

Farmers Market Nutrition Program Monitoring Form

Agency:	LARC:	Date of On-Site Monitoring Visit:	Reviewer:
Chart Review Area (Y= In Compliance/N= Out of Compliance/D= Discussion)			
HHID/Participant ID			
Initials/DOB			
Cert. Start/End Dates			
Category			
Documentation of Nutrition Education	Y / N / D	Y / N / D	Y / N / D
Documentation of Rights & Responsibilities explained and accepted	Y / N / D	Y / N / D	Y / N / D
Notes			
Program Management Evaluation			
Fiscal Management (pre-visit): Invoices submitted on time. Y/N Any issues reported during financial management review? Y/N Any transaction issues reported by bank?		eFMNP Issuance cards (on-site storage): Notes:	
Complaints (pre-visit): Have any complaints been filed during review period? Y/N If yes, explain complaint and outcome:		Observe Issuance (if possible): Age of participants issued: Education Provided: Y/N Documentation of nutrition education in SWB? Y/N Notes:	
Training (pre-visit): All Farmer monitoring completed on time? Y/N		Civil Rights (pre visit & on-site): Non-Discrimination Statement on Materials? Y/N Treatment of Participants (observe):	
Notes:			

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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 FMNP nutrition education in SWEB.
 - eFMNP Nutrition Education documented (relationship between nutrition & health documented- may include standard WIC nutrition education)
 - eFMNP Rights and Responsibilities are documented in participant folders.
- 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
 - eFMNP Benefit issuance 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 eFMNP issuance 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