Account for all food instruments/cash value benefits and eWIC cards.
- Report discrepancies to the State WIC Help Desk.
- Attach a copy of the Food Instrument Range screen and a copy of the eWIC Card inventory spreadsheet to this form for documentation.

Type of Food Instrument/Cash Value Benefit	# Administrative Dashboard Screen	# Per Physical Count	# Difference	Action Taken
WIC eFMNP Cards				
Type of Food Instrument/Cash Value Benefit	# On Excel Spreadsheet	# Per Physical Count	# Difference	Action Taken
eWIC Card Inventory				

Comments:

Count done by: _____
This count must be done by someone that does not issue food instruments.

Date of Count: _____

WIC FMNP FLYER

Purpose	To inform participants of the WIC FMNP Program, give directions on how to use Food Instruments and provide an Eligible Food List.
When to Use	Each participant that receives WIC FMNP FIs should receive a flyer.
Instructions	Provide to the participant/caretaker/proxy.
Language	English and Spanish versions available.
Ordering	Order from the State office in the Spring.
Effective Date	Usually June 1.

Kentucky WIC Farmers' Market Nutrition Program (FMNP)



How to use your KY WIC FMNP App or card: Use your KY WIC FMNP App or card only at:

- **Approved farmers' markets.** Look for farmers with signs "We accept KY WIC FMNP".
- **Remember:** Grocery stores and roadside produce stands do not accept the KY WIC FMNP App or card.
- Each KY WIC FMNP App or card is worth a certain dollar amount for the KY WIC FMNP season.
- Use your KY WIC FMNP App or card to purchase **fresh eligible** fruits and vegetables. Plus, the following cooking herbs: basil, chives, cilantro, oregano, thyme, sage, parsley, and garlic. Must be fresh cut, not dried or in pot growing.
- **NO** processed products including jams, jellies, salsa, breads, meats, eggs, cheese, honey, nuts, and flowers can be purchased with KY WIC FMNP benefits.
- Use your KY WIC FMNP App or card between June 1st and October 31st.
- Do not lose your KY WIC FMNP card. It can be reload-ed for the next KY WIC FMNP season.

Fruits and vegetables fight to protect your health:

Research shows people who eat a diet rich in fruits and vegetables have a lower risk of having:

- ❖ Obesity, cancer, high blood pressure, stroke, heart disease and diabetes.

Eating more servings of fruits and vegetables every day is one of the easiest things you can do for your health!

Farmers' Markets, Locations and Times of Operation and KY WIC FMNP Approved Food List handouts are available at your local health department. **VISIT YOUR KENTUCKY FARMERS' MARKET TODAY!**



WIC FMNP Eligible Food List

Purpose	To inform participants of the fruits, vegetables and herbs eligible to be purchased at approved Farmers Markets.
When to Use	When participants receive WIC FMNP Food Instruments.
Instructions	Provide to the participant/caretaker/proxy.
Language	English/Spanish version available.
Ordering	Order from the State office in the Spring.
Effective Date	Usually June 1. Revised annually.

Eligible Food List

Apples	Edamame Soybeans	Pears
Asparagus	Eggplant	Peas (snow peas, sugar snap)
Beans (Green)	Figs	Peppers
Beets	Grapes	Plums
Blackberries (thornless & thorny)	Greens (collard, kale, mustard, spinach, swiss chard, turnip)	Potatoes
Black Eyed Peas	Green onions	Pumpkins
Blueberries	Kohlrabi	Radishes
Broccoli	Lettuce	Raspberries
Brussels Sprouts	Melons (muskmelon, honeydew, cantaloupe)	Rhubarb
Cabbage (red, green, savoy, chinese)	Mulberries	Strawberries
Carrots	Mushrooms	Summer Squash (yellow, zucchini, patty pan)
Cauliflower	Okra	Sweet Potatoes
Cherries	Onions	Tumips
Corn (sweet)	Papaws	Winter Squash (acorn, butternut, spaghetti, kabocha)
Crowder Peas	Parsnips	Tomatoes
Cucumber	Peaches	Watermelons

Eligible Cooking Herbs

(must be fresh cut, not dried or in the pot growing) including but not limited to:

	Basil	Epazote	Oregano	Shiso
	Borage	Fennel	Parsley	Sorrel
	Chives	Garlic	Rosemary	Tarragon
	Cilantro	Marjoram	Sage	Thyme
	Dill	Mint	Savory	

Ineligible Foods:

Non-local, non-Kentucky grown products are not eligible for purchase with KY WIC FMNP FIs. Examples include citrus products such as oranges, mangoes, lemons, limes, bananas and pineapples. Honey is not KY WIC FMNP approved. Medicinal Herbs and others such as aloe, lamb's ear, catnip, rue, white sage, lavender, echinacea, bee balm, chamomile and St. John's Wort are not eligible for purchase with KY WIC FMNP Food Instruments.



This institution is an equal opportunity provider

Kentucky WIC FMNP Market Agreements

Purpose	Form utilized by markets desiring to be WIC FMNP approved.
When To Use	Form is provided to a market upon request. It is completed every year by markets wanting to stay in the Program.
Instructions	<p>All Information must be legible:</p> <ol style="list-style-type: none"> 1. Each Market completes a Market Agreement. 2. The market manager completes on the front page: market manager name, market manager address, phone number and email address, market location, dates, and times of market operation. 3. Signs the back page. 4. Agreement then sent to the State office to be signed. 5. State office retains a copy of the signed agreement in the file.
Ordering	An agreement is provided to the Market Manager at the training. If the Market Manager is not at training, the agreement is mailed to him.
Retention	Agreements are to be kept for three (3) years. Each agreement is good for one year.

Farmer Agreements

Purpose	Form utilized by farmers desiring to be WIC approved.
When To Use	Form given to farmer upon request by the market manager. It is completed every year by farmers wanting to stay in the Program.
Instructions	<p>All information must be legible:</p> <ol style="list-style-type: none"> 1. Each Farmer completes a Farmer Agreement. 2. The Farmer completes on the front page: Name, Farm Name, Address, Phone Number and E-mail Address. 3. Signs the back page. 4. Agreement is turned into the Market Manager. 5. Market manager sends agreement to the State office to be signed. 6. The State office signs and retains a copy.
Ordering	Market Managers are asked in the early spring how many farmers they anticipate signing up for WIC FMNP. When Market Managers sign up for a training location, the agreements are given to them at that time.
Retention	Agreements are to be kept for three (3) years. Agreements are good for one year.

**KENTUCKY WIC PROGRAM
FARMERS MARKET APPLICATION FORM**

Purpose	Form utilized by markets desiring to be WIC FMNP approved.
When To Use	Form is provided to a market upon request by the State office.
Time Frame	The application form must be received by the State office by October 15 of each year to be considered for WIC FMNP the following year.
Instructions	<p>A new market must complete an application form to be considered for approval into the Program:</p> <ol style="list-style-type: none"> 1. Market Name 2. County located 3. Year incorporated 4. Number of farmers that are members 5. Name of market manager 6. Market Manger address, phone number and email address 7. Market location 8. Market days and times of operation 9. WiFi availability / eWIC FMNP Ready 10. List of all farmers interested in the WIC FMNP Program
Acceptance	The market will be notified in the winter months if they are approved for the Program. Any approved farmers must be current members of the approved market. The market must be Kentucky Proud™ and been in operation for one (1) year. The market must complete GAP training if they intend to give out samples at their market.

WIC FARMERS MARKET PROGRAM SIGN

Purpose	Sign must be displayed at the booth of each approved farmer. WIC FMNP participants can then identify which farmers accept WIC FMNP food instruments (FIs). Market managers give farmers a sign the time of their approval into the Program.
When To Use	Sign must be displayed any time the market is open for business.
Languages	Sign includes both English and Spanish language.
Where To Obtain	Market manager may request signs from the State office.



KENTUCKY WIC

FARMERS' MARKET NUTRITION PROGRAM

ACCEPTED HERE

SE ACEPTAN CUPONES DEL PROGRAMA DE NUTRICION WIC

KENTUCKY AQUI EN EL MERCADO CAMPESINO



Kentucky Public Health

Prevent. Promote. Protect.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

KENTUCKY WIC FMNP COMPLAINT FORM

Purpose	The completed form serves as documentation of a complaint against a WIC participant, farmer, or market.
When To Use	Form is to be completed by market manager and mailed to the local agency when an incident warrants a complaint.
Instructions	<ol style="list-style-type: none"> 1. Market name is the name of the market incident occurred 2. Market Manager Name – self explanatory 3. Address is the physical location of the market 4. Phone number and email is for the market contact involved 5. Name of Participant – self-explanatory 6. Phone number and/or email of participant involved 7. Name of Farmer – self explanatory 8. Phone number and/or email of farmer involved 9. Date and time event occurred – self-explanatory 10. Details of event – self-explanatory
Local Agency Findings	<p>Document any actions taken by local agency as a result of a complaint.</p> <p>In the case of a Civil Rights complaint of discrimination, the complaint must be referred to:</p> <p style="text-align: center;"> USDA Director, Office of Adjudication, 1400 Independence Avenue, SW Washington, DC 20250-9410 or call: (800) 795-3272 or (202) 720-6382 (TTY) </p> <p>Send a copy of complaint to the WIC State office.</p>
Retention	Forms must be maintained for three (3) federal fiscal years. Destroy by shredding.

KENTUCKY WIC FMNP COMPLAINT FORM

MARKET NAME: _____

MARKET MANAGER NAME: _____

MARKET ADDRESS: _____

PHONE NUMBER AND EMAIL OF MARKET CONTACT PERSON:

Complete the below information, if available:

NAME OF PARTICIPANT: _____

PHONE NUMBER AND EMAIL: _____

NAME OF FARMER: _____

PHONE NUMBER AND EMAIL: _____

DATE & TIME EVENT OCCURRED: _____

DETAILS OF EVENT:

- a. Participant or Farmer tried to buy or sell unauthorized items.
- b. Participant tried to receive cash for WIC benefits.
- c. Participant tried to return items purchased with WIC.
- d. Participant was verbally or physically abusive to farmer.
- e. Farmer was verbally or physically abusive to participant.
- f. Other: _____

ACTION TAKEN BY LOCAL AGENCY:

MAIL COPY TO THE STATE AGENCY AND OBTAIN COPY FOR COMPLAINT FILE.

GENERAL POLICIES FOR WIC FMNP DURING A PANDEMIC

1. The allocation for WIC FMNP is determined by the WIC Program and will be entered into the Administrative Dashboard by Nutrition Services personnel. Allocations are based on previous year's redemption rates.
2. WIC FMNP FIs shall only be issued to persons determined eligible and certified for the WIC Program.
3. Participants/caretakers or their proxy shall pick up WIC FMNP FIs at the WIC Site or the site may mail WIC FMNP FIs when provided in conjunction with WIC services due to social distancing measures.
 - A. When mailed, documentation must be made in the medical record indicating mailed and the reason mailed such as "Mailed due to COVID-19".
 - Follow Proof of Identity Policy utilized in WIC Program in Policy 221, Remote Certification During COVID-19.
 - B. In order to issue to a proxy, a properly completed WIC Authorization form must be in the Medical record. See Policy 213 Proxy from the WIC and Nutrition Manual.
 - Proxies must present proof of identity at issuance of food instruments, and the type of proof must be documented.
4. There are no WIC FMNP funds for postage of mailed WIC FMNP FIs.
5. Issuance must be clearly documented in each participant's medical record at the time of issuance.
6. Each valid participant can only receive one full issuance of WIC FMNP FIs each year. FMNP FIs are issued only to individuals and not to households.
7. Participant/caretakers must be provided instructions on the proper use of WIC FMNP FIs. Provide participants with the WIC FMNP brochure, food list, Annual Farmers Market Location and Dates of Operation. See Forms Section.
 - A. During a Pandemic, nutrition education and WIC FMNP instructions may be provided over the phone and information mailed to the participant.
 - B. The following must be provided:
 - I. WIC FMNP FIs can only be redeemed at authorized Farmers Markets and only from approved farmers which display the WIC FMNP sign. Not all farmers at a market take the WIC FMNP FIs. See Forms Section.
 - II. Change cannot be received for WIC FMNP FIs.
 - III. WIC FMNP FIs can only be redeemed until October 31st.
8. Security and accountability for all WIC eFMNP FI cards shall be ensured. Each WIC eFMNP FI card must be inventoried and logged as issued or in stock. Each issued eFMNP FI card is assigned to a specific participant (not household) and must be documented in the chart. See FI Inventory Form in the Forms Section.
9. Every effort will be made to integrate WIC FMNP FIs issuance and nutrition education. See Nutrition Education in this Section.
10. Farmers' Market issuance should be provided with the regularly scheduled WIC visit and should include nutrition education. Issuance is normally a part of a regular WIC visit, WIC secondary or recertification visit. At times, participants may report to the clinic in between certification and secondary visits and request the WIC FMNP food instruments. In that case, the clerk may issue the farmers market FIs, cover the information in the Nutrition Education Section including information on benefits of fruits and vegetables using the My Plate Guides (Add more Vegetables to Your Day & Focus on Fruits). If the clerk is providing all the information, nutrition education is not coded in the system, but a FI pick-up code would be coded. The clerk would document issuance and items

provided in the chart. This is allowable for the farmers' market nutrition education only and is not approved for any other nutrition education services.

11. The Kentucky WIC FMNP Recipe Book can be found at [FarmersMarketRecipeBook.pdf \(ky.gov\)](#)
12. A report is available and distributed by request showing all approved farmers of the market and their redemptions. It is possible for FIs to be redeemed in a different county than where they were given out. See Farmer Redemption Report in the Report Section.
13. Every year, each farmer is required to complete an agreement. The State office works with the market manager to collect all signed agreements.
14. Every year, each market manager is required to complete a Market Agreement. The State office works with the market manager to collect all signed agreements. New markets are considered in the fall of each year when the State Plan is completed. Adding new markets is contingent on receiving adequate allocation from USDA. New markets are required to contact the State office for the application process. See Approving New Markets in this section.
15. Regional trainings will be held each spring for market managers. The market manager must then provide training to the farmers within their market. Farmers, in turn, must train anyone that will be working at their booth. Face to face trainings are provided for new markets. All farmers wishing to participate in the WIC FMNP are required to attend the training annually. See Training in this section.
16. A training checklist will be completed by all market managers and farmers attending the trainings. This checklist will become a part of their FMNP file. The presentation used at the training is available for the market manager to train their farmers.
17. Each farmer is provided a copy of the WIC FMNP Manual, food list, and KY WIC FMNP sign. See copies of these items in the Forms Section.
18. The WIC FMNP fair hearing policies for agencies, farmers and participants are governed by Administrative Regulation 902 KAR 18:040. When a hearing is received, a file will be established and maintained documenting all correspondence and contacts with the party requesting the hearing. See Complaint Form in the Forms Section.
19. A farmer or farmers' market participating in the WIC FMNP must adhere to the federal regulations for nondiscrimination. If a farmer or market wants to file a civil rights program complaint, complete the USDA Program Discrimination Complaint Form found online at www.ascr.usda.gov/complaint_filing_program.html or pick up the form at any USDA office, or call (866) 632-9992 to request the form. See Complaint Form in the Forms Section.
20. Farmers and participants may contact USDA directly with any discrimination complaints: USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410.

PARTICIPANT RIGHTS AND RESPONSIBILITIES HANDOUT

Purpose	To inform participants of their rights and responsibilities in the WIC Program and WIC FMNP Program.
When To Use	Must provide to all applicants and participants at certification visit. Distribute as needed. Order from the State WIC office utilizing the WIC Program Supply Requisition Form, Email WIC Program Requisition Form to the KY WIC Help Desk at WIC.Helpdesk@ky.gov . Bundled in packages of 100.



Kentucky WIC & WIC Farmers Market Program Rights and Responsibilities

Need help? If you have difficulty understanding or reading English or have a disability, free language assistance or other aids and services are available upon request.

My Rights:

WIC Foods: If I/my child qualify for WIC, I'll get an eWIC Card to buy healthy foods at the grocery store. The healthy WIC Foods will help me/my child eat healthy but will not provide all the foods that I/my child needs each month. I will be provided information on my WIC food package and where to shop.

Nutrition Education & Breastfeeding Support: I will get information about nutrition topics that interest me. WIC will help and support me with breastfeeding.

Health Care Information and Referrals: WIC will share information about immunizations, finding a doctor, and other services I might need or be interested in.

Common Courtesy: WIC and store staff will treat me fairly and equally, with courtesy and respect, in return I will treat WIC Program and store staff with courtesy. If I have concerns with my WIC shopping experience, I will contact my WIC office or the State WIC Vendor Management office at 1-877-597-0367.

WIC Transfer Information: I can transfer to another WIC office in out of Kentucky. I can ask WIC staff to give me transfer information to provide to my new WIC office. (Verification of Certification also called a VOC).

Fair Treatment/Right to File a Complaint: Standards for eligibility and participation in the WIC Program are the same for everyone regardless of race, color, national origin, sex, disability, or age. I have the right to file a complaint if I feel I have been treated unfairly by WIC staff or store staff.

Fair Hearing: I can ask for a Fair Hearing if I disagree with a decision about my WIC eligibility. The Fair Hearings Procedures are posted in my WIC office.

Free Communication Assistance: I understand that if I have difficulty understanding or reading English or have a disability; free language assistance or other aids and services are available upon request.

Privacy: My information is private. I understand that my child's WIC data may be shared with other Kentucky Department of Public Health programs, such as immunizations. If I am investigated for WIC Program abuse, my information may be shared.

Proxy: I understand that I may appoint proxies to act on my behalf for WIC services. All proxies must abide by these Rights and Responsibilities.

My Responsibilities:

Provide Correct Information:

- By signing the CH-5 Registration, Authorizations, Certifications and Consent form, I am certifying that the information I provide for my WIC eligibility determination is correct, to the best of my knowledge. This includes identity, pregnancy status, address, household size, household income and eligibility for Medicaid, SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance to Needy Families).
- I will inform WIC Staff if my household income, address or phone number changes.

WIC Program Participation:

- If I do not participate (pick up/keep my appointment or request) my/my child's food benefits for two months in a row, I/my child will be removed from the WIC Program. I may contact my WIC office to request to be reinstated if I have eligibility left in my certification period or to be re-certified.
- If I receive my/my child's food benefits late, I may not be receive all the food benefits for that month, the food benefits may be reduced based on the number of days remaining in my/my child's benefit cycle.

eWIC Card:

- It is my responsibility to keep my eWIC card secure and my PIN confidential. (Only share your card or PIN with people you have identified as a proxy)
- If my eWIC card is lost, stolen or damaged, I must call the WIC office for assistance.

WIC Abuse:

- If I misrepresent, conceal, or withhold facts in order to get WIC, I may be asked to repay the value of the food received and be removed from the WIC Program.
- Disruptive behavior, threatening to abuse, or physically abusing any staff and vendor or farmer's market personnel is a violation of WIC Program regulations and may result in disqualification from the program.
- I understand that the following violations may result in disqualification from the program and repayment of food benefits issued to me and subject me to civil or criminal prosecution under state and federal law:
 - Exchanging supplemental foods for cash, credit, or non-WIC food items
 - Purchasing non-WIC foods or unauthorized food items;
 - Purchasing supplemental food items in excess of what was issued to me; and
 - Selling or offering to sell my WIC foods or WIC benefits, or WIC issued breast pump, either verbally, in print, or online or allowing someone else to do so.
 - Participating in more than one WIC Program and/or Commodities Special Food Program (CSFP) at the same time.
- If I give someone my eWIC card and PIN and they misuse my food benefits, the foods will not be replaced.

The Kentucky WIC Program is an equal opportunity Provider. Please see below for information on filing a civil rights complaint.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

REPORTS

Farmer Redemption Report.....

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FARMER REDEMPTION REPORT

Name of Report	Farmer Redemption Report
Purpose	To determine which farmers are actively participating in the FMNP Program and redemption data.
Frequency	Report can be distributed upon a request to the State office WIC FMNP Coordinator.
Distribution	Report can be provided via e-mail to the WIC Coordinator and the Farmers' Market Manager.
Instructions	Review the report to obtain redemption for each farmer
Description	Report contains: <ol style="list-style-type: none"> 1. Farmer name 2. Redemption by farmer 3. Redemption rates for past years
Retention	Final Report for One (1) year.