

# Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2015

Policy No. FMNP-8

Revised: May 21, 2019

## Local Agency Administration of WIC FMNP

### Authority

7 CFR §248.1, 2, 4, 6, 8, 9, 10, 17

### Policy

1. Maine CDC WIC Farmers' Market Nutrition Program (WIC FMNP) benefits shall be made available to all eligible WIC participants each year during the summer season, as funding permits.
2. WIC FMNP benefit redemption shall be available only at Maine Farmers' Markets and local farm stands which are authorized by the Maine CDC WIC Nutrition Program.
3. WIC FMNP benefits may be redeemed for only the purchase of any locally grown fresh fruits, vegetables and/or herbs.
4. Food benefits provided by the WIC FMNP are intended for the sole benefit of participants enrolled in the Maine CDC WIC Nutrition Program and may not be shared with others or sold or exchanged for cash or other goods.
5. Local WIC Agency staff shall be responsible for accountability of all WIC FMNP benefits assigned to the agency for the Farmers' Market season.
6. Local Agency staff shall provide education on benefit redemption and health benefits associated with the consumption of fresh fruits and/or vegetables to all WIC participants receiving WIC FMNP benefits.

### Procedures

1. WIC participants who are eligible to receive WIC FMNP benefits one time each summer season shall include those who are within a valid certification period in the following categories:
  - 1.1. Pregnant women--\$20
  - 1.2. Breastfeeding women--\$20
    - 1.2.1. Exclusively breastfeeding women
    - 1.2.2. Partially breastfeeding women
    - 1.2.3. Some breastfeeding women up to six (6) months after delivery at time of FMNP benefit issuance
  - 1.3. Children age nine to sixty (9-60) months--\$20

2. If the authorized representative for a WIC household chooses to accept WIC FMNP benefits, WIC FMNP benefits shall be issued to all eligible participants within the household.
  - 2.1. Local WIC agency staff shall not issue WIC FMNP benefits to only some of the eligible household members.
  - 2.2. Local WIC agency staff shall not reduce the FMNP benefit amount, as stated in Section 1 above, provided to participants.
3. Local WIC agency staff shall document WIC FMNP benefit issuance in the WIC MIS record for each family member receiving benefits. If the WIC MIS is not available at the time of benefit issuance, Appendix FMNP-8-A shall be used for interim documentation, until such time that access to the WIC MIS is available and the data can be transferred into each individual participants' record. Data captured shall include:
  - 3.1. Date of issuance
  - 3.2. Benefit numbers issued
  - 3.3. Signature of participant, authorized representative or proxy
4. WIC FMNP benefits shall not be mailed to participants.
5. WIC FMNP benefits reported as lost or stolen shall not be replaced.
6. Local WIC agency staff shall provide FMNP benefit recipients with the following information:
  - 6.1. Foods available for purchase include only fresh, unprepared, locally grown fruits, vegetables and/or herbs
  - 6.2. Foods that may not be purchased include but are not limited to:
    - 6.2.1. Honey
    - 6.2.2. Maple syrup
    - 6.2.3. Cider
    - 6.2.4. Nuts and seeds
    - 6.2.5. Eggs
    - 6.2.6. Cheese
    - 6.2.7. Meat
    - 6.2.8. Seafood
    - 6.2.9. Baked goods or other prepared items
    - 6.2.10. Fruits, vegetables and/or herbs that are not locally grown
    - 6.2.11. Dried herbs
  - 6.3. The names and locations of farmers' markets, farms and farm stands in the participant's local area where FMNP benefits may be redeemed
  - 6.4. No exchange of cash shall take place if the purchase price is less than the face value of the benefit(s) being redeemed

- 6.5. Participant may purchase more than the face value of benefit(s) being redeemed, and may pay the overage with cash
- 6.6. The right to file a complaint about any improper farmer or Farmer Market practices, including how to file such a complaint
7. Local WIC agency staff shall provide nutrition education to all participants receiving WIC FMNP benefits, with an emphasis on the relationship of positive health outcomes and consumption of fresh fruits and/or vegetables.
8. At the conclusion to the FMNP season, the local WIC agency director shall sign the FMNP Check Destruction Form (Appendix FMNP-8-B) documenting the FI numbers of any FMNP checks destroyed and return it to the Vendor Manager at the state WIC agency.
9. Local WIC agency compliance with administration of WIC FMNP requirements will be assessed during the Management Evaluation Review of the agency, including:
  - 9.1. Accountability for FMNP benefit receipt and issuance
  - 9.2. Security of benefits
  - 9.3. Benefit issuance documentation accuracy
  - 9.4. Nutrition education provided
  - 9.5. WIC FMNP outreach plans and activities
  - 9.6. Accountability of unused FMNP benefit destruction at end of summer season