

# WIC Farmers' Market Nutrition Program (WFMP)

## Table of Contents

---

### Contents

WFMNP-1: General Information.....	2
1. General Information (Effective: July 2021).....	2
WFMNP-2: Administrative Funds.....	3
1. Administrative Funds (Effective: July 2021).....	3
WFMNP-3: Training and Monitoring Farmers.....	4
1. Training and Monitoring Farmers (Effective: July 2021).....	4
WFMNP-4: Issuance and Education for Participants.....	5
1. Issuance and Education for Participants (Effective: July 2021).....	5

# WIC Farmers' Market Nutrition Program (WFMNP)

## Section 1: General Information

### 1. General Information (Effective: July 2021)

The WIC Farmers' Market Nutrition Program (WFMNP) is intended to improve the diet of WIC participants as well as provide an awareness of where farmers' markets and roadside stands are located. Farmers' markets offer a community resource of locally grown fresh fruits and vegetables. Women and children who participate in WIC receive these nutritious foods in addition to the regular WIC food package.

- A) Only fresh, unprocessed, locally grown fruits, vegetables and cut herbs shall be purchased with FMNP checks.
  - 1) Locally grown shall mean that the product was grown in Illinois or the six contiguous States (Iowa, Indiana, Kentucky, Michigan, Missouri, and Wisconsin).
  - 2) Honey in any form is not allowable for WIC participants.
  - 3) The farmer must have grown a portion of the fruits, vegetables and cut herbs sold. This provision does not override market rules, which may prohibit the sale of any fruits and vegetables not grown by the farmer.
  
- B) WIC staff is responsible for:
  - 1) Storage and Issuance of FMNP Checks.
  - 2) Documenting all FMNP checks issued to participants via the check register or log provided with the checks. The copy of the log is to be sent to the Department via email or FAX at the end of the season and the original log is to be kept on site for monitoring in accordance with the Retention of Records policy.
  - 3) Local agency staff must document when Farmers' Market checks are offered to a household or individual participant(s) using the Referral Screen in WIC MIS.
  - 4) Training and monitoring FMNP Farmers in their service area.
  
- C) Farmers' Markets and Roadside stands must meet the following definitions to participate in the WFMNP:
  - 1) Farmers' Market: A permanent location, often outdoors where two or more independent growers gather to sell produce and goods to the public.
  - 2) A Roadside Stand/Farm Stand: A permanent location dedicated to the sale of a grower's produce and goods to the public that is under the ownership of one grower, a partnership of growers or a not-for-profit cooperative.

# WIC Farmers' Market Nutrition Program (WFMNP)

## Section 2: Administrative Funds

---

### 1. *Administrative Funds (Effective: July 2021)*

#### A) Expenditure Documentation

- 1) Expenditures for FMNP must be submitted on a separate EDF.
- 2) Expenses must be submitted to the Department on EDFs from July through September of the current fiscal year.
- 3) The total EDF should not exceed the \$1,000 award.

#### B) Allowable Administrative Costs

- 1) The costs associated with the provision of FMNP nutrition education.
- 2) The costs of FMNP check issuance, or recipient education covering proper check redemption procedures.
- 3) The costs of outreach services.
- 4) The costs associated with the food delivery process such as training market managers and farmers on the food delivery system.
- 5) The cost of monitoring and reviewing program operations.
- 6) The cost of required reporting and recordkeeping.
- 7) The cost of recruiting farmers/farmers' markets to participate in the FMNP.

# WIC Farmers' Market Nutrition Program (WFMNP)

## Section 3: Training and Monitoring Farmers

### 1. *Training and Monitoring Farmers (Effective: July 2021)*

- A) WIC Staff must provide training to those farmers and market managers within the agency's service area participating in the program:
  - 1) Face-to-face training is required for new farmers and market managers before they can begin to accept FMNP checks.
  - 2) Annual training is required for existing farmers and managers who have contracted with the Department prior to the current season.
  
- B) Review of the "Illinois FMNP Training Farmer Training Manual" covers all required components for both the face-to-face and annual training. Training may be done individually or in a group setting such as a local market meeting.
  
- C) WIC staff must also conduct annual on-site reviews of a minimum of 10 percent of farmers including:
  - 1) farmers in the first year of operation in the FMNP
  - 2) farmers identified as high risk by the Department
  
- D) Monitoring must be completed using the tool provided by the Department which covers the required components. Completed monitoring tools must be sent to the state via fax or email within 10 days after the review.
  - 1) Problems identified during the monitoring should be addressed by WIC staff at the time of the monitoring if possible.

# WIC Farmers' Market Nutrition Program (WFMNP)

## Section 4: Issuance and Education for Participants

### 1. Issuance and Education for Participants (Effective: July 2021)

- A) FMNP checks may be issued to active WIC Program participants in the following categories:
  - 1) pregnant women
  - 2) breastfeeding women
  - 3) postpartum women and,
  - 4) children
  - 5) infants 6 months of age or older
  
- B) Checks issued to WIC participants will clearly be labeled WIC and reflect:
  - 1) first day to use,
  - 2) last day to use,
  - 3) value and,
  - 4) "deposit by" dates.
  
- C) Participants must receive the following information upon issuance of checks:
  - 1) Where to shop:
    - a) locations,
    - b) hours of operation,
    - c) how to identify an approved farmer
      - (1) Contracted farmers are identified by signs provided by the Department indicating "Farmers' Market Checks Accepted Here"
  - 2) How to use the checks:
    - a) eligible foods
    - b) dates the checks must redeemed
    - c) change cannot be given if the purchase is less than the value indicated on the check,
      - (1) participants may choose to pay the difference if it exceeds that value
    - d) sales tax cannot be charged for produce purchased with the checks
  - 3) Nutrition education
    - a) emphasizing the relationship of proper nutrition to the total concept of good health
    - b) the importance of consuming fresh fruits and vegetables
      - (1) emphasizing those currently or soon-to-be in season
      - (2) selection and storage
      - (3) preparation methods
  - 4) Illinois WIC policies and procedures regarding participant rights and responsibilities, including civil rights, apply to the FMNP (See IL WIC PPM Administration).