

Farm Market Fresh

Virginia's Senior and WIC Farmers Market Nutrition Program (S/FMNP) Monitoring Tool

Visit/Review Date: _____

Name of Agency: _____

Name of Agency Staff: _____

The local agency:	Yes	No
1. Demonstrates control of and accountability for the receipt and issuance of S/FMNP checks. Reports unused booklet numbers to DARS before shredding.		
2. Matches participant name and signature with sequence numbers of checks issued to that participant.		
3. Gathers required participant information and maintains records in complete and confidential manner.		
4. Properly determines participant income eligibility.		
5. Certifies participant for the current year only.		
6. Informs each participant of his or her rights and responsibilities.		
7. Explains to each participant how to use S/FMNP checks and the prohibition against receiving cash or change.		
8. Gives participants example of eligible and ineligible foods.		
9. Informs participants of the time frame for check redemption.		
10. Informs ineligible applicants in writing of their ineligibility and informs of right to appeal and request a fair hearing.		
11. Allows use of proxies and provides forms to participants who wish to designate a proxy.		
12. Notifies applicants of their eligibility, ineligibility, or placement on a waiting list within 15 days of application.		
13. Provides list of names and addresses of farmers and/or farmers markets where checks may be used.		
14. Provides participants with nutrition education and/or educational materials.		
15. Complies with Civil Rights requirements.		
16. Comments (use separate page, if needed):		
Local Agency Representative Name (Print):	Local Agency Representative Signature:	
DARS Monitor Name (Print):	DARS Monitor Signature:	

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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