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| **Agency Name:** **Participating Sites:**  | **Last Reviewed and Updated:** Click or tap to enter a date.**Original Policy Date:** Click or tap to enter a date. |

* Local agency staff from FMNP participating sites:
	+ must comply with WA State WIC FMNP Policy (Volume 1, Chapter 8)
	+ must complete annual state FMNP training prior to issuing any benefits to participants
	+ must ensure compliance with civil rights practices (Volume 1, Chapter 20)
* Local agency FMNP policy must be:
	+ reviewed and updated annually and kept on file for 4 years.
	+ available for review upon request by WIC participants, local agency WIC staff, and state agency WIC staff.

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| **Briefly describe how your local agency plans to distribute FMNP benefits equitably, securely, and by the state set deadline. Please share plans for all participating sites if different.** |
| * **When** your agency will issue FMNP benefits (i.e. every day starting June 1st, every Tuesday, first and third Thursdays, etc.).

Click or tap here to enter text. |
| * **Where** your agency will issue benefits (i.e. from the clinic, at the market, remotely).

Click or tap here to enter text. |
| * **What** the maximum number of participants per family your agency will provide benefits to. Select one box.

[ ] 3 per family (max per state guidance)[ ] 2 per family[ ] 1 per family |
| * **How** your agency will provide participants with the two required materials, FMNP brochure and list of authorized markets/growers, that provide required benefit issuance education. Click all box(es) that apply and explain if using combination.

[ ]  WICShopper app[ ]  Links to FMNP webpage (Participant page)[ ]  Printed copies[ ]  Combination of the above (i.e. printed brochure and links to growers on the web)   |

Continue to the next page if issuing benefits at a farmers market.

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| **If benefits are issued at a farmers market site, include the following:**  |
| * Procedures for issuing:

Click or tap here to enter text. |
| * Internet connectivity source: (Use only secure internet connections. No Public-WIFI)

Click or tap here to enter text. |
| * Plan for keeping laptops secure and participant information confidential:

Click or tap here to enter text.  |

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or email wic@doh.wa.gov.



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