



WASHINGTON WIC PROGRAM
Washington State WIC Manual
Notice of Revision



Date: 5/8/2025

Notice Number: 2025-02

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
Chapter: 8 – Farmers Market Nutrition Program	
Section: See Table of Revisions	
Policy/Recommendation/Description/Procedure:	
Type of Action/Change: <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
If you have questions about this revision or wish additional copies, call or write:	
<p>Department of Health Washington WIC Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410</p>	

Explanation of Revisions:

- This chapter was updated to align with the 2025 FMNP season.

Attachments:

Memo

Manual Revision

Other _____

This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.



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Policy/Page	Revision	Comments
<p>Local Agency FMNP Policy p. 1 - 2</p>	<p>Policy:</p> <ul style="list-style-type: none"> • Updated the note to include: <ul style="list-style-type: none"> ○ Staff can review and update the previous year’s FMNP policy to meet this requirement and include the date the policy was updated. ○ Staff may use the Local Agency FMNP Policy template to develop the agency policy. See the template in Appendix. • # 1 under this policy must removed from electronic and (eFMNP). <p>Procedure: Added A, 1 and 2.</p> <ul style="list-style-type: none"> • Update the previous year’s policy with information for the upcoming season. Be sure to include the date the policy was updated. OR • Fill in your agency’s information in the Local Agency FMNP Policy template to reflect your plans for offering FMNP benefits for the upcoming season. <ul style="list-style-type: none"> ○ See the Local Agency FMNP Policy template in the Appendix. 	
<p>Participant Eligibility for FMNP Benefits p. 3</p>	<p>Policy: Updated breastfeeding participants to breast/chest feeding participants.</p>	
<p>Issue FMNP Benefits p. 4 - 7</p>	<p>Policy:</p> <ul style="list-style-type: none"> • Added to 1, a: at in-person appointments. • Added to 1, b: Staff don’t need to see participant’s or caretaker’s identification when issuing FMNP benefit issuance. • Updated 2, b, 2nd bullet : “QR Code” Letter to “WIC Card” Letter. • Added to 2, d: or a WIC Card with a QR code. • Added to 4, 1st sentence – or farm stores. 	<p>Revised policy and procedure statements so benefit issuance and nutrition education are separate tasks and each task includes clear documentation guidance.</p>

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	<ul style="list-style-type: none"> • Added to 4: Staff document how this information was provided in the Family Alert. • Updated 6: “each” instead of “the” participant’s Individual Care Plan. <p>Procedure:</p> <ul style="list-style-type: none"> • Added F: Provide and document information about how and where to use the FMNP benefits including directing the participant to the closest eligible farmers markets or farm stores, what market items can be purchased and how to use benefits at the farmers market. • Added to F: Refer to “Offer Participants Education on Using FMNP Benefits” policy for what information to provide participants and how to document in the participant’s file. • Updated G: <ul style="list-style-type: none"> ○ Removed using FMNP benefits and – separated benefit education and nutrition education. ○ Removed within the FMNP season at end of sentence. ○ Removed “Offer Participant Education on Using FMNP Benefits” and – sentence now focuses solely on nutrition education. 	
<p>Offer Participant Education on Using FMNP Benefits p. 9 - 11</p>	<p>Policy:</p> <p>Added to 2nd sentence: Check in with participants about using their benefits at the farmers market and farm stores at the next appointment.</p> <p>Procedure:</p> <ul style="list-style-type: none"> • Added to A, at end of sentence: the following Benefit Issuance Education (BIE). • Added to A, 1, first sentence: a link to brochure on the website or in the WICShopper app. • Added to A, 1, second sentence: not accepting cash or tokens, where to make a complaint. 	

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	<ul style="list-style-type: none"> • Added to 2: a link to webpage or list in WICShopper app. • Changed in B, 5: farmer to grower and farmer’s to grower’s. • Added to B, 5: Participants shouldn’t verbally give their PIN to growers. • Added to B, 10: <ul style="list-style-type: none"> ○ Let the participant know they have a right to make a complaint if they have any concerns or problems using their FMNP benefits at the farmers market or farm stores. ○ Share the link to the complaint form in the Farmers Market brochure, on the website or in the WICShopper app or print and give a hard copy of the complaint form ○ The complaint form guides the participant how to make a complaint. • Added C: Document in the Family Alert that benefit issuance education was provided to participant and how the two required materials, WIC and Senior Farmers Market Nutrition Program brochure and growers list, were offered. • Added D: Ask participants about their shopping experience at the farmers market and/or farm stores at the next appointment and offer additional education as needed. 	
<p>Nutrition Education p. 12 - 13</p>	<p>Policy:</p> <ul style="list-style-type: none"> • Revised: Staff must offer nutrition education about fresh fruits and vegetables to all FMNP participants between March and October in the FMNP year and within the participant’s certification. • Clarified 1st bullet: Staff may count nutrition education about fruits and vegetables offered to participants receiving FMNP benefits as a second contact, when the contact is: • Added to bullet under “Participants who are high risk”- in addition to education 	

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	<p>about the participant’s nutrition risk(s) if time allows.</p> <p>Procedure:</p> <ul style="list-style-type: none"> • Revised A: Offer nutrition education about fresh fruits and vegetables to all FMNP participants between March and October and within the current certification. Work with the participant to identify which topic(s) to discuss. May include: • Revised A, 2: Offer information about buying, storing, preparing, and using fresh fruits and vegetables at least one time within the current FMNP year and their current certification. 	
<p>FMNP Complaints p. 15</p>	<p>Procedure:</p> <ul style="list-style-type: none"> • Updated procedures to include all locations where staff or participants can find the complaint form. • Added B: Provide a link or printed copy of the complaint form: <ul style="list-style-type: none"> ○ Link to the Farmers Market Nutrition Program brochure or WICShopper app. ○ Link on the Farmers Market Program for WIC Participants webpage or print a hard copy. <p>Note: The FMNP Complaint form is available in 17 languages.</p> • Added C: Have the participant complete the form or offer to help them complete it. 	
<p>Appendix Guide to Writing a FMNP Policy for Benefit Issuance p. 17</p>	<p>Guide to Writing a FMNP Policy for Benefit Issuance</p> <ul style="list-style-type: none"> • Added: Local agencies may use the state provided Local Agency FMNP Policy template or develop their own policy following the guidance below. • Added to “What is it?” 3rd bullet: Use only secure intent connections. Do not use public WiFi. <p>Removed from Appendix:</p> <ul style="list-style-type: none"> • Sample policy 	

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	<ul style="list-style-type: none">• How to Screen Participant’s Interest and Ability to Use FMNP Benefits – incorporated this into FMNP training.• English and Spanish Complaint Forms – added links to complaint form on webpage.	