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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](mailto:wic@doh.wa.gov).

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