

# Maine Center for Disease Control and Prevention

## WIC Nutrition Program

Effective: October 1, 2011

Policy No. FMNP-4

Revised: December 1, 2017

### Farmer Monitoring

#### Authority

7 CFR §248.4(a)(10)(iii) and §248.10(e);

22 MRSA §255 and §1951.

#### Policy

1. Farmers authorized by Maine CDC will be monitored for compliance with the requirements of the FMNP Farmer Authorization Agreement and FMNP Policies.
2. Monitoring shall include:
  - 2.1. Covert methods, such as compliance buys; and
  - 2.2. Overt methods, such as routine monitoring and educational buys.
3. Routine monitoring visits shall be conducted by Maine CDC staff.
4. Routine monitoring visits shall be conducted annually and as needed.

#### Procedures

1. Activities performed during a routine monitoring visit shall include:
  - 1.1 A review of FMNP Coupons and CVVs in the farmer's possession for farmer violations;
  - 1.2 Observation of FMNP signage;
  - 1.3 Observation of a full-time attendant;
  - 1.4 Observation of product availability;
  - 1.5 Determination of whether produce is Maine grown;
  - 1.6 Observation of FMNP Coupon/CVV transactions;
  - 1.7 Performance of an educational buy;
  - 1.8 Interview of manager and/or employees;
  - 1.9 A review of employee training procedures; and
  - 1.10 Examination of the sanitary conditions.
2. Maine CDC will use a combination of periodic, scheduled reviews and complaints to determine whether a farmer is selected for routine monitoring.

3. During each fiscal year, at least ten (10) percent of all authorized farmers (including high-risk farmers) will be monitored.
4. Documentation of monitoring visits will include the names of the farmer and the reviewer, date of the review, the nature of the problem(s) detected or the observation that the farmer is in compliance, records of interviews, and the signature of the reviewer(s). Documentation will be provided to the farmer after a reasonable delay when necessary to protect the identity of the reviewer(s) or the integrity of the investigation.
5. After being informed of deficiencies, farmers will be required to submit plans for correcting them.