

Farmers Market Nutrition Program Monitoring Form

Pre-Monitoring Activities

- Notification of monitoring in conjunction with general program review
- Pull random charts for review (all categories)
 - 5 for small agencies
 - 10 for medium agencies
 - 15 for large agencies
- Chart Review Areas
 - Age of participant issued benefits is appropriate (≥ 4 mo. of age)
 - Documentation of issuance in M-SPIRIT including serial numbers of benefits and signature of benefit receipt by household representative
 - Nutrition Education documented (relationship between nutrition & health documented- may include standard WIC nutrition education)
- Other Review:
 - Any complaints filed related to Farmers, agency or participants in this region during this time period will be reviewed
 - Civil Rights complaints reviewed for correct logging, routing and follow-up
 - Other complaints reviewed for logging and resolution
 - Training completed in correct timeframe, including all components
 - Financial Management
 - Check with Financial Staff at State Office regarding timeliness of invoicing for administrative services
 - Any findings regarding financial management in general program review
 - Benefit reconciliation, disposition, and error review/follow-up

Reference USDA/FMNP: <https://www.fns.usda.gov/fmnp/wic-farmers-market-nutrition-program>

On-Site Review

- Discuss program management questions with relevant staff
- Observe BFPC contacts, referral process and workspace if possible
- Discuss general monitoring topics during the Exit Interview

Post-Monitoring Activities

- Complete all documentation
- Send comments, discussion topics and findings in report in conjunction with general program review
- Corrective Action due within 30 days of report
- FMNP Coord, approve/respond with follow-up