

Farmer's Market Nutritional Program

Scope of Work

The primary objective of the WIC FMNP funds (1) is to provide fresh fruits, vegetables, and herbs to WIC participants and to expand the awareness, use of, and sales at farmers' markets. The target population served is pregnant, breastfeeding and postpartum women, and infants and children between 9 months and age five. Local agencies issue the benefit (2), provide nutrition education (3), conduct farmer training (4), perform program monitoring visits of farmers, farmers' markets, and farm/roadside stands (5), maintain check management documentation (6), and agree to project monitoring (7).

1. WIC FMNP funds

- Can be spent from March through December of that FMNP season
- Can be spent in accordance with: [WIC and WIC FMNP Cost Allocation | Food and Nutrition Service \(usda.gov\)](#)

2. Issue the Benefit

- Along with benefits each recipient shall receive instructions on the proper use and redemption of the FMNP benefits, including, but not limited to:
 - A list of names and addresses of authorized farmers' markets and farm/roadside stands at which FMNP benefits may be redeemed
 - The Farmers' Market Brochure [p-40154](#) via app or printed on paper, including:
 - A description of eligible foods and the prohibition against cash change
 - An explanation of the recipient right to complain about improper farmer/farmers' market practices regarding FMNP responsibilities and the process for doing so

3. Nutrition Education

- Emphasize the relationship of proper nutrition to the concept of good health, including the importance of consuming fresh fruits and vegetables

4. Train New Farmers

- Face-to-face training is conducted prior to start up of the first year of FMNP participation of a farmers' market and individual farmer
- Follow the [Farmers' Market Nutrition Program Training Manual](#) for procedure and documentation

5. Monitor Farmers, Farmers' Markets and Farm/Roadside Stands

- Follow state guidance for location and documentation while conducting on-site annual monitoring reviews of participating farmers, farmers' market, and farm/roadside stands

6. Maintain Check Management Documentation

- Record shall include, but not be limited to, information pertaining to financial operations, FMNP check issuance and redemption, equipment purchases and inventory, nutrition education, and civil rights procedures

- All records shall be retained for a minimum of 3 years following the date of submission of the final expenditure report for the period to which the report pertains

7. Project Monitoring

- Agree to monitoring at least every 2 years (even years)
- Monitoring shall encompass, but not limited to evaluation of management, accountability, certification, nutrition education, financial management systems, and check management systems

The funds will be allocated through the Community Aids Reporting System (CARS). Expenses should be reported through the CARS expense reporting process at least monthly. Tribal health departments will report on CARS profile 65586.