

**Subject: FMNP Benefit Management****Item: FMNP Benefit Accountability and Integrity**

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**PURPOSE:**

To ensure accountability and maintain the integrity of the Farmers' Market Nutrition Program (FMNP) benefits when provided to Local Agencies (LA) for distribution.

**POLICY:**

LAs are accountable for the security, integrity and accountability of FMNP benefits upon receipt from CDPH/WIC, the printing contractor, or another LA until issuance to eligible participants or upon return to the printing contractor, transfer to another LA, or voiding and destroying them. LAs must document the disposition of all FMNP benefits allocated to the agency using CDPH/WIC-provided reporting forms at the season end.

**PROCEDURES:**

- I. LAs must exercise care and follow proper procedure when handling FMNP benefit booklets.
  - A. Receiving FMNP benefit booklets from the printer into LA Inventory in WIC Web Information System Exchange (WIC WISE).
    1. Authorized LA staff must receive the FMNP benefit booklets into LA inventory by changing their status from "Shipped" to "in Stock."
    2. Follow the procedures in *Receiving FMNP Booklets* job aid on CDPH/WIC Local Agency SharePoint Site (LASS) to add the benefit booklets to the inventory.
  - B. Assigning FMNP benefit booklets to individual sites in WIC WISE.
    1. FMNP benefit booklets must be transferred from the LA inventory to the inventory of an individual site before booklets can be issued to participants.
    2. Refer to *Assigning FMNP Booklets to a Site* job aid on LASS. The booklets' status will change from "in Stock" in the LA inventory to "Assigned to Site" at the individual site.
  - C. Issuing FMNP benefit booklets to participants.
    1. Issue FMNP benefit booklets to participants from the LA site once the benefit booklets are in "Assigned To Site" status at an individual site.
    2. Refer to *Issuing FMNP Benefits to Participants* job aid.
    3. Important: LA staff must document the completion of appropriate FMNP nutrition education contacts in addition to the completion of FMNP usage education prior to issuing FMNP benefits. Refer to WPPM 800-20 *Instruction on Using FMNP Benefits* and 800-30 *Nutrition Education Contacts*.

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- D. Transferring FMNP benefit booklets from an individual site to another site.
    - 1. LA staff can transfer FMNP benefit booklets from one site to another under the same LA.
    - 2. Use the transfer function in WIC WISE after accessing the Site Inventory table. Refer to *Transferring FMNP Booklets from Site to Site* job aid.
  - E. Returning And Re-Issuing FMNP benefit booklets.
    - 1. An unused FMNP benefit booklet can be returned and re-issued to another participant. Refer to *Returning and Re-Issuing FMNP Booklets* job aid.
    - 2. LA staff must change the booklet status “Issued” to “Returned” in WIC WISE, and then back to “Assigned to Site” before being re-issued.
  - F. Inter-Agency Transfer of FMNP benefit booklets.
    - 1. LAs must request and receive written approval from the CDPH/WIC Farmer’s Market Coordinator prior to transferring surplus or unused FMNP benefit booklets from one LA to another.
- II. Season-Ending Reconciliation Procedures
- A. LA staff must reconcile the disposition of all FMNP benefit booklets received by the LA at the end of each FMNP season.
    - 1. LAs must complete the *Season End FMNP Benefits Reconciliation Report – Form #950-04* for each site that issued FMNP benefit booklets during the FMNP season.
    - 2. LAs must use the report to account for all benefit booklets received, all benefits issued, and any/all inventory/issuance discrepancies. The *Completing the LA FMNP Season End Report* job aid details the steps required to complete the report.
      - a. LAs must use the *FMNP Inventory Status* job aid to assist in the preparation of the Excel spreadsheet required to complete the 950-04 report. The WIC WISE report that this job aid will help generate provides a detailed accounting of all FMNP benefit booklets issued at either the agency or the site level(s).
  - B. LA staff must submit the completed *Season End FMNP Benefits Reconciliation Report – Form #950-04* electronically to CDPH/WIC ([wicfarmersmarket@cdph.ca.gov](mailto:wicfarmersmarket@cdph.ca.gov)) no later than December 31 of the season year.

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- III. Additional tools available to LAs to ensure accountability and integrity during the FMNP season (Refer to LASS)
- A. Form #950-03 – *FMNP Benefits Report*. In the event FMNP benefits are improperly distributed, lost, stolen, damaged, or need to be voided, this form is to be completed and submitted to CDPH/WIC within five days of the event.
  - B. The *FMNP Inventory Status Report* job aid provides a detailed inventory of all FMNP benefit booklets assigned to each LA. Reports can be run at both the agency and site levels.
  - C. The *FMNP Booklet Lookup* job aid is used to determine the status of an individual FMNP benefits booklet.
  - D. The *FMNP Redemption Status Report* job aid enables the LA FMNP coordinator to monitor the redemption status for all benefit booklets issued. Reports can be run at both the agency and site levels.

**AUTHORITY:**

[7 CFR §248.4\(a\)\(11\)](#)

[7 CFR §248.10\(f\)\(2\) and \(3\)](#)

**CROSS REFERENCE:**

WPPM 800-20 Instruction on using FMNP Benefits

WPPM 800-30 Nutrition Education Documentation

## Forms

#950-03 FMNP Benefits Report (LASS)

#950-04 Season End FMNP Benefits Reconciliation Report (LASS)

## Job Aids

Receiving FMNP Booklets (LASS)

Assigning FMNP Booklets to Sites (LASS)

Issuing FMNP Booklets to Participants (LASS)

Transferring FMNP Booklets from Site to Site (LASS)

Returning and Re-Issuing FMNP Booklets (LASS)

FMNP Inventory Status (LASS)

FMNP Booklet Lookup (LASS)

FMNP Redemption Status Report (LASS)

Completing the LA FMNP Season End Report (LASS)