

Appendix F
Consolidated State Plan Guidance



Seniors Farmers' Market Nutrition Program and WIC Farmers' Market Nutrition Program Fiscal Year (FY) 2021 Consolidated State Plan Guidance

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

The Food and Nutrition Service (FNS) is collecting this information in order to provide fresh, nutritious, unprepared, locally grown fruits and vegetables through farmers' markets and roadside stands to WIC participants, and to expand awareness and use of, and sales at, farmers' markets and roadside stands through the WIC Farmers' Market Nutrition Program (FMNP). This is a mandatory collection and FNS will use the information to ensure the efficient management of the FMNP. The collection does request personally identifiable information under the Privacy Act of 1974. Responses will be kept private to the extent provided by law and FNS regulations. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0447. The time required to complete this information collection is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584- 0611). Do not return the completed form to this address.



**Seniors Farmers’ Market Nutrition Program (SFMNP) and
WIC Farmers’ Market Nutrition Program (FMNP)
Fiscal Year (FY) 2021 Consolidated State Plan Guidance**

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**Seniors Farmers' Market Nutrition Program
and
WIC Farmers' Market Nutrition Program

FY 2021
General Information**

**Seniors Farmers' Market Nutrition Program (SFMNP) and
WIC Farmers' Market Nutrition Program (FMNP)
Fiscal Year (FY) 2021
Consolidated State Plan Guidance**

Due Date: November 15, 2020

GENERAL INFORMATION

Seniors Farmers' Market Nutrition Program (SFMNP):

The U.S. Department of Agriculture (USDA) created the Seniors Farmers' Market Nutrition Program (SFMNP) in 2000 as a pilot program awarding grants to State agencies (including Indian Tribal Organizations (ITOs)) on a competitive basis. These grants were used to provide low-income seniors with food instruments they could exchange for eligible foods at farmers' markets, roadside stands, and community supported agriculture (CSA) programs. Eligible foods were defined as fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs. SFMNP continued as a competitive grant program for several years following the initial authorization. The Farm Security and Rural Investment Act of 2002 (the 2002 Farm Bill), Public Law 107-171, authorized the SFMNP beginning in Fiscal Year (FY) 2003 and gave USDA the authority to develop regulations for the SFMNP. Section 4231 of the Food, Conservation, and Energy Act of 2008 amended Section 4402(b)(1) of the Farm Security and Rural Investment Act of 2002 to add honey as an eligible food for purchase with SFMNP benefits. This provision of the law became effective October 1, 2008. The Seniors Farmers' Market Nutrition Program Final Rule (71 FR 74618), published December 12, 2006, established SFMNP as a formula grant program, thereby terminating the competitive grant process, and requires each State agency to submit an annual SFMNP State Plan of Operations and Administration to the USDA, Food and Nutrition Service (FNS). The Agriculture Improvement Act of 2018 (the 2018 Farm Bill), Public Law 115-334 provided \$20.6 million in funding for each fiscal year through 2023.

WIC Farmers' Market Nutrition Program (FMNP):

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Farmers' Market Nutrition Program (FMNP) was established in July 1992 by the WIC Farmers' Market Nutrition Act of 1992, Public Law 102-314. During the 2019 market season, the FMNP served 1.5 million Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) recipients. The mission of the FMNP is to provide fresh, unprepared, locally grown fruits, vegetables, and herbs directly to WIC participants, and to expand the awareness and use of local farmers' markets.

Consolidated State Plan Option:

The SFMNP regulations acknowledge that several State agencies administer both the SFMNP and the FMNP, often jointly, to serve seniors, women, infants, and children. Such State agencies are given the option to submit a single, consolidated State Plan of Operations that addresses both Programs, rather than submitting separate State Plans for each Program. The Consolidated State Plan must completely address all of the provisions that are unique to each Program in addition to

those areas in which functions or tasks are combined for the SFMNP and the FMNP. Consolidated SFMNP/FMNP State Plans are due to FNS no later than November 15, each year. State agencies that elect to use the Consolidated State Plan option must provide separate budget and expansion requests for both Programs.

Each State agency applying for/or participating in the SFMNP and/or FMNP must submit a State Plan for the current year to the appropriate FNS Regional Office for approval, as a prerequisite to receiving Federal funds. A State Plan defines and describes the manner in which a State agency intends to implement, operate and administer the SFMNP and/or FMNP; under the regulations governing both Programs. State agencies such as State Health Departments, Departments of Agriculture, Agencies on Aging, and Indian Tribal Organizations administer the SFMNP and/or FMNP in most 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. The designated State official responsible for ensuring the SFMNP/FMNP is operated in accordance with the Programs' laws and regulations must approve the SFMNP/FMNP State Plan; in addition to signing the Federal-State Supplemental Nutrition Programs Agreement (FNS-339). This Guidance sets forth the minimum areas that must be addressed in the State Plan.

STATE PLAN REVIEW AND APPROVAL PROCESS

FNS Regional Office staff will review SFMNP/FMNP State Plans and notify State agencies of any problems or areas in need of clarification. FNS will provide notification of approval or denial of the SFMNP/FMNP State Plan within 30 days of receipt of the Plan. State agencies should contact their respective FNS Regional Office for technical assistance; a list of FNS Regional Offices can be found on pages 11-13.

Approval of a Consolidated State Plan does not constitute a funding commitment for either the SFMNP or the FMNP. SFMNP and FMNP State agency base grants will be announced as soon as possible after State plans have been submitted, reviewed, and approved. Current FMNP State agency base grants will be announced after State plans have been submitted, reviewed, and approved but no later than 45 days after FY 2021 funding for the FMNP is appropriated. Final State agency grants will be announced after all SFMNP/FMNP State agency FY 2020 grants are completely and accurately closed out.

If any of the sections or procedures of the State Plan change during the fiscal year, a **State Plan Amendment** and any accompanying appendices must be submitted to the FNS Regional Office for approval prior to implementing such changes.

FORMAT

Where possible, FNS has simplified this descriptive process to allow for yes/no answers, and so that numbers can be inserted in the proper spaces. However, some of the mandatory provisions can only be adequately addressed through narrative description. In these cases, such narratives should be as succinct as possible, but should provide sufficient detail to meet the requirements of the SFMNP and FMNP State Plan. In some instances, the State agency may include a form in support of one or more of the stipulated provisions, (e.g., program participation records, in lieu

of a more involved narrative describing that process). While use of this format is not mandatory, it is recommended to minimize the administrative burden on State agencies. **Please identify any attachments or continuation pages according to the corresponding headings using the Appendices lettering system located on page 74 of the Consolidated State Plan Guidance.**

It is highly recommended that State agencies submit State Plans electronically to FNS Regional Offices.

UPDATED STATE PLAN INFORMATION

The Updated State Plan section of the State Plan Guidance may be used by current State agencies to update their existing approved State Plans. State agencies requesting Federal funds for the SFMNP or the FMNP for the first time cannot use the Updated State Plan section.

State agencies submitting an initial Consolidated State Plan for the SFMNP and FMNP must provide a complete and comprehensive document. After the initial approval, the State agency may opt in subsequent years to submit only substantive changes (revisions, additions, and/or deletions) to its Program design and operation using the Updated State Plan section of this Guidance.

State Plans that were approved for the previous year, contingent upon the completion of specific elements to be included in the next year's Plan, will not be approved for a second consecutive year until such contingencies have been satisfactorily addressed in full.

A budget for the current year's operation and certifications must be submitted to FNS each year, regardless of whether SFMNP or FMNP basic operations are expected to change in any way.

It is recommended that participating State agencies submit comprehensive Plans at least once every three years. However, the FNS Regional Office may request a complete copy of the Plan from the State agency more frequently, or at any time on an ad hoc basis.

Please note that the following items **must** be completed by current State agencies in addition to any updated information pages:

- a. Federal-State Supplemental Nutrition Programs Agreement (FNS-339);
- b. FY 2021 SFMNP/FMNP Estimated Federal Budget Summaries;
- c. Expansion Request(s) for those State agencies requesting expansion funds for either or both Programs;
- d. Other procedural changes or amendments to the plan that have occurred since the previous State Plan submission, such as:
 - Change in the benefit level
 - New months of program operation
 - The numbers and addresses of new farmers' markets, roadside stands and local agencies/clinics
 - A new map showing the locations of the new farmers' markets, roadside stands

and local agencies/clinics

UNIVERSAL IDENTIFIER

The Estimated Federal Budget page contains a field for the State agency to enter its Universal Identifier. The Office of Management and Budget (OMB) requires entities applying for federal grants to provide federal government agencies with a Universal Identifier. This requirement is set forth in an OMB Policy Directive, Use of a Universal Identifier by Grant Applicants, which was published in the Federal Register on June 27, 2003, at 68 FR 38402. The initial and annual SFMNP/FMNP State Plan submissions are considered to be applications for a federal grant, and thus State agencies must comply with this requirement. Currently, the Universal Identifier system in use is the Data Universal Numbering System (DUNS) identification number. The Estimated Federal Budget page contains the field where the DUNS number must be provided. All State agencies must complete this form annually. Please complete the space for the Universal Identifier on the Federal-State Supplemental Nutrition Programs Agreement (FNS-339), OMB Control Number: 0584-0332 WIC Federal and State Agreement; expiration of 4/30/2022, to show that this agreement pertains to the State Plan. For guidance on obtaining a DUNS number, see <https://www.fns.usda.gov/fm/getting-ready-do-business-fns>.

FEDERAL-STATE SUPPLEMENTAL NUTRITION PROGRAMS AGREEMENT (FNS-339)

In addition to the basic SFMNP and FMNP State Plan requirements, the Federal-State Supplemental Nutrition Programs Agreement (FNS-339), expiration of 4/30/2022 must be signed and submitted annually to FNS before a State agency can receive federal funds. The FNS-339 must be submitted to the FNS Regional Office for annual approval, and a copy is routinely submitted along with the State Plan. The Federal-State Agreement contains the mandatory Department-wide provisions addressing a drug-free workplace, Civil Rights provisions and lobbying restrictions, as well as the State agency's commitment to compliance with all pertinent legislative and regulatory Program requirements. A single Federal-State Agreement may be used for one or all programs (SFMNP, FMNP, and/or WIC). State agencies must be sure to check the appropriate boxes for each program under item 4 on the first page of the FNS-339, expiration of 4/30/2022.

CHARACTERISTICS OF PROGRAM SUB-GRANTS

This applies to all local agencies under contract with State agencies for activities such as:

- Determining participant eligibility for SFMNP/FMNP,
- Distributing and accounting for SFMNP/FMNP food instruments,
- Instructing participants on the proper use of the food instruments, and
- Providing participants with nutrition education and other program information.

This does not apply to a local office of the State agency which operates like a local agency, since such local offices are integral parts of the State agency and therefore share the State agency's exemption under 2 CFR 417. The debarment/suspension certifications provided by local agencies with respect to another program, such as the certifications of local agencies of the Commodity

Supplemental Food Program (CSFP) or Area Agencies on Aging, are sufficient for SFMNP if these certifications cover the same period as the SFMNP grant. Likewise, the debarment/suspension certifications for local agencies with regard to the WIC Program are sufficient for the FMNP if these certifications cover the period of the FMNP sub-grants. Further, a State agency – local agency contract for another program may also be used by the State agency if this contract covers the same period as the SFMNP or FMNP grant and contains the language noted in #3 of the subsequent section, Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions. The administering State agency may need to contact another State agency to obtain the local agency debarment certifications or contracts, such as a SFMNP State agency which is a State Department of Agriculture contacting the State agency on Aging to obtain the certifications or contracts of the Area Agencies on Aging, or a FMNP State agency which is a State Department of Agriculture contacting the WIC State agency to obtain copies of the local agency certifications or contracts for all WIC local agencies involved with the FMNP.

If the SFMNP/FMNP State agency has entered into an agreement with another State agency to obtain that agency's services for SFMNP/FMNP-related functions, the second State agency would be a sub-grantee of the SFMNP/FMNP State agency. For example, the State Department of Agriculture would need to satisfy itself that the State Agency on Aging that has formally agreed to identify and certify eligible seniors for the SFMNP is neither suspended nor debarred via one of the methods outlined above. However, under such circumstances, the State Department of Agriculture would not need to obtain such satisfaction regarding the Area Agencies on Aging because it does not have a direct relationship with them. Also, under such circumstances, if the State Agency on Aging has submitted a debarment certification for another program, then a copy of that debarment certification could be provided to the State Department of Agriculture, since the debarment certification concerns the State Agency on Aging generally instead of a specific grant agreement.

SFMNP/FMNP State agencies are not required to submit copies of the local agency certifications or contracts to the FNS Regional Office as part of the annual State Plan submission. However, State agencies must be able to make these certifications or contracts available for review during management evaluations and audits. Alternatively, the State agency may keep a record showing that it had consulted the System for Award Management (SAM), and present this record upon request during a management evaluation or audit.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS

The Federal Government uses the non-procurement, debarment and suspension system to exclude organizations from federal grants or contracts based on violations of a wide variety of statutes, executive orders, and regulations. As explained below, assurances must be obtained to ensure that federal grants or contracts are not provided to debarred or suspended parties, with certain exceptions. The USDA debarment/suspension regulations are codified at 2 CFR 417.

The State agency is not required to provide assurance that it is neither suspended nor debarred as a condition of receiving its SFMNP or FMNP grants. Departmental regulations at 2 CFR 417

exempt mandatory programs, such as the FMNP and SFMNP, from this requirement at the 'primary covered transaction' level (i.e. between the Federal awarding agency and the State agency). Also, this requirement does not apply to farmers or farmers' markets.

However, this exemption does not apply to the "lower tier covered transaction" level (i.e., sub-grants to local agencies). The State agency is required to obtain assurance that each SFMNP and FMNP local agency is neither debarred nor suspended. The State agency has three choices on how to obtain this assurance:

1. The State agency may check the System for Award Management (SAM) to determine whether a local agency or procurement contractor has been debarred or suspended; the SAM may be accessed on the Internet at <https://www.sam.gov>; or,
2. The State agency may obtain a certification from the local agency, in a format established by the State agency, providing assurance that the local agency has not been debarred or suspended; or,
3. The State agency may stipulate in the local agency contract that the local agency is providing assurance that it has not been debarred or suspended, and will promptly notify the State agency if it is debarred or suspended in the future.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Certification Regarding Drug-Free Workplace Requirements has been abolished. However, the State agency is still required to have procedures in place for implementing a drug-free workplace, per 2 CFR 421, which must be described in the narrative section of the State Plan. These procedures may be the same as those which are used for other programs such as WIC. Furthermore, this requirement does not apply to farmers, farmers' markets, or roadside stands.

CERTIFICATION REGARDING LOBBYING AND DISCLOSURE FORM TO REPORT LOBBYING

The Certification Regarding Lobbying and Disclosure Form is required for the State agency, and for local agencies with a sub-grant exceeding \$100,000 from the State agency. Under 2 CFR 417, the only exemption is for grants or sub-grants of \$100,000 or less. This amount includes both food funds and administrative funds, at both the State and local levels. The State agency's certification should be appended to the federal-State agreement and the local agency should provide its certification to the State agency. If the State agency is using the same federal-State agreement for both SFMNP and FMNP, then only one lobbying certification is needed for both programs. Otherwise, a separate lobbying certification must be submitted for each program, since the lobbying certification pertains to a specific grant agreement instead of the State agency generally.

The local agency's certification should be provided to the State agency; like the local agency debarment certifications, the State agency needs to keep the local agency lobbying certifications on file. Also, as with the Federal-State agreement, if the State agency/local agency contract covers both SFMNP and FMNP, then only one local agency lobbying certification is needed for

both programs; otherwise, a separate lobbying certification must be submitted for each program.

As explained in the form's instructions, lobbying with federal funds is prohibited. Lobbying with funds from other sources is permitted. However, if lobbying with non-federal funds has occurred, then the Disclosure Form to Report Lobbying (Standard Form LLL) must be submitted as follows:

- State agencies need to submit an SF-LLL on their lobbying to the FNS Regional Office;
- Local agencies need to submit an SF-LLL on their lobbying to the State agency, who will forward the form to the FNS Regional Office.

State agencies need only submit one SF-LLL if the Federal-State agreement covers both SFMNP and FMNP, and local agencies need only submit one SF-LLL if the State agency – local agency contract covers both programs; otherwise, a separate SF-LLL form must be submitted for each program.

ANNUAL FINANCIAL AND PROGRAM DATA REPORT FORMS

SFMNP:

In addition to the State Plan, FNS requires SFMNP State agencies to submit an Annual Financial and Program Data Report, the FNS-683A, to FNS through the Food Programs Reporting System (FPRS) by **January 30** of each year.

FMNP:

In addition to the State Plan, FNS requires FMNP State agencies to submit the FMNP Annual Financial and Program Data Report, FNS-683B (combines previously used FNS-683 and FNS-203). **The form requires** information regarding FMNP expenditures; the number of FMNP recipients, farmers, farmers' markets, and roadside stands; due to FNS through the Food Program Reporting System (FPRS) no later than **January 30** of each year.

Both SFMNP and FMNP:

- a. § 248.4(a)(15) of the FMNP regulations and § 249.4(a)(18) of the SFMNP regulations specify that State Agencies are to submit information relating to the change in consumption of fresh fruits and vegetables by recipients and the effects of the program on farmers' markets to FNS, if the information is available. State agencies are encouraged to conduct surveys of recipients and farmers' markets to collect this information. At a minimum, the survey shall assess the change in the consumption of fresh fruits and vegetables by recipients, and the effects of the SFMNP and FMNP on farmers' markets. An analysis of completed recipient and/or farmers' market survey forms must be submitted to FNS annually and no later than January 30 of each year.
- b. At any time during the fiscal year when changes in any of the sections or procedures of the State Plan occur, a State Plan Amendment and any accompanying appendices must be

submitted to the FNS Regional Office for approval prior to implementation of the change(s).

TECHNICAL ASSISTANCE

FNS Regional Offices

Questions about the development, structure, and/or submission of the State Plan should be directed to the Supplemental Food Programs Office of the appropriate FNS Regional Office:

Regions	Address	States/ITO's
Northeast	Michelle D'Auria, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Northeast Regional Office 10 Causeway Street Boston, MA 02222-1066 (617) 565 - 6299	Connecticut Maine Indian Township Passamaquoddy Reservation Pleasant Point Passamaquoddy Reservation Massachusetts New Hampshire New York Rhode Island U.S. Virgin Islands Vermont
Mid-Atlantic	Jaime Van Lieu, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Mid-Atlantic Regional Office Mercer Corporate Park 300 Corporate Blvd. Robbinsville, NJ 08691-1598 (609) 259-5100	District of Columbia Delaware Maryland New Jersey Pennsylvania Puerto Rico Virginia West Virginia
Southeast	Sandra Benton-Davis, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Southeast Regional Office 61 Forsyth Street, SW Room 8T36 Atlanta, GA 30303-3427 (404) 562-7100	Alabama Florida Georgia Kentucky Mississippi Mississippi Band of Choctaw Indians North Carolina Eastern Band of Cherokee Indians South Carolina Tennessee
Midwest	Bruce Hillman, Branch Chief Supplemental Nutrition Programs	Illinois Indiana Iowa

	<p>USDA, Food and Nutrition Service Midwest Regional Office 77 West Jackson Blvd. 20th Floor Chicago, IL 60604-3507 (312) 886-6625</p>	<p>Michigan Grand Traverse Band of Ottawa and Chippewa Indians Minnesota Ohio Wisconsin</p>
Southwest	<p>Darrell Allen, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Southwest Regional Office 1100 Commerce Street, Rm 522 Dallas, TX 75242 (214) 290-9910</p>	<p>Arkansas Arizona Inter-Tribal Council of Arizona, Inc. Navajo Nation Louisiana New Mexico Acoma-Canoncito-Laguna Eight Northern Indian Pueblos Council Five Sandoval Indian Pueblos Pueblo of Isleta Pueblo of San Felipe Pueblo of Zuni Santo Domingo Tribe Oklahoma Cherokee Nation Chickasaw Nation Choctaw Nation of Oklahoma Citizen Potawatomi Nation Inter-Tribal Council Inc., of Oklahoma Muscogee (Creek) Nation Osage Nation Otoe-Missouria Tribe WCD Enterprises, Inc. Texas Utah</p>
Mountain Plains	<p>Sandy Clark, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Mountain Plains Regional Office 1244 Speer Blvd., Ste. 903 Denver, CO 80204 (303) 844-0331</p>	<p>Colorado Ute Mountain Ute Tribe Kansas Missouri Montana Nebraska Omaha Nation Winnebago Tribe North Dakota Spirit Lake Tribe Standing Rock Sioux Tribe South Dakota Cherokee River Sioux Tribe Rosebud Sioux Tribe</p>

		Wyoming Eastern Shoshone Northern Arapaho Tribe
Western	Chad Davis-Montgomery, Branch Chief Supplemental Nutrition Programs USDA, Food and Nutrition Service Western Regional Office 90 Seventh Street, Ste. #10- 100 San Francisco, CA 94108 (415) 645-1910	Alaska American Samoa California Commonwealth of the Northern Mariana Islands Guam Hawaii Idaho Nevada Inter-Tribal Council of Nevada Oregon Washington



**Seniors Farmers’ Market Nutrition Program
and
WIC Farmers’ Market Nutrition Program**

**FY 2021
Updated State Plan Information for

(State agency name)**

**SENIORS FARMERS' MARKET NUTRITION PROGRAM
WIC FARMERS' MARKET NUTRITION PROGRAM
Updated Consolidated State Plan Information
Fiscal Year 2021**

Unless submitting a comprehensive State Plan, each State agency must provide, at a minimum, the following information, including budget pages, to their respective FNS Regional Office, annually. Any State agency interested in receiving expansion funds, should such funds become available during FY 2021, must also complete the **Request for Expansion Funds pages**.

State Agency: _____

A. FY 2020 Participants Served:

Number of SFMNP participants (those issued SFMNP food instruments, bulk purchase food boxes or bags and/or CSA benefits) served with federal and State funds in FY 2020 (previously participating fiscal year)::	Number of FMNP recipients (those issued food instruments) served with federal and State funds in FY 2020 (previously participating fiscal year):
SFMNP: _____	FMNP: _____

B. Please provide estimates for FY 2021:

1. Estimated number of SFMNP participants to be served with SFMNP federal and State agency funds in FY 2021:

(Excluding Expansion)

(Including Expansion)

2. Estimated number of FMNP recipients to be served with FMNP federal and State agency funds in FY 2021:

(Excluding Expansion)		(Including Expansion, If Any)
_____	Pregnant women	_____
_____	Breastfeeding women	_____
_____	Postpartum women	_____
_____	Infants (over 4 months of age)	_____
_____	Children (if sub-categories of children, e.g., ages 1-2 years old and 3-4 years old are defined by the State agency, please indicate accordingly)	_____

_____	Other designation (e.g., only Priority I pregnant or breastfeeding women; specify): _____	_____
_____	Total _____	_____

3. Check (X) for the type of SFMNP/FMNP recipients to whom benefits will be issued:

SFMNP <input type="checkbox"/> Individuals <input type="checkbox"/> Households	FMNP <input type="checkbox"/> Individuals <input type="checkbox"/> Households
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4. Benefit Level

a. The Federal benefit amount that each **SFMNP** participant will receive in FY 2021 is \$ _____.

Is this a change from last year? Yes No

§ 249.8(b) of the Federal SFMNP regulations states that the Federal SFMNP benefit level received by each participant, whether a household or individual, may not be less than \$20 per year or more than \$50 per year, except for certain State agencies that were grandfathered into the SFMNP using a different benefit level.)

b. The lowest Federal benefit amount that any **FMNP** recipient will receive in FY 2021 is \$ _____ and the highest is \$ _____. If the State agency uses varying benefit amounts, please list all of the new benefit levels, indicating the recipient categories affected. _____

Is this a change from last year? Yes No

(Please note: Federal FMNP regulations at § 248.8(b) state that the value of the Federal FMNP benefits received by each recipient, or by each family within a household in those States which elect to issue benefits on a household basis under §248.6(c) may not be less than \$10 per year or more than \$30 per year.)

5. Do you plan to use non-federal funds to provide SFMNP/FMNP benefits to other participants?

SFMNP Yes No **FMNP** Yes No

If you answered **YES** for **SFMNP**, please describe how such participants will be identified and certified and the benefit amount that will be provided. For **FMNP**, please describe this caseload; include the name(s) of the program(s) and the sources of non-federal funds:

6. If fruits, vegetables, and/or fresh herbs have been **added** to/or **deleted from** the State agency's list of eligible foods for FY 2021, list (or attach a list) of those items. Please note that honey is eligible only for the SFMNP.

7. Proposed months of Program operation: _____ through _____

8. Proposed months of food instrument issuance: _____ through _____

9. Proposed months of benefit usage by participants: _____ through _____

10. Are tokens used at authorized farmers' markets? Yes No

If Yes, please describe how they are used in the market. _____

11. Are all participants provided with a receipt? Yes No

If No, please describe the procedure in more detail. _____

12. Are any markets authorized to accept Cash Value Vouchers/Benefits (CVV/CVB's)?

Yes No

If Yes: Statewide or Selected Areas Please attach a list.

13. Are any farmers authorized to accept Cash Value Vouchers/Benefits (CVV/CVB's)?

Yes No

14. Indicate the total number of local agencies serving SFMNP/FMNP participants, and the number of each type of farmers, farmers' markets, and/or roadside stands authorized. Also indicate review activity below:

New Fiscal Year: _____	FMNP	SFMNP
Total # Local Agencies Participating	_____	_____
# of local agencies to be reviewed (This is the # of local agencies <i>not</i> the # of participating clinics.)	_____	_____
Total # Farmers Markets Authorized	_____	_____
# to be reviewed (min 10%)	_____	_____
Total # Farmers authorized	_____	_____
# to be reviewed (min 10%)	_____	_____
Total # Roadside stands authorized	_____	_____

# to be reviewed (min 10%)	_____	_____
Total # of CSAs	_____	_____
# to be reviewed (min 10%)	_____	_____

Previous Fiscal Year: _____	FMNP	SFMNP
Total # Local Agencies Participating	_____	_____
# of local agencies reviewed	_____	_____
Total # Farmers Markets Authorized	_____	_____
# of markets reviewed	_____	_____
Total # Farmers authorized	_____	_____
# of farmers reviewed	_____	_____
Total # Roadside stands authorized	_____	_____
# Roadside stands reviewed	_____	_____
Total # of CSAs	_____	_____
# of CSAs reviewed	_____	_____

15. a. Briefly summarize key findings and corrective actions taken as the result of local agency reviews in FY 2020.

b. Briefly summarize key findings and corrective actions taken as a result of farmer/market/roadside stand/CSA reviews in FY 2020.

C. In light of recent changes in technology for both the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the Supplemental Nutrition Assistance Program (SNAP), it is important that State agencies clearly identify how SFMNP/FMNP benefits are provided to participants. Since the inception of the Programs, SFMNP/FMNP benefits have most often been provided using food instruments. In the event that a State agency is using a different delivery method such as Electronic Benefits Transfer (EBT), it is expected that where applicable, the State agency address how that method applies to SFMNP and FMNP.

1. Are any markets currently providing benefits using EBT?

Yes No

If yes, for which programs? WIC SNAP FMNP SFMNP

2. Do you anticipate providing SFMNP or FMNP benefits using EBT?

Yes No

If yes, when? _____ In all markets or in selected areas? _____

Funding Information:

1. Under the FMNP, is the State agency applying to use not more than 2 percent of the total Program funds for market development and/or technical assistance in FY 2021?

Yes No

(If yes, provide the justification for requesting market development or technical assistance funds meeting the criteria set forth in § 248.14(h) of the federal FMNP regulations). Include a detailed description of how the State agency plans to promote the development of farmers' markets. _____

FMNP Matching Funds:

1. Per § 248.14(a), describe the source(s) and amounts the State agency intends to use to meet the minimum **30 percent State/ITO match requirement** for the FMNP, which will be \$_____ for your State/ITO in FY 2021 based on the Federal Funds Request and State/ITO Matching Funds worksheets.

(Note that the 30 percent minimum match requirement applies only to the total administrative cost of the program, although the State agency may meet this match requirement with State/ITO local, or private funds provided for food as well as administrative costs):

Type	Source	Amount
State/ITO and local funds		\$
Private funds		
In-kind Contributions		
Similar Programs		
Program Income		
Total FMNP Match Amount: \$		

State/ITO and local funds. If available, attach documentation, such as a copy of appropriation legislation, budget page containing this line item, etc.

Private Funds. Include a detailed description of all cash donations or letters of commitment from the organizations or individuals planning to make such donations.

In-kind Contributions. If any portion of the State agency's minimum 30 percent matching requirement will be met through in-kind contributions, describe the in-kind contribution, its value, and how the value was determined, including any supporting documentation.

Similar Programs. Federal funds provided for SFMNP or any other FNS program (e.g., Specialty Crop or Farmers' Market Promotion Program grants awarded by USDA's Agricultural Marketing Service) **cannot** be used as a match source. Include the title of the program, the source of funding and a brief description of how the program operates.

Program Income. Describe type and source. (More specific information can be found in [WIC Policy Memorandum #2005-3, Price Adjustments, Collections, Fines, and Program Income](#)) _____

Reminder to Current SFMNP/FMNP State agencies:

In addition to the Updated State Plan section just completed, the following documents must also be provided to FNS before the SMNP/FMNP State Plan can be approved for FY 2021:

- a. FY 2021 Estimated Federal Budget Summary;
- b. Expansion Request for those State agencies requesting expansion funds;
- c. Using the Appendices lettering/numbering system shown below, a description of any other procedural changes or amendments to the State Plan that have occurred since the previous State Plan submission and approval by FNS, such as a change in the benefit level, new months of program operation, the numbers and addresses of new farmers' markets, roadside stands, and/or local agencies, and a new map showing the location of these new outlets or facilities; and
- d. Federal-State Supplemental Nutrition Programs Agreement (FNS-339), expiration of 4/30/2022.

Include all of your Appendices here. Please identify clearly any pages according to the lettering system used in this format.

Required Appendices

- A. Federal-State Supplemental Nutrition Programs Agreement (FNS-339)
- B. Job Descriptions
- C. Copies of signed agreements between the State agency and another State agency (delineating the functions to be performed)
- D. Copies of cooperative agreements with other entities for authorizing and/or training farmers, farmers' markets, roadside stands
- E. Supporting documentation for State, private, in-kind, or similar program funding (if applicable)
- F. Instructions to participants, including rights and responsibilities
- G. List of fruits, vegetables and/or fresh herbs that are eligible in the program
- H. Samples of reporting forms for record keeping (if available)
- I. Copy of the log or other forms used to record and report food instrument issuance and inventory
- J. Copy of the FMNP food instrument (coupon, check, electronic benefits transfer (EBT) card, etc.)
- K. Map outlining service areas and proximity of farmers' markets, roadside stands from the prior year's operation to WIC clinics and/ local agencies
- L. List of criteria used to authorize farmers' markets
- M. List of criteria used to authorize farmers
- N. List of criteria used to authorize roadside stands
- O. List of criteria used to authorize farmers for bulk purchase programs.
- P. Copy of prototype agreements for farmers, markets, CSAs and bulk purchases (if applicable)
- Q. Training materials for farmers, markets, roadside stands and CSAs (if applicable)
- R. State agency's monitoring tool(s) to review farmers, farmers' markets, roadside stands, and CSA programs (if applicable)
- S. Sample State-wide application/certification form
- T. Sample notification of ineligibility

As applicable (Any forms/materials used in the SFMNP/FMNP that are different from what is used in the WIC Program)

- 1. State agency training tools for local agencies
- 2. Sample proxy form
- 3. Examples of nutrition education materials
- 4. Copy of form to request an appeal/fair hearing and procedures
- 5. Form to collect and record racial/ethnic data
- 6. Copy of other agency's nutrition education plans for SFMNP/FMNP participants

Please list any other attachments or appendices: _____



**Seniors Farmers' Market Nutrition Program
and
Farmers' Market Nutrition Program
FY 2021
Consolidated State Plan of Operations**

**SENIORS FARMERS' MARKET NUTRITION PROGRAM
WIC FARMERS' MARKET NUTRITION PROGRAM
Consolidated State Plan of Operations
Fiscal Year 2021**

Clearly identify any attachments/addenda according to the lettering/numbering system used in this format.

State Agency: _____

I. Goals

A. Describe the State agency's plans to achieve each of the purposes of the SFMNP (§ 249.1) and the FMNP (§ 248.1), as follows:

SFMNP:

1. To provide resources in the form of fresh, nutritious, unprepared, locally grown fruits, vegetables, honey and herbs from farmers' markets, roadside stands, and CSA programs to low-income seniors;

2. To increase the domestic consumption of agricultural commodities by expanding or aiding in the expansion of domestic farmers' markets, roadside stands, and CSA programs; and

3. To develop or aid in the development of new and additional farmers' markets, roadside stands, and CSA programs.

FMNP:

1. To provide resources in the form of fresh, nutritious, unprepared foods (fruits, vegetables, and herbs) from farmers' markets to women, infants, and children who are nutritionally at risk and who are participating in the WIC Program or are on the waiting list for the WIC Program; and

2. To expand the awareness, use of, and sales at farmers' markets.

B. Describe how the State agency plans to target the Program(s) to areas with high concentrations of eligible persons with the greatest access to farmers' markets. Be sure to include any special features, such as the use of volunteers and community resources or

specialized management information systems, which the State agency plans to implement to enhance operation and administration of the SFMNP (§ 249.4(9)(i)) and the FMNP (§ 248.4(9)(i)) .

C. For a State agency submitting an initial application for funding (i.e., a State agency that did not operate the SFMNP or the FMNP in FY 2020), please summarize any prior experience with similar farmers' market projects or programs. The summary should describe:

1. The number and category (seniors, women, infants, children) of participants served;
2. The scope of the program (e.g., limited to a city, county, or was it a statewide or Indian Tribal Organization (ITO)-wide program?); and
3. The source(s) of funding for the program.

Please include any data that was collected during FY 2020 concerning the benefits or impact of the program(s).

II. General Administration

A. This section of the Consolidated State Plan Guidance is to report on general operations.

1. Number of participants in FY 2020 (if applicable):

SFMNP: _____ FMNP: _____

2. Estimated number of participants in FY 2021:

SFMNP: _____ FMNP: _____

3. Proposed months of Program operation:

SFMNP: _____ through _____

FMNP: _____ through _____

4. Proposed months of food instruments (No later than 9/30):

SFMNP: _____ through _____

FMNP: _____ through _____

5. Proposed months of benefit usage by participants (No later than 11/30):

SFMNP: _____ through _____

FMNP: _____ through _____

6. Proposed months of benefit redemption (submission for payment) by farmers, markets roadside stands, and/or CSAs:

SFMNP: _____ through _____

FMNP: _____ through _____

7. Are any farmers authorized to accept Cash Value Vouchers/Benefits (CVV/CVB's)?

Yes No

If Yes: Statewide or Selected Areas Please attach a list.

8. In FY 2020 did any markets offer incentives? Yes No

If yes, for which programs? WIC SNAP FMNP SFMNP

B. In light of recent changes in technology for both the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the Supplemental Nutrition Assistance Program (SNAP), it is important that State agencies clearly identify how SFMNP and FMNP benefits are provided to participants. Since the inception of the Programs, SFMNP and FMNP benefits have most often been provided using either coupons or checks. In the event that a State agency is using a different delivery method such as Electronic Benefits Transfer (EBT), it is expected that where applicable, the State agency address how that method applies to SFMNP and FMNP.

1. Are any markets currently providing benefits using EBT? Yes No
If yes, for which programs? SNAP FMNP SFMNP

2. Do you anticipate providing SFMNP/FMNP benefits using EBT? Yes No
If yes, when? _____ In all markets or in selected areas? _____

C. Staffing

1. List all SFMNP/FMNP staff positions below, including both full and part-time positions. Attach job descriptions for each position. An organizational flow chart identifying levels of responsibility can be provided with this list. § 249.4(a)(4) of the federal SFMNP regulations and § 248.4(a)(3) of the federal FMNP regulations require a detailed budget in the State Plan, including a description of the federal and non-federal funds that will be used to operate the program. Although use of non-federal funds is not required under the SFMNP, describing the use of any such funds is helpful for the State agency and FNS to understand the administrative capabilities of the State agency; the use of non-federal funds will not result in the reduction of the federal grant.

Paid through Federal SFMNP Administrative funds

<u>Position</u>	Percentage of Funds Allocated to:	
	<u>Full Time</u>	<u>Part Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Paid through Non-Federal SFMNP funds/sources (specify)

<u>Position</u>	Percentage of Funds Allocated to:	
	<u>Full Time</u>	<u>Part Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Paid through Federal FMNP Administrative funds

<u>Position</u>	Percentage of Funds Allocated to:	
	<u>Full Time</u>	<u>Part Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Paid through State/ITO FMNP funds/sources (specify)

<u>Position</u>	Percentage of Funds Allocated to:	
	<u>Full Time</u>	<u>Part Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Paid through other funding source(s) (specify source and program)

<u>Position</u>	Percentage of Funds Allocated to:	
	<u>Full Time</u>	<u>Part Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Will any other State or local government agency(ies), non-profit or for-profit organizations, or the Cooperative Extension Service provide services for the State agency under the FMNP and/or SFMNP?

Yes No

If yes, list the State or local government agency(ies) and/or other organizations, and

include which program they will provide services for.

Include a copy of the signed agreement(s) between the State agency and other agencies and/or the non-profit or for-profit organizations delineating the services to be performed. (§ 248.4(a)(1) & (§ 249.4(a)(1)).

- E. Indicate in the space provided the **State agency** that will be responsible for performing (or overseeing the local agency or other entity/organization that will perform) each function listed below (e.g., State Department of Agriculture, State Department of Health, State Agency on Aging, etc.):

_____ Lead State agency

_____ Certify participants for the SFMNP

_____ Collect racial/ethnic participation information for the SFMNP

_____ Certify WIC recipients for the FMNP

_____ Authorize and train local agencies/clinics

_____ Issue food instruments to participants

_____ Issue food instruments to local agencies/clinics

_____ Negotiate contracts with CSA/bulk purchase farmers (SFMNP only)

_____ Provide nutrition education to program participants

_____ Reconcile food instruments

_____ Conduct reviews of local agencies/clinics

_____ Authorize farmers/farmers' markets/roadside stands/CSA programs

_____ Train farmers/farmers' markets/roadside stands/CSA programs

_____ Monitor farmers/farmers' markets/roadside stands/bulk purchase/CSA programs

_____ Manage Cash Value Vouchers/Benefits (CVV/CVB's) issued to FMNP participants

If the State agency and the partnering State agency(ies) are different, include as an attachment a copy of each signed agreement between the agencies, clearly stating the

functions to be performed as indicated above. The written agreement(s) should delineate the responsibilities of and specific work activities to be performed by each agency, and should identify the responsible designated representative of each agency.

F. Indicate how Program benefits will be issued to participants (allocated either by individuals or by household size):

SFMNP: _____ Individuals _____ Households
FMNP: _____ Individuals _____ Households

G. Indicate the total federal food instrument amount for each participant for each Program:

\$_____ (SFMNP) \$_____ (FMNP)

(§ 249.8(b) of the federal SFMNP regulations states that the federal SFMNP benefit level received by each participant, whether a household or individual, may not be less than \$20 per year or more than \$50 per year, except for certain State agencies that were grandfathered into the SFMNP using a different benefit level.

Similarly, § 248.8(b) of the federal FMNP regulations states that the value of the federal FMNP benefit received by each recipient, or by each family within a household in those States which elect to issue benefits on a household basis under § 248.6(c), may not be less than \$10 per year or more than \$30 per year.)

6. If applicable, indicate the total federal SFMNP benefit amount allotted to each participant for use at a CSA Program if this benefit amount is different than for use at farmers' markets or roadside stands: \$ _____. (§ 249.8(b) of the federal SFMNP regulations states that such SFMNP participants may receive a higher benefit level than non-CSA participants but may not be more than \$50 per year, except under certain conditions.)

H. If applicable, indicate the total federal SFMNP benefit amount for each participant for use in a bulk purchase program (if this benefit amount is different than for use at farmers' markets or roadside stands): \$ _____

8. Are any markets currently authorized to accept WIC CVV's/CVB's?

Yes No

If yes, is this in all markets or in selected areas? Please attach a list.

I. Are any markets currently/planning to offer incentives? Yes No

If yes, please provide a list below or attach a list in the appendix.

- a. How much is the incentive? _____
- b. How does the market determine who receives the incentive? _____
- c. How is the incentive funded? _____

III. Funding

A. Describe in detail the State agency's financial management system that will provide for accurate, current, and complete disclosure of the financial status of the SFMNP/FMNP. At a minimum, include the following elements:

1. Procedures to ensure prompt and accurate payment of allowable and allocable costs, and to ensure that costs claimed are in accordance with 2 CFR 225 (Cost Principles Applicable to Grants and Contacts with State and Local Governments) and FNS guidelines and instructions (see § 249.11(d) of SFMNP regulations on allowable and allocable costs and § 248.12 of FMNP regulations and FMNP Policy Memorandum 2002-1);
2. Procedures for obligating funds, including disbursing funds from the Letter of Credit;
3. Description(s) of how farmers are paid;
4. Claims procedures for overpayments to farmers, farmers' markets, roadside stands, bulk purchases, CSAs, and participants; and
5. Description of the time-reporting system used to distribute employee salaries and related costs, and procedures and forms for conducting time studies.

B. Describe the funding source(s) and amounts the State agency intends to use to meet the minimum 30 percent State/ITO match requirement for the FMNP, which will be \$ _____ for your State/ITO in FY 2021, based on the Federal Funds Request and the State/ITO Matching Funds Estimation Worksheet on pages 41-43, per § 248.14(a)(i)(ii).

(Please note that the 30 percent minimum match requirement only applies to the total FMNP administrative cost, although the State agency may meet this match requirement with State/ ITO funds provided for food in addition to administrative costs.)

Type	Source	Amount
State/ITO and local funds		\$
Private funds		
In-kind contributions		
Similar programs		
Program income		
		Total: \$

State/ITO and local funds: If available, please attach documentation, such as a copy of appropriation legislation, budget page containing this line item, etc.

Private funds: Please describe in detail or attach documentation of all cash donations or letters of commitment from organizations/individuals planning to make such donations.

In-kind contributions: If any portion of the State agency's minimum 30 percent matching requirement will be met through in-kind contributions, please describe the in-kind contribution and its monetary value, and include any supporting documentation.

Similar programs: Include the title of the program, the source of funding, and a brief description of how the program operates. **Federal funds provided for SFMNP or any other FNS program cannot be used as a match source.**

Program income: Describe type(s) and amount(s). (More specific information can be found in [WIC Policy Memorandum #2005-3, Price Adjustments, Collections, Fines, and Program Income](#))

Is the State agency seeking approval to use **up to 2** percent of its total FMNP funds for market development or technical assistance to farmers' markets in FY 2021?

NOTE: These funds are only available to develop or assist farmers' markets in socially or economically disadvantaged areas or remote rural areas, where individuals eligible for participation in the FMNP have limited access to locally grown fruits and vegetables (§ 248.14(h)).

Yes No

If yes, describe in detail the justification for the market development and/or technical assistance funds, including documentation to support the qualifications of the areas to be targeted and specific plans to achieve the stated goals. _____

C. Describe in detail the State agency's record keeping systems for the SFMNP (§ 249.23) and the FMNP (§ 248.23), addressing the following areas:

1. Financial operations

2. Food instrument issuance and redemption
3. CSA/bulk purchase contracts and payments
4. SFMNP/FMNP participation reporting
5. Tracking staff time and other administrative expenses to ensure that federal SFMNP/FMNP funds are only used for costs which are allowable and allocable for the SFMNP/FMNP. _____

NOTE: A description of the State's financial management system is required earlier in Section III(A). If some of the same information has already been provided under that section, it is not necessary to duplicate that information. It may either be provided here or cross-referenced to the relevant section.

If forms have been developed to facilitate any of these functions, an example of each form, along with a brief explanation should be attached to this document.

D. FMNP Federal Funds Allocation Process and the State/ITO Match

As required under § 248.14(a)(i), there is a matching requirement of administrative funds equal to or not less than 30 percent. Detailed below are the FMNP Federal Funds Allocation Process and how the State/ITO match is calculated.

1. Total Federal funds requested (prior year's total Federal grant x 17% (or 19%, if requesting a maximum of 2% for market development or technical assistance) = Federal administrative funds.
2. Federal administrative funds ÷ 70% = Estimated total administrative grant.
3. Estimated total administrative cost x 30% = State/ITO match amount.

(A State agency may provide more in State funds to administer the Program than is required. However, the FNS allocation is based on the minimum amount that a State agency must match, not the total amount of funds/resources a State agency provides.)

4. Total Federal funds requested (prior year's total Federal grant) + State/ITO match amount = Estimated total Program cost.

E. Federal Funds Request and Budget Worksheets

§ 249.4(a)(4) of the Federal SFMNP regulations and § 248.4(a)(4) of the Federal FMNP regulations require that the State Plan include a detailed budget, including a description of the Federal and non-Federal funds that will be used to operate each program, and assurance that no more than 50 percent of the Federal SFMNP Food grant will be used for CSA programs, except as stipulated at 7 CFR 249.10(a)(5). The types of worksheets used to calculate your Federal funds are described below.

SFMNP FY 2021 Budget Summary:

I. FY 2021 SFMNP ESTMATED FEDERAL BUDGET SUMMARY

This worksheet summarizes the Federal food and administrative funds. **All State agencies must complete this worksheet.**

II. FY 2021 SFMNP ADMINISTRATIVE BUDGET ESTIMATE

This worksheet summarizes administrative activities and related funding. **All State agencies must complete this worksheet.**

III. FY 2021 ESTIMATED SFMNP FEDERAL CASELOAD CALCULATION

This worksheet summarizes participant caseload in relation to funding. **All State agencies must complete this worksheet.**

IV. FY 2021 ESTIMATED SFMNP NON-FEDERAL BUDGET SOURCE OF NON-FEDERAL FUNDS

This worksheet summarizes non-federal funding used to support the SFMNP. **All State agencies must complete this worksheet.**

State Agency: _____

Universal Identifier _____

I. FY 2021 SFMNP ESTIMATED FEDERAL BUDGET SUMMARY

- 1. Total Federal Funds Requested \$
(Prior Year's Total Federal Grant or Less):

- 2. Plus: Expansion Funds Requested (if any): \$
(Include expansion funds in calculation of requested funds)

- 3. Less: Federal Administrative Funds at 10% of Total: \$

- 4. Federal Foods Funds (minimum 90% of total): \$

II. FY 2021 SFMNP ADMINISTRATIVE BUDGET ESTIMATE

Certification	Food Instrument Management	Market Management	Nutrition Education	Financial Management	Total @ 10%
\$	\$	\$	\$	\$	\$
%	%	%	%	%	100%

Certification: Eligibility determinations and outreach services.

Food Instrument Management: Pricing and reconciling/issuing food instruments to recipients, and instructing recipients on the purpose of the program and their proper use.

Market Management: Authorizing, training, technical assistance, marketing, and monitoring of farmers/ farmers’ markets/roadside stands.

Nutrition Education: Instructing recipients on the nutritional benefits of fresh, nutritious, unprepared foods such as fruits and vegetables.

Financial Management: Preparing financial and recipient reports, issuing payments to farmers/farmers’ markets and costs associated with FMNP audits.

III. FY 2021 ESTIMATED SFMNP FEDERAL CASELOAD CALCULATION

This worksheet determines the number of participants that can be supported with the Federal funds requested. To ensure that no more than 50 percent of the SFMNP grant has been used for CSA programs; line 4 must not exceed one half of line 3 on this page. If benefits are not used for CSA programs, then only the first three steps below apply. Line 9, the Grand Total, includes non-CSA program caseload and CSA/bulk purchase program caseloads. Line 10 provides the percentage of the SFMNP food funds grant used only for CSA programs.

State Agency:

1. Available Federal food funds for food instruments (non-CSA/Bulk purchase)		\$	<input type="text"/>
2. (Divided by) Proposed total non-CSA food instrument benefit level (Minimum \$20, Maximum \$50) (Except for a current SA that has grandfathered in a lower benefit level)		\$	<input type="text"/>
3. Total projected food instrument Federal caseload:			<input type="text"/>
4. Available food funds remaining for participants using CSA and/or bulk purchase programs		\$	<input type="text"/>
5. (Divided by) Proposed total CSA benefit level (May be the same as for non-CSA participants, or higher, but must be a minimum \$20, maximum \$50, and must be the same for all CSA Participants, except per § 249.8(b)).		\$	<input type="text"/>
6. Total projected CSA Federal caseload			<input type="text"/>
7. (Divided by) Total projected bulk purchase benefit level		\$	<input type="text"/>
8. Total projected bulk purchase caseload			<input type="text"/>
9. Grand Total Projected Federal Caseload			<input type="text"/>
(Line 3) = w/o CSA or bulk purchase	OR		<input type="text"/>
(Line 3 + Line 6) = with CSA option	OR		<input type="text"/>
(Line 3 + Line 8) = with bulk purchase option	OR		<input type="text"/>
(Line 6) = CSA only	OR		<input type="text"/>
(Line 8) = Bulk purchase only	OR		<input type="text"/>
(Line 3 + Line 6 + Line 8) = With all options			<input type="text"/>
10. Line 4, Worksheet II, divided by Line 3, Worksheet I (Federal Food funds) multiplied by 100 (this total may not be more than 50 percent)		\$	<input type="text"/>

IV. FY 2021 ESTIMATED SFMNP NON-FEDERAL BUDGET SOURCE OF NON-FEDERAL FUNDS

Please list the source and amount of non-Federal funds, if any, which the State agency plans to use for the SFMNP. § 249.4(a)(4) of the Federal SFMNP regulations requires a detailed budget in the State Plan, including a description of the Federal and non-Federal funds that will be used to operate the program. This information supports whether the State agency will have sufficient resources to meet caseload and/or administrative goals beyond those supported by Federal funds.

Type	Source	Amount	Purpose
State and Local Funds		\$	
Private Funds		\$	
Other		\$	
Total		\$	

FMNP:

I. FY 2021 FMNP ESTIMATED FEDERAL BUDGET SUMMARY

This worksheet summarizes the Federal food and administrative funds. **All State agencies must complete this worksheet.**

II. ADMINISTRATIVE BUDGET ESTIMATE

This worksheet summarizes administrative activities and related funding. **All State agencies must complete this worksheet.**

III. FEDERAL FUNDS REQUEST AND STATE/ITO MATCHING FUNDS ESTIMATION

This worksheet estimates either the amount of Federal funds based on the State/ITO match amount available, or the State/ITO match amount and total program funds based on the amount of Federal food funds requested. **All State agencies must complete either Part A or Part B of this worksheet as applicable.**

IV. FEDERAL FOOD FUNDS REQUEST BASED ON A UNIFORM BENEFIT LEVEL

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when each category of recipient (i.e., women, infants, and children) will receive the same benefit level. **All state agencies must complete either this worksheet or worksheet V, below.**

V. FEDERAL FOOD FUNDS REQUEST BASED ON VARYING BENEFIT LEVELS

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when one or more of the recipient categories (women, infants and children) will receive a benefit level different from the other categories. **All state agencies must complete either this worksheet or worksheet IV, above.**

State Agency:

Universal Identifier

I. FY 2021 FMNP ESTIMATED FEDERAL BUDGET SUMMARY

1. Total Federal funds requested <i>(Prior Year's Total Federal Grant or Less):</i>	\$	\$
2. Plus: Expansion funds requested (if any): <i>(Include expansion funds in calculation of requested funds)</i>		\$
3. Less: Federal administrative funds at 17% of total:	\$	
4. Less: Market development/technical assistance funds <i>(up to 2% of total):</i>		\$
5. Federal foods funds:		
a. 83% <i>(total without market development funds request):</i>	\$	
OR		
b. 81% <i>(total with market development funds request):</i>		\$

II. FY 2021 FMNP ADMINISTRATIVE BUDGET ESTIMATE

Use **Table B.** if requesting use of 2% market development funds.

Table A.

Food Instrument Management	Market Management	Nutrition Education	Financial Management	Total @ 17%
\$	\$	\$	\$	\$
%	%	%	%	100%

Table B.

Food Instrument Management	Market Management	Nutrition Education	Financial Management	Total @ 19%
\$	\$	\$	\$	\$
%	%	%	%	100%

Food Instrument Management: Pricing and reconciling/issuing food instruments to recipients, and instructing recipients on the purpose of the program and their proper use.

Market Management: Authorizing, training, technical assistance, marketing, and monitoring of farmers/ farmers' markets/roadside stands.

Nutrition Education: Instructing recipients on the nutritional benefits of fresh, nutritious, unprepared foods such as fruits and vegetables.

Financial Management: Preparing financial and recipient reports, issuing payments to farmers/farmers' markets and costs associated with FMNP audits.

III. FY 2021 FMNP FEDERAL FUNDS REQUEST AND STATE/ITO MATCHING FUNDS ESTIMATION

Part A of this worksheet should be completed by a State agency that knows exactly the amount of State/ITO funds available to meet the matching requirement, and wants to estimate the level of Federal funds the State/ITO matching funds can support.

Part B of this worksheet should be completed by a State agency that wishes to **estimate** its match amount and total program funds based on the amount of Federal food funds requested.

For State agencies requesting the extra 2 percent administrative rate for market development or technical assistance to promote such development in disadvantaged areas or remote rural areas, use the calculations based on 19 percent to determine your (A) estimated total federal funds or (B) estimated total program funds.

A. To estimate the federal administrative funds based on the matching amount:

17% rate:

1. Matching Funds: \$ / **.30** = Total Administrative Funds

2. Total Administrative Funds: - Matching Funds
= Federal Administrative Funds

3. Federal Administrative Funds: / **.17** = \$ Total Federal Funds

A. To estimate the federal administrative funds based on the matching amount:

19% rate:

1. Matching Funds: \$ / **.30** = Total Administrative Funds

2. Total Administrative Funds: - Matching Funds
 = Federal Administrative Funds

3. Federal Administrative Funds: / .19 = \$ Total Federal Funds

B. To estimate the matching and administrative amounts based on the federal food funds requested:

17% rate:

1. Prior Year's Food Grant: \$ / .83 = Total Federal Funds Requested, Food and Administrative

2. Total Federal Funds Requested: x .17 = Federal Administrative Funds

3. Federal Administrative Funds: / .70 = Estimated Total Administrative Funds, Federal and State

4. Estimated Total Administrative Funds: - Federal Administrative Funds:
 = State Agency's Match for New Fiscal Year.

5. State/ITO Matching Funds: + Total Federal Funds \$ = Estimated Total Program Funds

B. To estimate the matching and administrative amounts based on the federal food funds requested:

19% rate:

1. Prior Year's Food Grant: \$ / .81 = Total Federal Funds Requested, Food and Administrative

2. Total Federal Funds Requested:		x.19	=		Federal Administrative Funds	
3. Federal Administrative Funds:		/.70	=		Estimated Total Administrative Funds, Federal and State	
4. Estimated Total Administrative Funds:		-			Federal Administrative Funds:	
=		State Agency's Match for New Fiscal Year.				
5. State/ITO Matching Funds:		+			=	
\$						Estimated Total Program Funds

IV. FY 2021 FMNP FEDERAL FOOD FUND REQUEST BASED ON A UNIFORM BENEFIT LEVEL

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when each category of recipient (i.e., women, infants, and children) will receive the same benefit level:

1. Total Federal Funds Requested (Prior Year's Total Federal Grant or Less):	\$	
2. Percent of Total Federal Funds Available for Food:	x .83	or
		x. 81
3. Available Food Funds:	\$	\$
	Divided by	Divided by
4. Proposed Federal Food Benefit Level Minimum \$10; Maximum \$30	\$	\$
5. Total Projected Federal Caseload:		

V. FY 2021 FMNP FEDERAL FOOD FUNDS REQUEST BASED ON VARYING BENEFIT LEVELS

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when one or more of the recipient categories (woman, infants and children receives a benefit level different from the other categories):

1. Total Federal funds requested (prior year's total Federal grant or less):

2. Percent of total Federal funds available for food: **x .83** or **x. 81**

3. Available food funds:

	CATEGORY I (specify)	CATEGORY II (specify)	CATEGORY III (specify)
4. Number of proposed program recipients by category	<input type="text"/>	<input type="text"/>	<input type="text"/>

X **X** **X**

5. Proposed food benefit level:

6. Total per category =

7. Add together the total of Lines 6, which must be equal to or be less than the total available Federal food funds in line 3:

CATEGORY I		CATEGORY II		CATEGORY III		Grand Total
<input type="text" value="\$"/>	+	<input type="text" value="\$"/>	+	<input type="text" value="\$"/>	=	<input type="text" value="\$"/>

IV. Certification

A. Targeting Benefits

SFMNP:

1. As required under § 249.4(a)(9), describe the State agency's plans to target areas with a high concentration of eligible persons and access to farmers' markets, roadside stands and/or CSA programs within the broadest possible geographic area. For example, will the State/ITO concentrate on serving only a few areas where there are large numbers of potential participants who have access to farmers' markets, roadside stands and/or CSA programs, or will it provide State/ITO-wide coverage?

- a. Provide a detailed description of the service area(s), including the number (and location, if available) of participating markets/roadside stands/CSA/bulk purchase programs and local agencies (such as Area Agencies on Aging, Senior Centers or CSFP distribution sites).

- b. Estimated number of SFMNP participants per local agency:

Local Agency:

of Participants:

2. a. As required under § 249.6(g)(2), when all available program benefits have been allocated to eligible participants, are local agencies required to maintain a waiting list of new applicants likely to be served?

Yes No

If yes, will which of the following be included on the waiting list?

- Name of the applicant
- Date placed on waiting list
- Address
- Participant telephone number
- Participant mobile telephone number
- Other telephone number
- Other: _____

3. In States where the WIC Farmers' Market Nutrition Program (FMNP) operates in the same service areas as FMNP, or closely overlapping, so that the same farmers' markets and roadside stands may serve both SFMNP and FMNP recipients? If No, please explain.

- Yes No

FMNP:

1. As required under § 248.4(a)(9), describe the State agency's plans to target areas with a high concentration of eligible persons and access to farmers' markets within the broadest possible geographic area. For example, will the State/ITO concentrate on serving only a few areas where there are large numbers of WIC recipients who have access to farmers' markets, or will it provide State/ITO-wide coverage?

a. Provide a detailed description of the service area(s), including the number and addresses of participating markets, roadside stands, and WIC clinics.

b. Attach a map outlining the service area(s) and proximity of markets and roadside stands to WIC local agencies or clinics.

c. Estimated number of WIC recipients per local agency/clinic:

<u>Clinic</u>	<u># of Recipients</u>
_____	_____
_____	_____
_____	_____
_____	_____

2. Intended FMNP recipients:

(Excluding Expansion)

(Including Expansion)

_____	WIC recipients only	_____
_____	WIC applicants on waiting lists only	_____
_____	Both	_____

3. Will all WIC recipients in an FMNP service delivery area be issued FMNP food instruments, checks or EBT cards or only certain categories/groups?

- All eligible recipients
- Specific categories/groups (check all that apply):

(Excluding Expansion)

(Including Expansion)

<input type="checkbox"/>	Pregnant women	<input type="checkbox"/>
<input type="checkbox"/>	Breastfeeding women	<input type="checkbox"/>
<input type="checkbox"/>	Postpartum women	<input type="checkbox"/>
<input type="checkbox"/>	Infants (over 4 months)	<input type="checkbox"/>
<input type="checkbox"/>	Children (If sub-categories of children, e.g., ages 1-2 years old and 3-4 years old, are defined by the State agency, please indicate accordingly.)	<input type="checkbox"/>
<input type="checkbox"/>	Other designation (e.g., only Priority I pregnant or breastfeeding women)	<input type="checkbox"/>

B. Application Process (SFMNP Only) (§ 249.6)

1. The State agency requires all local agencies to use a standardized application process for all persons applying for the SFMNP.

Yes No

2. The State agency shares _____ statewide or _____ at local agency option (check one), a common application or certification form with (check all that apply):

- No other benefit programs
- Commodity Supplemental Food Program (CSFP)
- Food Distribution Program on Indian Reservations (FDPIR)
- Supplemental Nutrition Assistance Program (SNAP)
- Aging Services
- Supplemental Security Income (SSI)
- Reduced price health care program(s)
- Other (specify) _____

3. § 249.6(g) Does the State agency have processing standards in place to notify SFMNP applicants of eligibility, ineligibility, or placement on a waiting list within 15 days from the date of application?

Yes No

4. How does the State agency define “reasonable expectations that additional funds may become available” in order to determine whether to maintain a waiting list?

5. Is each participant or authorized representative informed on how to use farmers’ market food instruments or his/her CSA SFMNP benefits, and on the availability of other services, as set forth in § 249.6(d)(3) of the Federal SFMNP regulations?

Yes No

6. Does the State agency have procedures to ensure that participants are certified only for the current fiscal year’s period of SFMNP operation?

Yes No

If yes, please provide a brief description: _____

7. May a participant designate another person as an authorized representative/proxy to do the following if the participant is unable to (check all that apply):

- Apply for certification?
- Shop at farmers' markets and/or roadside stands?
- Pick up eligible foods from CSA program or bulk purchase distribution sites?

8. a. Does the State agency limit the number of proxies that one individual can have (e.g., one participant may designate three different proxies)?

- Yes No

If yes, how many? _____

b. Does the State agency limit how many participants may use the same proxy? (e.g., one person is the proxy for 5 participants)?

- Yes No If yes, how many? _____

9. If the State agency permits authorized representatives/proxies, are signed statements from the participant required for this purpose per § 249.6(f) of the federal SFMNP regulations?

- Yes No

10. Attach a copy of the State agency's written procedures regarding the designation of authorized representatives/proxies for the SFMNP, if available.

11. Is certification for SFMNP performed at no cost to the applicant or authorized representative?

- Yes No

12. Attach a copy of the FY 2021 Certification or Application form that will be used for the SFMNP (Appendix AA).

C. Categorical and Residency Eligibility (SFMNP only)

1. Will only individuals who meet the basic regulatory definition of "senior" (i.e., 60 or older) in an SFMNP service delivery area be provided SFMNP benefits, or will the State agency (per § 249.6(a)(1)) also serve special categories of participants?

	(Excluding Expansion)	(Including Expansion)
Seniors \geq 60 years of age	<input type="checkbox"/>	<input type="checkbox"/>
Special categories/groups: (check all that apply):		
Higher minimum age (e.g., 62, 65 – specify in space provided) _____	<input type="checkbox"/>	<input type="checkbox"/>
Native Americans (\geq 55 years old)	<input type="checkbox"/>	<input type="checkbox"/>
Disabled* (*residing in predominantly-elderly housing where congregate nutrition services are provided)	<input type="checkbox"/>	<input type="checkbox"/>
Lower income level (Specify in space provided) _____	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

2. For the residency requirement, the State agency uses:

- State/ITO residency
- Local agency service area residency

D. Income Eligibility (SFMNP only) (§ 249.6(a)(3))

1. For income eligibility, the State agency uses:

- Maximum gross household income of 185% of annual poverty income guidelines
- Maximum gross household income of _____% (less than 185%) of annual poverty income guidelines
- Participation in Commodity Supplemental Food Program (CSFP)
- Participation in Supplemental Nutrition Assistance Program (SNAP) *
(* as long as SNAP income eligibility does not exceed 185% of poverty)
- Participation in Food Distribution Programs on Indian Reservations (FDPIR)*
(* as long as FDPIR income eligibility does not exceed 185% of poverty)

- Participation in Supplemental Security Income (SSI)
- Participation in another means-tested program for which income eligibility is set at or below 185% of the poverty income guidelines

2. For the normal income eligibility screening process and determination of household size, is the household defined by the State agency as a group of related or nonrelated individuals who are living together as one economic unit?

Yes No

3. For documentation of income eligibility per § 249.6(3), the State agency accepts (check all that apply):

- Signed statement of applicant (if so, attach copy in Appendices section)
- Notice of eligibility or its equivalent for participation in or certification for other programs
- Pay stub or other statement of earnings
- W-2, tax return, or other tax forms
- Other: _____ (Please describe)

4. The State agency requires State-wide, or at local agency option (check one), the verification of applicant income information.

- No
- Yes (check all sources required, as appropriate):

- Employer
- Public assistance offices
- State employment offices (wage match, unemployment)
- Social Security Administration
- School districts/offices
- Collateral contacts
- Other (specify): _____

E. Participant Rights and Responsibilities (SFMNP only)

1. If found ineligible, are applicants for SFMNP notified in writing of the reason(s) for ineligibility and the right to a fair hearing.

Yes No (Attach the standardized format for this, if any.)

2. Is each participant or authorized representative informed during the certification process of his/her rights and responsibilities as set forth in § 249.6(d)(1)(2) of the federal SFMNP regulations?

Yes No

3. Is this information provided in a language other than English where a significant number or proportion of the eligible population needs this information in a language other than English?

Yes No

If so, list other languages this information is provided in:

F. Participant and Applicant Confidentiality

1. Does the State agency share information obtained from applicants and/or participants for SFMNP/FMNP with any other programs, agencies, law enforcement officials, or any other organizations or persons?

Yes No

(If “Yes,” explain below and attach documentation such as information-sharing agreements, statements of policies and procedures, legal citations, etc.)

2. Per § 249.24 of the federal SFMNP regulations and § 248.24 of the federal FMNP regulations, the State agency restricts the use or disclosure of information obtained from applicants/participants to:

a. Persons directly connected with the administration or enforcement of SFMNP/FMNP, including investigation and prosecution of SFMNP/FMNP violations by any public authority;

Yes No

b. Representatives of public organizations under written agreements for eligibility/outreach purposes regarding other programs, without third party access or disclosure;

Yes No

c. The Comptroller General of the United States, General Accounting Office (GAO).

Yes No

3. Does the State agency permit an applicant and/or participant access to the information which the applicant and/or participant has provided to the program?

Yes No

4. Does the State agency permit an applicant or participant, upon his/her unsolicited request, to sign a release or similar document allowing the information provided by the applicant and/or participant to be shared with other organizations or persons?

Yes No

5. Does the State agency prohibit local agencies from requiring the applicant or participant to sign a written consent or release form or similar document to share confidential information with another entity or organization during the SFMNP eligibility determination process, e.g., by completing and separating the certification screening process from the request for a release to be signed?

Yes No (if signing a release is a condition of eligibility, please explain)

G. Dual Participation

1. Does the State agency have policies and procedures in place to prevent and detect dual participation (participation of program recipients in more than one service delivery area at the same time) in SFMNP?

Yes (please describe) No (if no, please explain why not)

2. Does the State agency have policies and procedures in place to prevent and detect dual participation (participation of program recipients in more than one service delivery area at the same time) in FMNP?

Yes (please describe) No (if no, please explain why not)

V. Food Instrument, Farmers' Market, Roadside Stand, Bulk Purchase, and CSA Program Management

A. Issuing benefits to participants: § 249.4(11)(i)

1. Describe the State agency's procedures for ensuring the secure transportation and storage of food instruments. Include the method used to transport food instruments from the contractor who produces them to the State agency, and from the State agency to the local agencies. Include a description of how unissued SFMNP/FMNP food instruments are stored, or how secure handling of check stock and electronic check numbers is ensured, at the State agency, local agency, and/or local issuing sites. Also include any type of reporting form used to gather data.

2. Describe the food instrument issuance system for participants. Include any reporting forms used to gather data. This description should include automated as well as manual processes used for issuance of food instruments to SFMNP/FMNP participants.

3. If the State agency intends to use a bulk purchase option in the SFMNP, describe (1) how the State agency will identify the farmers from whom the eligible fruits and vegetables will be purchased, (2) the entity/ies (if different from the State agency) that will negotiate and contract for the purchase of the produce, (3) how the State agency will ensure that the value of the food provided to each participant falls within the regulatory minimum and maximum levels, (4) how the State agency will ensure that all SFMNP participants receive an amount of food that offers an equitable benefit, and distribute the fruits and vegetables to program participants.

4. For CSA programs, describe the system for ensuring that each SFMNP shareholder receives an equitable amount of eligible foods at each delivery, and that the total value of the eligible foods provided under the SFMNP falls within the minimum and maximum Federal SFMNP benefit levels. Also, describe the system to ensure receipt by eligible participants of eligible foods provided through the CSA program. Such a system should include a written receipt or distribution log, with the participant's signature (or that of the eligible participant's proxy, if proxies are allowed) and the date of each distribution. (please attach a copy of this receipt form or log).

5. Describe the State agency's system for instructing participants on the proper use of FMNP food instruments. If this function is performed by the local agency on behalf of the State agency, indicate who issues the food instruments; what materials are provided during

issuance; and who explains the use of the food instruments and redemption procedures to the participant. For CSA programs, describe how participants will be instructed on the procedures for delivery and distribution of eligible foods through the /bulk purchase/CSA programs to the participants.

6. Describe the State agency's system for instructing participants on the proper use of SFMNP food instruments. If this function is performed by the local agency on behalf of the SFMNP State agency, indicate who issues the cards; what materials are provided during issuance; and who explains the use of the cards and redemption procedures to the participant.

Attach a copy of the log or other form used to record food instruments to valid certified participants (Appendix J)

B. Authorization of farmers and/or farmers' markets, roadside stands, and CSA programs.

The State agency is responsible for the fiscal management of and accountability for, SFMNP/FMNP-related activities for farmers and/or farmers' markets, roadside stands, and (in the SFMNP) bulk purchase and CSA programs. Each State agency may decide whether to authorize farmers individually, farmers' markets, or both farmers and farmers' markets, as well as roadside stands and CSA programs. Only farmers and/or farmers' markets and roadside stands authorized by the State agency may redeem SFMNP (§ 249.10) /FMNP (§ 248.10) food instruments; only CSA programs authorized by the SFMNP State agency may distribute eligible food to participants.

1. Describe the State agency's general authorization procedures for farmers and/or farmers' markets, roadside stands, bulk purchase and CSA programs.

2. List or attach the criteria used to authorize farmers' markets. Examples of authorization criteria include: 1) permanent market location; 2) sufficient number of growers who participate in the market; 3) a wide selection of products; 4) authorized to redeem SFMNP/FMNP food instruments; 5) community support from non-SFMNP or FMNP sales; 6) produce offered for sale is locally grown; or 7) accessibility to senior service areas or WIC local agencies/clinics (Appendix L).

3. List or attach the criteria used to authorize farmers. Examples of authorization criteria include: 1) grows a minimum percentage of the produce to be sold (please specify); 2) owns land within the State/ITO where produce is grown; 3) certified by the State

Agriculture Department, ITO, Cooperative Extension Agent or by a Farmers' Market Association within the State/ITO; 4) authorized to redeem SFMNP/FMNP food instruments; 5) offers locally-grown produce; or 6) accessible to senior service areas or WIC local agencies/clinics (Appendix M).

4. List or attach the criteria used to authorize roadside stands (Appendix N).

5. List or attach the criteria used to authorize CSA programs (Appendix X).

6. List or attach the criteria used to select farmers for bulk purchase programs (Appendix O).

7. FNS defines "eligible foods" to mean fresh, nutritious, unprepared, locally grown fruits, vegetables and herbs. Does the State agency use a different or more restrictive definition for "eligible foods"?

Yes No

List or attach a list of the fruits, vegetables, and/or fresh herbs that may be purchased using SFMNP (§ 249.2) /FMNP (§ 248.2) benefits.

(NOTE: Honey is also an eligible food under the SFMNP, at the State agency's discretion. FMNP eligible foods do not include honey.)

Eligible foods may not be processed or prepared beyond their natural state except for usual harvesting and cleaning processes. Maple syrup, cider, nuts, seeds, dried plums (prunes), dried chilies or tomatoes, eggs, meat, cheese and seafood are examples of ineligible foods for purposes of both the SFMNP and the FMNP. State agencies may also describe eligible foods as "all fruits, vegetables, honey (SFMNP only) and herbs locally grown *except...*")

8. Per SFMNP (§ 249.2) /FMNP (§ 248.2), FNS defines "locally grown" to mean produce grown within State/ITO borders or areas in neighboring States/ITOs adjacent to its borders. How does the State agency define "locally grown produce" in order to designate eligible foods?

Within the State/ITO borders only

- Within the State/ITO borders and adjacent counties (e.g., one county into the next State)
- Within the county lines
- Other (please specify) _____

9. To what extent does the State agency permit or prohibit the participation of individuals who are selling produce grown by someone else, in addition to their own produce? Individuals who exclusively sell produce grown by someone else, such as wholesale distributors, cannot be authorized to participate in the SFMNP (§ 249.10 (a)(2)), or the FMNP (§ 248.10 (a)(2)).

10. Describe how the State agency will ensure that there is no conflict of interest between the State or local agency and any participating farmer, farmers' market, roadside stand, or CSA program. (§ 249.10 (a)(10), § 248.10 (a)(7))

11. Indicate the number of farmers' markets, farmers, and/or roadside stands, and/or CSA programs that are expected to be authorized in FY 2021:

- _____ Farmers' markets
- _____ Farmers
- _____ Roadside stands
- _____ Bulk purchase programs
- _____ CSA programs

12. Does the State agency require that the Market Manager be bonded?

- Yes No

13. Are tokens used at authorized farmers' markets?

- Yes No

If Yes, please describe how they are used in the market. _____

14. Are all participants provided with a receipt?

- Yes No

If No, please describe the procedure in more detail. _____

C. Farmers and/or Farmers' Market and/or Roadside Stand Agreements and/or CSA/
Bulk Purchase Agreements

NOTE: Some State agencies administer the SFMNP/FMNP by executing agreements with farmers' market associations that are responsible for managing farmers' markets. In such instances, the provisions and requirements outlined in this section related to farmers' markets must also be applied to such State agency/farmers' market association agreements.

Each State agency shall enter into a written agreement with all participating farmers and/or farmers' markets, roadside stands and/or CSA/ bulk purchase programs including sanctions for non-compliance with SFMNP requirements. **Include the SFMNP/FMNP State agency-Farmers'/Farmers' Market/ Roadside Stand/CSA/Bulk Purchase Agreements in the Appendix.**

This agreement as described in § 249.10 for SFMNP and in § 248.10 for FMNP must contain at a minimum the following specifications.

1. The farmer and/or farmers' market and roadside stand shall: (§ 249.10(b)(1)(i-xii) (§ 248.10(b)(1)(i-xii))
 - i. Provide such information as the State agency shall require for its periodic reports to FNS;
 - ii. Assure that SFMNP/FMNP food instruments are redeemed only for eligible foods;
 - iii. Provide eligible foods at the current price or less than the current price charged to other customers;
 - iv. Accept SFMNP/FMNP food instruments within the dates of their validity and submit food instruments for payment within the allowable time period established by the State agency;
 - v. In accordance with a procedure established by the State agency, mark each transacted food instrument with a farmer identifier. In those cases where the agreement is between the State agency and the farmer or roadside stand, each transacted SFMNP/FMNP food instrument shall contain a farmer identifier and shall be batched for reimbursement under that identifier. In those cases where the agreement is between the State agency/ITO and the farmers' markets, each transacted SFMNP/FMNP food instrument shall contain a farmer identifier and be batched for reimbursement under a farmers' market identifier;
 - vi. Accept training on SFMNP/FMNP procedures and provide training to farmers and any employees with SFMNP/FMNP responsibilities on such procedures;
 - vii. Agree to be monitored for compliance with SFMNP/FMNP requirements – including both overt and covert monitoring;
 - viii. Be accountable for actions of farmers or employees in the provision of

- ix. foods and related activities;
 - ix. Pay the State agency for any food instruments transacted in violation of this agreement;
 - x. Offer SFMNP/FMNP recipients the same courtesies as other market customers;
 - xi. Comply with the nondiscrimination provisions of USDA regulations; and
 - xii. Notify the State agency if any farmer or farmers' market, roadside stand or CSA ceases operation prior to the end of the authorization period. Provide the State agency with a regularly updated list of all farmers at the authorized market who accept SFMNP/FMNP food instruments in exchange for their produce, and their effective dates of participation.
2. The farmer and/or farmer's market and roadside stand shall not:
- § 249.10(b)(2)(i-iii), § 248.10(b)(2)(i-iii)
- i. Collect sales tax on SFMNP/FMNP food instrument purchases;
 - ii. Seek restitution from SFMNP/FMNP recipients for food instruments not paid by the State agency: and
 - iii. Issue cash change or credit (including rain checks) in exchange for purchases that are in an amount less than the value of the SFMNP/FMNP food instrument(s).
3. Neither the State agency nor the farmer and/or farmers' market, roadside stand or CSA has an obligation to renew the agreement. The State agency or the farmer and/or farmers' market or roadside stand may terminate the agreement for cause after providing advance written notification. The period of time within which such advance notification must be provided is to be stipulated by the State agency as part of the standard agreement.
4. The State agency may deny payment to the farmer and/or farmers' market or roadside stand for improperly redeemed SFMNP/FMNP food instruments or may establish a claim for payments already made on improperly redeemed food instruments. The State agency may disqualify a market and/or a farmer or roadside stand for program abuse.

Note: Under § 249.16(a)(1)(iii),(b) and § 248.16(c)(1), the State agency shall provide a hearing procedure whereby parties adversely affected by certain actions of the State agency may appeal those actions. The State agency shall at a minimum provide the affected party with a "Written notification of the adverse action, the cause(s) for the action, including the effective date of the action including the State agency's determination of whether the action shall be postponed under paragraph (c) of this

- section if it is appealed, and the opportunity for a hearing. Such notification shall be provided within a reasonable timeframe established by the State agency and in advance of the effective date of the action.”
5. The State agency may disqualify a farmer and/or farmers’ market, roadside stand or CSA for SFMNP/FMNP abuse.
 6. A farmer and/or farmers’ market or roadside stand that commits fraud or engages in other illegal activity is liable to prosecution under applicable Federal, State/ITO or local laws.
 7. A farmer and/or a farmer's market, roadside stand or CSA may appeal an action of the State agency denying its application to participate, imposing a sanction, or disqualifying it from participating in the SFMNP/FMNP. If a State agency has agreements with farmers' markets, then a farmer shall appeal such actions to the farmers' market. Expiration of a contract or agreement shall not be subject to appeal through the SFMNP/FMNP State agency.
 8. Agreements may not exceed 3 years. The farmers and/or farmers' market and/or roadside stand and/or CSA program agreements are valid for _____ years
 9. Describe other partnerships/arrangements that may have been negotiated by the SFMNP/FMNP State agency, such as with Cooperative Extension Service programs, or a State Agriculture Department, State Department of Aging, or ITO to authorize farmers/farmers markets/roadside stands/CSA programs.

D. Annual training for farmers, farmers’ market managers and/or farmers who operate a roadside stand or CSA program.

State agencies shall conduct annual training for farmers, farmers' market managers, and/or farmers who operate a CSA program in the SFMNP/FMNP. The State agency must also conduct a one-time, face-to-face training for all farmers and farmers' market managers who have never previously participated in the SFMNP or FMNP (§ 249.10(d)) /FMNP (§ 248.10(d)). Face-to-face training refers to an interactive format that includes opportunity for questions and answers, which may include video conferencing as well as actual face-to-face training sessions.

After a farmer/farmers' market manager's first year of SFMNP/FMNP operation, State agencies have discretion in determining the method used for annual training purposes. At a minimum, annual training shall include instruction emphasizing:

- Eligible food choices;
- Proper SFMNP/FMNP food instrument redemption procedures, including

deadlines for submission of food instruments for payment, and/or receipt of payment for CSA programs' distribution of eligible foods;

- Equitable treatment of SFMNP/FMNP participants, including the availability of eligible foods to SFMNP/FMNP participants that are of the same quality and cost as those sold to other customers;
- Civil rights compliance and guidelines;
- Guidelines for storing SFMNP/FMNP food instruments safely; and
- Guidelines for cancelling SFMNP/FMNP food instruments, such as punching holes or rubber-stamping.

Describe the procedures the State agency has in place for the face-to-face training required for all farmers and farmers' market managers who have never previously participated in the FMNP. This description should also include the subsequent training methods made available to authorized farmers and farmers' market managers after the first year's face-to face training.

E. Food Instrument Accountability

The food instrument reconciliation process as contained in § 249.10(h) and in § 248.10(h) is intended to assure accountability by enabling the State agency to reconstruct the "life history" of each food instrument, from the time it is issued through its final disposition. The State agency is responsible for reconciling validly redeemed food instruments, as well as lost, stolen, voided, expired, or SFMNP/FMNP food instruments that do not match issuance records. The process for reconciling lost and/or stolen food instruments must ensure that farmers accepting such instruments in good faith, and through approved procedures, are not unfairly penalized.

1. Describe the State agency's system for identifying and reconciling SFMNP/FMNP food instruments that were redeemed, voided, expired, or reported lost or stolen. Validly redeemed SFMNP/FMNP food instruments are those that are issued to a valid SFMNP/FMNP participant and redeemed by an authorized farmer, farmers' market, or roadside stand within valid dates. They must, at a minimum:
 - Have a valid participant identifier from the signature on the issuance log,
 - Have a unique and sequential serial number;
 - Be transacted within valid dates; and
 - Be redeemed by an authorized farmers' market, an authorized farmer operating under the auspices of the authorized market, or operating a roadside stand.

2. Describe the State agency's system for ensuring that food instruments are redeemed only by authorized farmers (including those operating roadside stands), and farmers' markets for eligible foods.

3. Describe the State agency's system for identifying and disallowing food instruments that are redeemed or submitted for payment outside valid dates or by unauthorized farmers or farmers' markets.

4. Food Instrument Timeframes

- Issuance to participants _____ (no later than September 30)
- Redemption by participants: _____ (no later than November 30)
- Submission for payment by farmers/farmers' markets: _____
- Payment by the State agency: _____

All of the functions described above must be completed within a timeframe that allows the State agency to reconcile food instruments, liquidate obligations, and submit its financial and program data reports (i.e., the FNS-683A for SFMNP & FNS-683B for FMNP) to FNS through FPRS **no later than January 30 of each year.**

Provide a copy of the food instrument to be used in the SFMNP/FMNP in the Appendices section.

VI. Management Evaluations and Reviews

Indicate in the chart below the total number of local agencies serving SFMNP/FMNP recipients, the number of each type of farmers' markets, farmers, roadside stands, and/or CSAs authorized for this year, and the number of reviews of each type in the chart below.

- A. The State agency must ensure that authorized farmers/farmers' markets/roadside stands (on-site)/CSA's are reviewed. A minimum of 10 percent or at least one of each type of authorized outlet (farmer, farmers' market, roadside stand, CSA) (whichever is greater) must be monitored each year. For example, if there are five authorized farmers' markets in a participating State agency and 40 authorized farmers, the State agency must review a minimum of one farmers' market and four farmers. These four farmers may or may not be participating within the one farmers' market being monitored.

New Fiscal Year: _____	FMNP	SFMNP
Total # Local Agencies Participating	_____	_____
# of local agencies to be reviewed (These is the # of local agencies <i>not</i> the # of participating clinics.)	_____	_____
Total # Farmers Markets Authorized	_____	_____
# to be reviewed (min 10%)	_____	_____
Total # Farmers authorized	_____	_____
# to be reviewed (min 10%)	_____	_____
Total # Roadside stands authorized	_____	_____
# to be reviewed (min 10%)	_____	_____
Total # of CSAs	_____	_____
# to be reviewed (min 10%)	_____	_____

Previous Fiscal Year: _____	FMNP	SFMNP
Total # Local Agencies Participating	_____	_____
# of local agencies reviewed	_____	_____
Total # Farmers Markets Authorized	_____	_____
# of markets reviewed	_____	_____
Total # Farmers authorized	_____	_____
# of farmers reviewed	_____	_____
Total # Roadside stands authorized	_____	_____
# Roadside stands reviewed	_____	_____
Total # of CSAs	_____	_____
# of CSAs reviewed	_____	_____

- B. Describe the State agency's criteria for defining a high-risk farmer. Such criteria must include at a minimum:

1. Proportionately high volume of food instruments redeemed within a farmers' market and within a State/ITO;
2. Participant complaints;
3. New farmers, farmers' markets, and CSA programs in their first year of operation; and
4. In the case of CSA programs, a history of or ongoing inability to provide the full SFMNP benefit to each shareholder as contracted.

C. Sanctions

Describe the State agency's policies and procedures for determining the type and level of sanctions to be applied against farmers, farmers' markets, roadside stands, and CSA programs that violate Federal and/or State agency SFMNP/FMNP requirements based upon the severity and nature of the SFMNP/FMNP violations.

-
- D. Describe the State agency's plans for reviewing SFMNP (§ 249.17(c)(1)(ii)) and FMNP (§248.17(c)(1)(ii)) practices at local agencies in FY 2021. All local agencies must be reviewed at least once every two years by State agency staff. Attach a copy of the State agency's review instrument that will be used to review farmers, farmers' markets, roadside stands, bulk purchases and CSAs (Appendix R).

-
- E. Attach a list of all reviews and findings of farmers, markets, roadside stands and CSA programs from the previous year (Appendix Z).

VII. Nutrition Education Requirements

A. List or attach the locations or settings where nutrition education for SFMNP/FMNP is provided (e.g., local agencies, farmers' markets, community centers, facilities for the aging, schools, etc).

1. Does the State agency coordinate with other agencies around issues related to nutrition education and promotion?

No

Yes (If yes, check the applicable partnerships below):

Supplemental Nutrition Assistance Program (SNAP)

Team Nutrition

Area Agencies on Aging

Commodity Supplemental Food Program (CSFP)

Children and Adult Care Food Program (CACFP)

Temporary Assistance for Needy Families Program (TANF)

Food Distribution Program on Indian Reservations (FDPIR)

Other FNS programs (specify): _____

Expanded Food and Nutrition Education Program (EFNEP) and/or Cooperative Extension Service

Other USDA programs (Agricultural Marketing Service (AMS), Farm Service Agency (FSA), etc.)

Other government programs (e.g., 5 A Day, Head Start, etc.)

Non-profit organizations (specify): _____

For-profit organizations (specify): _____

Industry (specify): _____

Professional organizations (specify): _____

Educational Institutions (specify): _____

Religious Institutions (specify): _____

Other (specify): _____

2. Describe how nutrition education for SFMNP/FMNP is coordinated with other nutrition education programs or services, such as WIC, SNAP, Extension Service, 5 A Day, or State/ITO initiatives.

3. Describe the nutrition education materials developed by the State agency and how they are used. In addition, describe any new materials the State agency plans to develop.

4. Does the State agency plan to develop new participant educational materials containing the current Dietary Guidelines for Americans?

Yes No

If yes, please describe the elements below.

Type of material	Target audience	Project completion date
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. If the State agency intends to collect survey information to assess the effects of the Program on farmers’ markets and the change in consumption of fresh fruits and vegetables by SFMNP/FMNP participants, **attach copies of survey forms.**

B. Describe in detail the State agency’s plans to provide nutrition education to SFMNP (§ 249.9) and FMNP (§ 248.9) participants. If the administering State agency for the SFMNP/FMNP has entered into an agreement with another agency to provide nutrition education, attach a copy of that other agency’s nutrition education plans for SFMNP/FMNP participants (Appendix 7).

Guidelines:

1. **Responsibility**

It is not mandatory that the SFMNP/FMNP State agency retain sole responsibility for providing nutrition education to Program recipients. Nor is it intended that the S/FMNP State agency duplicate the nutrition education that may be currently provided by the other agencies. The S/FMNP nutrition education requirement may be fulfilled directly by the farmer’s markets or another branch of the State Department of Agriculture or ITO, or under agreement with the local WIC agency, area colleges and universities, the Expanded Food and Nutrition Education Program (EFNEP), the Cooperative Extension Service, and/or any number of other entities having the capability to address the particular nutritional benefits of fruits and vegetables that can be obtained at farmers’ markets. Any costs associated with the provision of nutrition education by an entity other than the administering agency of the S/FMNP are allowable administrative expenses under S/FMNP funding. This aspect of the program responds directly to the Congressional intent in establishing the S/FMNP as a way to increase recipients’ awareness and use of farmers’ markets.

2. **Encourage Partnerships**

FNS believes that the effectiveness of nutrition education can be greatly enhanced through collaboration with others interested in promoting health and nutrition in low-income populations. Therefore, FNS strongly encourages collaboration and coordination of efforts with State/ITO-wide public and private partners to enhance both the outreach and efficacy of the nutrition education efforts. FNS encourages such collaboration to facilitate development of long-term, coordinated nutrition education plans and sustainable infrastructures, foster an integrated approach to nutrition education across programs in the State or ITO, capitalize on promotional opportunities, coordinate and pool resources for material development, duplication, and dissemination, and ensure development of science-based messages that are consistent with the [U.S. Dietary Guidelines for Americans](#), *My Plate*, and other Federal guidance.

3. **Promote the Dietary Guidelines**

To create a base of messages that may be reinforced across FNS programs, FNS encourages State agencies to incorporate the messages contained in the latest edition of the [U.S. Dietary Guidelines for Americans](#) into their nutrition education plans. It is expected that nutrition education messages will logically be tailored to address the most urgent nutrition education needs of constituents. However, as opportunities arise, FNS strongly encourages State agencies to convey at a minimum four key messages through WIC and other FNS programs so that program recipients have repeated exposure to these messages. The messages, all designed to promote food and physical activity choices for a healthy lifestyle, are as follows:

Balancing Calories

- Enjoy your food, but eat less.
- Avoid oversized portions.

Foods to Increase

- Make half your plate fruits and vegetables.
- Make at least half your grains whole grains.
- Switch to fat-free or low-fat (1%) milk.

Foods to Reduce

- Compare sodium in foods like soup, bread, and frozen meals — and choose the foods with lower numbers.
- Drink water instead of sugary drinks.

Increase physical activity and reduce time spent in sedentary behaviors

These messages - derived from the Dietary Guidelines - are being consistently and prominently promoted in all of the FNS programs to advance an integrated,

behavior- based, comprehensive nutrition education approach across FNS programs. Using these four core messages, nutrition education program administrators across the many FNS programs can collaborate and work jointly around these common themes for their nutrition education interventions, for example to pool resources to develop materials jointly, conduct social marketing campaigns, and reinforce educational messages.

VIII. Miscellaneous Requirements

A. Civil Rights

1. Describe per SFMNP (§ 249.7(b)/FMNP (§ 248.7(b)) the State agency's procedures for handling complaints of discrimination on the basis of race, color, national origin, age, sex or disability, including timeframes for submitting such complaints and for investigating them and responding to plaintiffs. The State agency's procedures for handling complaints of discrimination in the SFMNP/FMNP should be consistent with established and approved procedures for handling such complaints related to other assistance programs administered by the State agency. For example, if CSFP-related allegations of discrimination are to be forwarded to FNS Headquarters for investigation and resolution, then SFMNP/FMNP complaints should be handled in the same way. It is not necessary for the State agency to develop separate, duplicative procedures for the SFMNP/FMNP if such procedures already exist in a related Program administered by the State agency.

2. Does the State agency use the current non-discrimination statement below on all SFMNP and FMNP brochures and publications, excluding materials that provide only nutrition education information without mentioning the SFMNP/FMNP, and such items as caps, buttons, magnets, and pens, when the size or configuration make it impractical?

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(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

This institution is an equal opportunity provider

FMNP (§ 248.7(a)(1)) Yes No SFMNP (§ 249.7(a)(1)) Yes No

3. If the size of the material is too small to include the full statement, does the State agency include the following statement(s) in print in the same size as the text?

“This institution is an equal opportunity provider.”

FMNP (§ 248.7(a)(1)) Yes No SFMNP (§ 249.7(a)(1)) Yes No

If yes, what is the statement/s used?

4. Does the State agency use the following statement in radio and television public service announcements?

“This institution is an equal opportunity provider.”

FMNP (§ 248.7(a)(1)) Yes No SFMNP (§ 249.7(a)(1)) Yes No

B. Hearing Procedures and Program Complaints

1. The State agency must provide a fair hearing procedure whereby local agencies, participants, and farmers/farmers’ markets/roadside stands/CSA programs adversely affected by certain actions of the State agency may appeal those actions. A local agency may appeal an action of the State agency disqualifying it from participating in the SFMNP/FMNP. A participant may appeal disqualification of SFMNP/FMNP benefits. A farmer, farmer’s market, roadside stand or farmers’ association may appeal an action of the State agency denying its application to participate, imposing a sanction, or disqualifying it from participating in the SFMNP/FMNP. If a State agency has agreements with farmers’ markets, then a farmer may appeal such actions to the farmers’ market or farmers’ association. Expiration of a contract or agreement shall not be subject to appeal through the SFMNP/FMNP State agency. The State agency must also provide procedures for addressing complaints about program operations.

a. Describe the State agency’s procedures for offering, conducting, and rendering

final decisions on fair hearings requested by local agencies, participants, and markets/farmers/roadside stands/CSA programs. The opportunity to request a fair hearing regarding certain adverse actions taken by the State agency must be provided to all farmers and/or farmers' markets/roadside stands/CSA programs and participants against whom such adverse action is taken.

b. Describe the State agency's procedures for handling program complaints from participants, non-participants, markets, farmers, roadside stands, bulk purchase, and CSA programs.

2. Drug Free Workplace - Describe the State agency's plans to maintain a drug-free workplace and otherwise comply with 2 CFR 421.

3. Local Agency Debarment/Suspension – Per 2 CFR 417. Does the State agency have on file either 1) a current local agency certification in a format established by the State agency; or, 2) a local agency contract including assurance on debarment/suspension, which may be satisfied by the local agency debarment/suspension certification provided for another program if it covers the same period as the SFMNP/FMNP local agency contract; or, 3) a record showing that the SFMNP/FMNP State agency had checked the Excluded Parties List System (EPLS) for each local agency?

Yes No

4. SF-LLL on File - Does the State agency have on file the current SF-LLL, Disclosure Form to Report Lobbying, if lobbying occurs with non-federal funds, for each SFMNP local agency with a sub-grant exceeding \$100,000, if any? (This may be satisfied with local agency lobbying disclosures provided for CSFP or Aging services only if the State agency – local agency contract covers both CSFP and Aging Services or in the case of WIC only if the State agency – local agency contract covers both WIC and FMNP)

Yes No

5. SF-LLL Transmission – Has the State agency provided a copy of any such disclosures to the FNS Regional Office?

Yes No

6. Have there been any fair hearings in the previous year? Yes No

If yes, how many? Indicate for which program. _____

7. Have there been participant complaints in the previous year? Yes No

If yes, how many? Indicate for which program. _____

C. Nondiscrimination

State agencies are required to comply with all applicable and pertinent laws and regulations regarding the assurance of nondiscrimination on the basis of race, color, national origin, age, sex, or disability (§ 249.7, § 248.7). Describe the State agencies system or procedures for:

1. Racial/ethnic participation data collection:

- a. If the State agency is relying on racial/ethnic data that has already been collected through the participant's participation in another program by which s/he is deemed automatically income eligible to participate in the SFMNP (e.g., SNAP, (CSFP, SSI, etc.), identify the program as well as the agency that administers that program, if different from the SFMNP State agency: _____
- b. If the State agency will be collecting the racial/ethnic data from SFMNP participants, a copy of the form that will be used to collect and record such data should be attached.
- c. Describe the State agency's procedure(s) for providing the racial/ethnic data collected on all SFMNP participants in the event that such data is requested by FNS.

2. Does the State agency provide annual reviews of local agencies/clinics to assure nondiscrimination against any of the protected classes listed above (SFMNP only).

Yes No

3. Per § 249.7 of the federal SFMNP regulations, the State agency ensures that no person will be denied benefits, or otherwise discriminated against on the grounds of race, color, national origin, age, sex, or disability.

Yes No

4. Per § 249.7 of the Federal SFMNP regulations, how does the State agency:

- a. Notify the public, participants, and potential participants of the nondiscrimination policy?

b. Notify participants and potential participants of complaint procedures regarding alleged unlawful discrimination? (See Section VIII below regarding the complaint process.)

c. Review and monitor program activities to ensure compliance with nondiscrimination policies and procedures?

Appendices

Include all of your appendices here. Please identify clearly any pages according to the lettering system used in this format.

Required

- A. Federal-State Supplemental Nutrition Programs Agreement (FNS-339), expiration of 4/30/2022
- B. Job Descriptions
- C. Copies of signed agreements between the State agency and another State agency (delineating the functions to be performed)
- D. Copies of cooperative agreements with other entities for authorizing and/or training farmers, farmers' markets, roadside stands, or CSA programs, or for conducting bulk purchases, if applicable
- E. Supporting documentation for State, private, in-kind, or similar program funding (if applicable)
- F. Instructions to participants, including rights and responsibilities
- G. List of fruits, vegetables and/or fresh herbs that are eligible in the program
- H. Samples of reporting forms for record keeping (if available)
- I. Copy of the log or other forms used to record and report food instrument issuance and inventory
- J. Copy of the SFMNP/FMNP food instrument (coupon or check or electronic benefits transfer (EBT) card, etc.)
- K. Map outlining service areas and proximity of farmers' markets, roadside stands, and/or CSA programs from the prior year's operation to SFMNP local agencies
- L. List of criteria used to authorize farmers' markets
- M. List of criteria used to authorize farmers
- N. List of criteria used to authorize roadside stands
- O. List of criteria used to authorize farmers for bulk purchase programs.
- P. Copy of prototype agreements for farmers, markets, CSAs and bulk purchases (if applicable)
- Q. Training materials for farmers, markets, roadside stands and CSAs (if applicable)
- R. State agency's monitoring tool(s) to review farmers, farmers' markets, roadside stands, and CSA programs (if applicable)
- S. Sample State-wide application form for FMNP and SFMNP
- T. Sample notification of ineligibility
- U. State agency's monitoring tool to review local agencies/clinics
- V. Copy of SFMNP affidavit to affirm income eligibility
- W. List of criteria for certifying SFMNP participants
- X. List of criteria used to authorize CSA programs (if applicable)
- Y. List of SFMNP certification/issuance sites

As applicable (SFMNP or any forms/materials used in the FMNP that are different from what is used in the WIC Program)

1. State agency training tools for local agencies
2. Sample proxy form
3. Examples of nutrition education materials
4. Copy of form to request an appeal/fair hearing and procedures
6. Form to collect and record racial/ethnic data
7. Copy of other agency's nutrition education plans for SFMNP/FMNP participants

Please list any other attachments or appendices: _____



**Seniors Farmers' Market Nutrition Program
And
Farmers' Market Nutrition Program
Consolidated State Plan**

**FY 2021
Request for Expansion Funds**

**Seniors Farmers' Market Nutrition Program
Request for Expansion
Fiscal Year 2021**

This section should be completed only if a State agency operated a federally-funded SFMNP in fiscal year (FY) 2020. If a State agency is requesting an increase in federal funds above its base grant, the expansion request should be consistent with expanding benefits to more participants or by enhancing current benefits, or a combination of both, and increasing the consumption of agricultural commodities by expanding, developing, or aiding in the development and expansion of farmers' markets, roadside stands, and community supported agriculture (CSA) programs. Generally, to be eligible for expansion funds, a State agency must **1) have utilized at least 80 percent of its prior year food grant, and 2) provide documentation supporting the expansion request.** A State agency that did not spend at least 80 percent of its prior year food grant may still be eligible for expansion funds if, in the judgment of FNS, a good cause existed for the lower expenditure rate (§ 249.14(e)(1)(2)).

Contingent upon the availability of funds and the justifications provided to FNS, expansion requests will be granted as early in the fiscal year as possible.

1. Base Grant amount for FY 2021 (this is your final FY **2020** grant amount):
\$_____.
2. Amount of expansion funds requested for FY 2021 (additional Federal funds above the amount in item number 1): \$_____.
3. Estimated amount and percent of federal SFMNP food funds spent by the State agency during FY 2020: \$_____ and the percentage: _____%.
4. Briefly describe the reason(s) for requesting funds to expand the SFMNP, including any supporting documentation. Attach additional sheets as needed.

5. Number of additional participants above the previous year's level the State agency hopes to serve with the expansion funds: _____
6. Number of additional farmers' market sites, roadside stands, CSA programs, and local agencies (e.g., Area Agencies on Aging or CSFP) the State agency anticipates authorizing:

 _____ New farmers' market sites.
 _____ New roadside stand locations.
 _____ New CSA programs.
 _____ New local agencies.
 _____ New bulk purchase programs

7. If the State agency intends to increase the benefit level with expansion funds, what will the benefit level be after expansion?

For participants at markets and roadside stands _____

For participants in CSA programs _____

For participants in bulk purchase programs _____

8. Describe the State agency's administrative capacity to manage the requested increase in SFMNP caseload effectively.

**WIC Farmers' Market Nutrition Program
Request for Expansion
Fiscal Year 2021**

This section should be completed only if a State agency operated a Federally-funded WIC Farmers' Market Nutrition Program in fiscal year (FY) **2020**. If a State agency is requesting an increase in Federal funds above its base Federal grant, the expansion request should be consistent with expanding benefits to more recipients, or by enhancing current benefits, or a combination of both, and expanding the awareness and use of farmers' markets. **Expansion funds are subject to the 30 percent administrative funding match requirement.** Generally, to be eligible for expansion funds, a State agency must **1) have utilized at least 80 percent of its prior year food grant, and 2) provide documentation supporting the expansion request.** A State agency that did not spend at least 80 percent of its prior year food grant may still be eligible for expansion funds if, in the judgment of FNS, a good cause existed for the lower expenditure rate (§ 248.14 (e)(1)(2) .

Contingent upon the availability of funds and the justifications provided to FNS, expansion requests will be granted as early in the fiscal year as possible.

1. Base grant amount for FY 2021 (this is your final FY **2020** grant amount):
\$ _____
2. Amount of expansion funds requested for FY 2021 (additional Federal funds above the amount in item number 1: \$ _____
3. Using the Worksheet provided on pages 41-43, the total amount of the State agency's match required for the base grant amount and expansion funds is: \$ _____.

Describe the source(s) and amounts for the match funds to support the expansion request.

4. Estimated amount and percentage of Federal FMNP food funds spent by the State agency during FY 2020: \$ _____ and _____%.
5. Briefly describe the reason(s) for requesting funds to expand the FMNP, including any supporting documentation. Attach additional sheets as needed.

6. Number of additional recipients above the previous year's level that the State agency hopes to serve (by category) with the expansion funds:

_____ Pregnant women

_____ Breastfeeding women

- _____ Postpartum women
- _____ Infants (over 4 months of age)
- _____ Children
- _____ Total

7. Number of additional farmers' markets, roadside stands, and/or local agency/clinic sites the State agency anticipates authorizing:

- _____ New farmers' market sites (Please attach a list of all new addresses.)
- _____ New farmers (Please attach a list of all new addresses.)
- _____ New roadside stand locations (Please attach a list of all new locations.)
- _____ New local agencies/clinics (Please attach a list of all new addresses.)

Please attach a list and map showing all of the new and continuing farmers' markets, roadside stands, and WIC clinics.

- 8. If the State agency intends to increase the benefit level with expansion funds, the new benefit level after expansion will be \$_____
- 9. If the State agency uses varying benefit amounts, please list all of the new benefit levels, indicating the recipient categories affected. _____
- 10. Describe the State agency's administrative capacity to manage effectively the requested increase in FMNP caseload.
