DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
GOVERNMENT OF GUAM
SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN (WIC)
GUAM WIC FARMERS' MARKET NUTRITION PROGRAM

FARMER PARTICIPATION AGREEMENT

THIS AGREEMENT is made and entered into by and between _____ and the Guam WIC Farmers' Market Nutrition Program, a program of the Department of Public Health and Social Services, government of Guam (herein referred to as State agency) for the provision of providing fresh fruits and vegetables to participants in the Supplemental Nutrition Program for Women, Infants and Children.

WHEREAS, State agency has entered into an Agreement with the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS), for the purpose of administering within the island of Guam, the Supplemental Nutrition Program for Women, Infants and Children (WIC) and the WIC Farmers' Market Nutrition Program (FMNP) pursuant to Federal Regulations published in 7 CFR Part 246 (Regulations) and 7 CFR Part 248 (Regulations); and

WHEREAS, the Department of Public Health and Social Services is an Agency of the Government of Guam, which administers the Special Supplemental Nutrition Program for Women, Infants and Children, hereinafter referred to as the Guam WIC Program; and

WHEREAS, the Guam WIC Program is a program authorized by the Child Nutrition Act of 1966 to provide supplemental foods and nutrition education to pregnant, postpartum, and breast-feeding women, infants, and young children up to 5 years of age; and

WHEREAS, the WIC Cash Value Voucher (CVV) and the FMNP are federally funded and designed to enhance the health of the women and children participating in the Guam WIC Program through the provision of fresh fruits and vegetables and nutrition education; to promote awareness and use of farmers' markets as a direct marketing outlet for Guam farmers; and to promote the sale of Guam fresh fruits and vegetables; and

WHEREAS, State agency desires to enter into agreements with Farmers meeting criteria specified by State agency in order to enable WIC participants to obtain fresh, locally grown fruits and vegetables; and

WHEREAS, Farmer desires to become an authorized CVV and FMNP Farmer for the provision of providing fresh, locally grown fruits and vegetables, to Guam WIC Program participants;

NOW, THEREFORE, State agency and Farmer hereby agree that Farmer shall become an authorized Farmer of fresh, locally grown fruits and vegetables to WIC participants, subject to applicable laws, and the terms and conditions stated herein below.

I. FARMER AGREES TO THE FOLLOWING TERMS AND CONDITIONS

A. WITH REGARD TO THE WIC FMNP GENERALLY, FARMER AGREES TO:

1. Comply with all existing laws, regulations, policies and operating procedures of the WIC FMNP, as may be amended from time to time, including but not limited to 7 CFR Part 248.

2. Upon request, as required by federal/local officials farmers/farmers' markets to provide information to the State agency to address federal reporting requirements.

3. Accept training on CVV and FMNP procedures (including the transaction of CVVs and FMNP coupons) and provide training to any employee with responsibilities on such procedures.

4. Allow only CVV or FMNP eligible foods for purchase by WIC recipients. All **fresh fruits, vegetables, and culinary herbs grown on Guam by authorized WIC FMNP farmers are eligible foods. FMNP coupons are redeemed only for eligible foods.**

   For CVVs, the unallowable food items include:

   - herbs (cut or potted) or spices;
   - edible blossoms and flower (except broccoli, cauliflower, and artichokes are allowed);
   - vegetable-grain mixtures;
   - fruit-nut mixtures;
   - peanuts;
   - juices;
   - baked goods.

5. Display the **"Authorized FMNP Farmer - We Gladly Accept FMNP coupons and Cash Value Vouchers (CVV)"** poster in clear view at all times during the FMNP market season operations. A farmer whose poster is lost or destroyed must obtain another poster from the WIC FMNP.

6. Comply with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Department of Agriculture regulations on non-discrimination (7 CFR Parts 15, 15a and 15b) and food and Nutrition Service (FNS) Instructions 113-1.

7. Maintain their bona-fide farmer certification status with the Department of Agriculture throughout each FMNP market season, and provide a current copy to the WIC FMNP when requested.

8. Provide a current "Crop Plan" (a list of produce items that are being grown for sale at the market, along with their acreage or row-feet of production) to the WIC FMNP prior to each FMNP fiscal year market operation.

9. Have a fixed schedule of days and hours of operation. The schedule must include a minimum of three days per week for three hours of operation at the seven farmers' market locations (Agat Mayor's Office, Chamorro Village in Hagatna, DPHSS Dededo Northern Public Health Center, DPHSS Mangilao Public Health Center, DPHSS Tiyan WIC Clinic, Dededo Flea Market and Mangilao Flea Market) for a minimum of five months during the FMNP period of operation. A farmer that participates at the Dededo Flea Market on Saturday and Sunday (morning only) must comply with the above-mentioned time minimum schedule of farmers' market on weekdays. This schedule must be submitted to the State Agency prior to the commencement of the FMNP period of operation. Any amendments to the schedule must be approved by the State Agency. This is to ensure that FMNP recipients have adequate access to a farmers' market.

10. Be located within a farmers' market area as determined by the WIC FMNP to be easily accessible to CVV and/or FMNP recipients.

11. Have produce available for purchase by CVV and/or FMNP shoppers during farmers' market operations shall be at a minimum 80% locally grown by the authorized farmer (by volume, weight or value). Authorized farmers shall not accept CVV or FMNP coupons when only produce grown by someone else is available for purchase during farmers' market operations.

12. Farmers shall display clearly and visibly the price per pound of all produce they sell at the farmers' market at all times.

13. Supply a sufficient volume and variety of high-quality <u>fresh</u> produce to meet the nutritional needs of CVV and FMNP participants.

14. Use the WIC FMNP farmer's identification stamp provided by the State Agency on CVVs and FMNP coupons accepted and redeemed, and authorized farmers shall maintain secure storage of the farmer's identification stamp and immediately report loss or damage of the stamp to the State Agency.

15. Return the FMNP identification stamp to the State Agency upon termination of the Farmer's Participation Agreement, disqualification, change in ownership, upon closing of the FMNP season each fiscal year but no later than five (5) calendar days after the market season, or upon request by the State Agency.

16. Have a weight scale during the sale of produce. Scale must be approved, calibrated, and inspected annually by the Government of Guam, Department of Revenue and Taxation, Weights and Measures Section. Copy of the document confirming the annual inspection and approval of the weight scale shall be provided to the WIC FMNP office prior to each FMNP period of operation.

17. Redeem CVVs and FMNP coupons only at designated and scheduled Farmers' Market sites. Authorized farmers, and CVV and FMNP recipients will be furnished a FMNP market schedule.

18. To enter the actual purchase price or the maximum dollar value of the CVV and/or FMNP coupon, whichever is less, with a black or blue ink pen on each CVV and/or FMNP coupon before they are signed. The purchase price must be for only the authorized supplemental food items actually obtained by the participant. This will accommodate instances where a participant, at his/her discretion, adds their own funds (cash only) to a fruit/vegetable transaction that exceeds the dollar value of the CVV and/or FMNP coupon.

19. To ensure the participant or authorized parent/caretaker of an infant or child participant signs the CVV and/or FMNP coupon with a black or blue ink pen in the presence of the cashier immediately after the cashier enters the purchase price and date of purchase on the CVV and/or FMNP coupon. The cashier must witness the signing of the CVV and/or FMNP coupon and verify if the signature made on the CVV and/or FMNP coupon is the same as the signature specimen in the WIC I.D. card.

20. Mark all CVVs and/or FMNP coupons accepted, in the appropriate space, with the farmer's identification number assigned by the WIC FMNP.

21. Validate CVVs and FMNP coupons immediately by entering their farmer's identification number on them, and maintain secure storage of coupons to safeguard them from loss or theft.

22. Accept CVVs and FMNP coupons within the dates of their validity and submit such coupons for payment within the allowable time period established by the State agency.

23. FMNP Only: Deposit all FMNP coupons for payment no later than 15 calendar days after the "last day of use" date, which is printed on all FMNP coupons.

    CVV Only: Deposit all CVVs in a bank or financial institution for redemption within sixty (60) days of the "FIRST DATE TO USE" date indicated or risk loss of payment for the value of the CVV.

24. WIC participants are allowed to combine multiple CVVs and FMNP coupons in a single transaction to fully cover the costs of their fruit/vegetable purchase. Alternatively or additionally, a WIC client may pay for the difference between the total purchase price and maximum dollar value of the CVV, FMNP coupons, or a combination of CVV(s) and/or FMNP coupon(s) with their own funds cash only if they desire. For example, one $2 FMNP coupon, $11 CVV, and $.50 can complete a $13.50 purchase. The monetary amounts above the limits for his/her cash value vouchers and FMNP coupons are subject to any tax which applies to non-WIC purchase of fruits and vegetables. For all CVV and FMNP transactions, the farmer is not authorized to issue cash change for any purchases less than the total value of a CVV, FMNP coupon, or a combination of CVV(s) and/or FMNP coupon(s).

25. Offer eligible foods to CVV and/or FMNP coupon shoppers at no more than the price charged to other customers. If the amount of the sale is less than the value of the CVVs and/or FMNP coupon, the farmer should provide additional fruits and vegetables acceptable to the CVV and/or FMNP coupon shopper to make up the difference.

26. Offer CVV and FMNP shoppers the same courtesies offered to other customers. Any customer presenting CVVs and/or FMNP coupons should be presumed to have obtained them legitimately.

27. If it is learned that a CVV or a FMNP coupon theft has occurred, the program staff will alert all farmers of the color and serial numbers of the missing CVVs and/or FMNP coupons. The farmer who notices any of the CVVs and/or FMNP coupons being offered for a purchase should politely inform the shopper that: "According to the WIC FMNP office, this CVV and/or FMNP coupon is no longer valid and cannot be accepted." The farmer should also advise the participant to contact the program coordinator or the WIC clinic site where they received the CVVs and/or FMNP coupons. This should be done with discretion because the customer may not be aware that there is any problem with spending the CVV and/or FMNP coupon. A farmer making an effort to screen out invalid CVVs and/or FMNP coupons in this manner will not be penalized for redeeming any CVV and/or FMNP coupon accepted in good faith.

28. Unannounced inspections/monitoring (both overt and covert) at the market or food production site to ensure compliance of this agreement and FMNP rules and regulations. (The identification (high risk farmers), number (10% mandate), and frequency of farmers (annual/on-site) to be monitored, along with the monitoring form (s) are cited in the Guam FMNP State Plan).

29. Immediately remove any CVV or FMNP posters from his/her sales area and stop accepting the CVV or FMNP coupons, upon receipt of a Notice of Suspension from the program and until further notice.

30. Be accountable for actions of employees in the provision of foods and related activities.

31. Be liable for prosecution under applicable Federal, State or local laws should you or your employees commit fraud, abuse or engages in other illegal activity.

32. WIC FMNP may establish a claim against a farmer for CVV or FMNP coupons redeemed in violation of WIC, CVV and FMNP rules and regulations. Payment shall be made to the State agency for any CVVs or FMNP coupons transacted in violation of this agreement.

33. At any such time a farmer wishes to cease operations prior to the end of the authorization period, the farmer must inform the FMNP Coordinator in writing and state the reason.

B. THE FARMER SHALL NOT:

1. Collect any State or local sales tax on CVV or FMNP coupon purchases;

2. Seek restitution from CVV or FMNP recipients for coupons not paid or partially paid by the Guam WIC Program or the FMNP; or
3. Issue cash change for purchases that are in an amount less than the value of the CVV(s) and/or FMNP coupon(s).
4. Accept CVVs and/or FMNP coupons for purchasing the following, but not limited to other products such as: cider eggs, cheese, honey, syrup, plants, jam, baked goods, decorative fruits, or vegetables (including painted pumpkins), potted or dried herbs, gourds, and dried, preserved, or processed fruits and vegetables.
5. Redeem CVVs or FMNP coupons accepted by, or on behalf of, unauthorized farmers.
6. Accept CVVs or FMNP coupons after the "Last Date To Use" date as specified on the CVV or FMNP coupon.
7. CVV only: Redeem before the "First Date To Use" date as printed on the CVV.
8. Deny any person on the grounds of race, color, national origin, age, sex, or disability participation in or otherwise subjected to discrimination under this program.
9. Be obligated to renew this agreement.

II. THE GUAM WIC FMNP AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

A. Provide at, a minimum, CVV and FMNP Farmer Training on program procedures and regulations at the beginning of the contract period and each market season. Training shall include methods to prevent CVV and FMNP errors or abuse and to improve CVV and FMNP services.

B. Monitor Farmer's performance under this agreement in a reasonable manner according to established guidelines to ensure compliance with the agreement, State and Federal WIC CVV and FMNP rules, regulations, policies, and applicable laws.

C. Provide Farmer with the Guam WIC Farmers' "Authorized Farmer" poster, and the authorized WIC FMNP farmer's identification stamp.

D. CVV Only: Exempt CVV farmers from the minimum stock requirement of maintaining two varieties of fruits and vegetables.

E. Assist Farmer with problems or questions, which may arise under this agreement regarding Farmer's participation in the CVV and FMNP.

F. Receive and follow-up on complaints orally or in writing concerning a participant and/or Farmer, according to established guidelines.

G. Deny payment to the Farmer for improperly redeemed CVV and FMNP coupons. The State agency may establish a claim for payments already made on improperly redeemed CVVs and FMNP coupons.

H. Impose sanctions on Farmer as set forth in the Agreement, 7 CFR Part 246, and 7 CFR Part 248, if Farmer violates the terms of this contract and WIC, CVV and FMNP regulations, policies and procedures.

I. Conduct a Fair Hearing for CVV and FMNP recipients or farmers who have appealed certain actions or decisions made by the Guam WIC FMNP. CVV and FMNP recipients may appeal disqualification or suspension of FMNP benefits and a farmer

may appeal an action of the Guam WIC FMNP denying the application to participate in the CVV and FMNP.

J. Not be obligated to renew this agreement.

III MISCELLANEOUS PROVISIONS

A. CONFLICT OF INTEREST

State Agency shall ensure that no conflict of interest exists or occurs between Farmer and State agency. Farmer shall not permit any person or persons employed by or associated with State Agency to acquire or retain any interest in or relationship with Farmer, which might lead to a conflict of interest.

B. NON-COMPLIANCE, DISQUALIFICATIONS, AND SANCTIONS

Rule Violations
Sanctions against farmers violating program rules and regulations will be based on the nature and frequency of violations that have been substantiated by observation, compliance buys, or other means. Violations applicable to any authorized farmer will be identified as either Class I or Class II:

Class I violations, not in any priority order, are as follows;

a) Failure to display the "We Gladly Accept FMNP Coupons and Cash Value Vouchers" poster.

b) Knowingly providing false information about the program to CVV or FMNP coupon recipients or others.

c) Failure to abide by the program complaint process.

d) Accepting CVV and FMNP coupons for foods not locally grown, that is, grown on Guam.

e) Failure to cooperate with a State Agency request to inspect a production site within a reasonable period of time when the farmer is suspected of accepting CVV or FMNP coupons for food not "locally grown".

f) Abusive treatment of CVV and FMNP coupon recipients, program monitors or staff, or individuals associated with the FMNP.

g) Failure to sell produce at the Farmers' Market on the fixed schedule of days and hours of operation for a minimum of five months.

h) Violation of any other CVV or FMNP rule or regulation that is not specified in this section as being either a Class I or Class II violation.

Class I violations will result in a verbal warning from the Guam WIC Program or the FMNP to the violating farmer and will be documented in the State Agency's file for that farmer. The farmer will be invited to explain or question the violation. The response and/or any corrective actions taken will also be recorded. The second substantiated instance of a Class I violation during the period

of CVV or FMNP operations will constitute a suspension of CVV or FMNP operations for the duration of the agreement not to exceed three months.

Class II violations, not necessarily in any priority order, are as follows:

a) Giving CVV and/or FMNP coupon shopper's cash change where the value of the shoppers' purchase is less than the value of the CVVs and/or FMNP coupon(s) presented.

b) Cashing CVVs and/or FMNP coupons for customers or cashing CVVs and/or FMNP coupons obtained from any unauthorized source, including CVVs or FMNP coupons accepted by an unauthorized, suspended, or disqualified farmer at the market.

c) Accepting CVVs or FMNP coupons for non-food items or for any purchase other than eligible foods.

d) Accepting CVVs or FMNP coupons, or indicating willingness to accept CVVs or FMNP coupons by posting FMNP signs at any site that is not authorized to accept CVVs or FMNP coupons.

e) Accepting CVVs and/or FMNP coupons after the expiration date.

f) Participating in the CVV or FMNP coupon program while selling only fruits or vegetables grown by someone else.

g) Charging higher prices for CVV or FMNP coupon sales than for cash sales.

h) Discriminating against CVV or FMNP coupon recipients based on race, color, national origin, sex, age, or disability.

i) Continuing to participate in the CVV or FMNP coupon program during a period of suspension or disqualification, including acceptance or evidence of intent to accept CVVs or FMNP coupons.

Class II violations will result in suspension and possible disqualification from the FMNP. Certain abuses may constitute a criminal offense subject the vendor to prosecution under applicable state or federal laws.

Suspension

Suspensions will be invoked under these circumstances:

1. The second instance of any Class I violation during the period of CVV or FMNP operation.

2. The first instance of any Class II violation during the period of CVV or FMNP operation.

Upon receipt of a "Notice of Suspension" from the Guam WIC Program or the FMNP, the farmer must immediately relinquish his/her FMNP stamp(s), ink, pad (s), FMNP posters and cease accepting CVVs and FMNP coupons for the period of suspension. Other enforcement/monitoring methods may include 1) unannounced monitoring (s) at the designated Farmers' Market sites to ensure that the suspended WIC farmer is not conducting CVV or FMNP coupon transactions (especially during the period of suspension); 2) monitoring of CVV and FMNP coupon

expenditures to ensure the suspended farmer is not conducting CVV or FMNP coupon transactions; and, 3) provide WIC clinic staff an updated listing of the current authorized farmers under the program;

The second substantiated instance of a Class I violation during the period of FMNP operation will constitute a suspension of FMNP operations for the duration of the agreement not to exceed three months. The third instance will constitute a suspension of FMNP operations for the duration of the agreement, not to exceed one year. The fourth instance will constitute immediate termination and the farmer will not be allowed to participate in the following 3-year FMNP open enrollment but can apply at the next enrollment season thereafter.

Upon the first instance of any Class II violation during the CVV or FMNP operations, the farmer will be suspended for the duration of the agreement not to exceed a period of one year. Should the farmer commit another Class II violation during the remaining period of his/her farmer agreement, the agreement will be immediately terminated and the farmer will not be allowed to participate in the following 3-year FMNP open enrollment but can apply at the next enrollment season thereafter.

C. APPEAL PROCEDURES

A farmer may appeal an action of the Guam WIC Program or the FMNP such as denying its application to participate, imposing a sanction, or disqualifying them from participation. Expiration of a contract or agreement shall not be subject to appeal. In the case where an adverse action affects a local agency or farmer/farmers' market, a postponement is appropriate where the State Agency finds that recipients would be unduly inconvenienced by the adverse action. In addition, the State Agency may determine other relevant criteria to be considered in deciding whether or not to postpone an adverse action.

The State Agency will provide the farmer with the following:

1. Written notification of the adverse action, the cause(s) for the action, and the effective date of the action, including the State Agency's determination of whether the action shall be postponed if it is appealed, and the opportunity for a hearing. Such notification shall be provided within a reasonable time frame and in advance of the effective date of the action.

2. The opportunity to appeal the action within the time specified by the State Agency in its notification of adverse action.

3. Adequate advance notice of the time and place of the hearing to provide all parties involved sufficient time to prepare for the hearing.

4. The opportunity to present its case and at least one opportunity to reschedule the hearing date upon specific request. The State Agency may set standards on how many hearing dates can be scheduled, provided that a minimum of two hearing dates is allowed.

5. The opportunity to confront and cross-examine adverse witnesses.

6. The opportunity to be represented by counsel, if desired.

7. The opportunity to review the case record prior to the hearing.

8. An impartial decision-maker, whose decision as to the validity of the State Agency's action shall rest solely on the evidence presented at the hearing and the statutory and regulatory provision governing the FMNP. The basis for the decision shall be stated in writing, although it need not amount to a full opinion or contain formal findings of fact and conclusions of law.

9. Written notification of the decision in the appeal, within 60 days from the date of receipt of the request for a hearing by the State Agency.

   Appealing an adverse action does not relieve a farmer permitted to continue in the FMNP while its appeal is pending, from responsibility for continued compliance with the terms of the written agreement or contract with the State Agency.

   If a State level decision is rendered against the farmer and the appellant expresses an interest in pursuing a further review of the decision, the State Agency shall explain any further State level review of the decision and any available State level rehearing process. If neither is available, and both have been exhausted, the State Agency shall explain the right to pursue judicial review of the decision.

D. TERM

The term of this Agreement shall be for fiscal years or portion thereof. Expiration of this Agreement is not subject to appeal. This agreement shall commence on April 1, 2017 and end on November 30, 2019. This agreement is not effective until signed by the Governor of Guam.

E. CONTINGENCY

This Agreement is contingent upon the continued operation of the Guam WIC Program and the FMNP by the State Agency and the availability of federal funds. In the event of discontinuance of the WIC Program or the FMNP by the State Agency or the unavailability of federal funds, State Agency shall promptly notify Farmer of the same in writing, and Farmer shall, if so directed, immediately cease accepting WIC CVVs and/or FMNP coupons. State Agency shall not be liable for any WIC CVVs or FMNP coupons accepted by Farmer following such notice by State Agency.

F. TERMINATION

This Agreement may be terminated for cause by either party after providing not less than fifteen (15) days advance written notice of such termination to the other party, or may be terminated without cause after providing not less than thirty (30) days advance written notice of such termination to the other party.

G. WHOLE AGREEMENT

This Agreement constitutes the whole Agreement of the parties, superseding and replacing any and all previous communications, representations or agreements,

whether oral or written, by and between the parties, except that all applicable federal laws pertaining to the WIC FMNP shall be considered a part of this Agreement.

H. CHANGES

Any modifications to this Agreement must be in writing and signed by the parties and shall be effective only upon the signature of the Governor of Guam.

I. SEVERABLE PROVISIONS

If any provision of this contract is deemed invalid by a court of law, then such provision shall be stricken from this Agreement and the Agreement shall be enforced according to its valid remaining terms.

J. GOVERNING LAW

The validity of this Agreement shall be determined according to Guam law, to the extent that it is not inconsistent with applicable Federal laws.

K. DEFINITIONS (7CFR 246.2)

Cash Value Voucher (CVV) means a fixed-dollar amount check, voucher, electronic benefit transfer (EBT) card or other document which is used by a participant to obtain authorized fruits and vegetables.

Compliance Buy means a covert, on-site investigation in which a representative of the Program poses as a participant, parent or caretaker of an infant or child participant, or proxy, transacts one or more food instruments (FIs) and cash value vouchers or **CVVs**, and does not reveal during the visit that he or she is a program representative.

Farmer means an individual authorized by the State agency to sell eligible fruits and vegetables to participants at a farmers' market or roadside stands. Individuals who exclusively sell produce grown by someone else, such as wholesale distributors, cannot be authorized.

Food instruments and cash value vouchers means a voucher, check, electronic benefits transfer card (EBT), coupon or other document which is used by a participant to obtain supplemental foods.

Employee Fraud and Abuse means the intentional conduct of a State, local agency or clinic employee which violates program regulations, policies, or procedures, including, but not limited to, misappropriating or altering FIs or **CVVs**, entering false or misleading information in case records, or creating case records for fictitious participants.

Participants means pregnant women, breastfeeding women, postpartum women, infants and children who are receiving supplemental foods or FIs or **CVVs** under the program, and the breastfed infants of participant breastfeeding women.

Participant Violation means any intentional action of a participant, parent or caretaker of an infant or child participant, or proxy that violates Federal or State statutes, regulations, policies, or procedures governing the Program. Participant violations include intentionally making false or misleading statements or intentionally misrepresenting, concealing, or withholding facts to obtain benefits; exchanging **CVVs**, FIs or supplemental foods for cash, credit, non-food items, or unauthorized food items, including supplemental foods in excess of those listed on the participant's FI; threatening to harm or physically harming clinic, **farmer** or vendor staff; and dual participation.

Proxy means any person designated by a woman participant, or by a parent or caretaker of an infant or child participant, to obtain and transact FIs or **CVVs** or to obtain supplemental foods on behalf of a participant. The proxy must be designated consistent with the State agency's procedures established pursuant to § 246.12(r)(1). Parents or caretakers applying on behalf of child and infant participants are not proxies.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates indicated by their respective names.

FARMER:

_____
Name of Farmer
Date:

_____

GOVERNMENT OF GUAM:

_____
JAMES W. GILLAN
Director, Department of Public Health and Social Services

Date:

_____

CERTIFIED FUNDS AVAILABLE:
NO FUNDS INVOLVED

_____
TOMMY C. TAITAGUE
Administrative Services Officer
Department of Public Health and Social Services

Date: _____

APPROVED:

_____
JOSE S. CALVO
Director
Bureau of Budget and Management Research

Date: _____

APPROVED AS TO LEGALITY AND FORM:

_____
ELIZABETH BARRETT-ANDERSON
Attorney General
Office of the Attorney General

Date: _____

APPROVED:

_____
EDDIE BAZA CALVO
Governor of Guam

Date: _____

DEPARTMENT OF PUBLIC HEALTH and SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT
123 Chalan Kareta, Mangilao, Guam 96913-6304

Guam WIC Program
FY 2017
Farmers' Market Nutrition Program (FMNP)

FMNP Farmers Training Presentation

Appendix P-1

What is the Guam Farmers Market Nutrition Program?

It is 100% Federally Funded by the USDA with two objectives:

- To provide resources to women and children who are nutritionally at risk in the forms of fresh, nutritious, unprepared foods (such as vegetables and fruits) from farmers markets and roadside stands; and
- To expand the awareness and use of farmers markets and roadside stands and increase sales at such markets and stands

What is WIC?

WIC is a Special Supplemental Nutrition Program for Women, Infants and Children. It is 100% Federally Funded by the USDA

Purpose of WIC

Addresses the supplemental nutrition needs of at-risk groups through the Distribution of supplemental foods, nutrition education including counseling, health and social service referrals, and breastfeeding promotion and support.

Who does WIC serve?

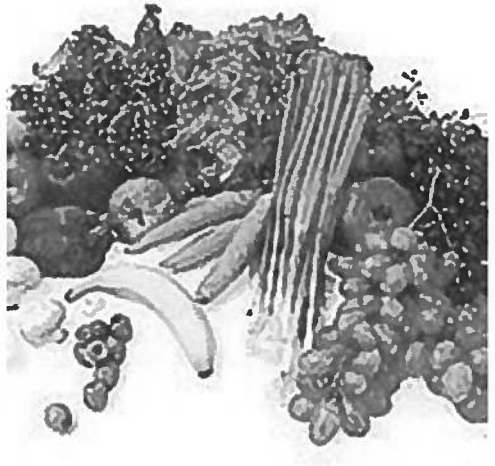
Low-income pregnant and postpartum women, breast-feeding women, and infants and children up to five years of age throughout Guam who are at nutritional risk.

How does WIC Supplement Nutrition?

- Clients are assigned a "food package" specifically tailored to meet their **nutritional** needs.
- Food packages are different for each age group and client category.
- A "food package" is not a box of food.
- **Issued in the form of "Food Instruments" commonly referred to as WIC checks.**

Food Packages

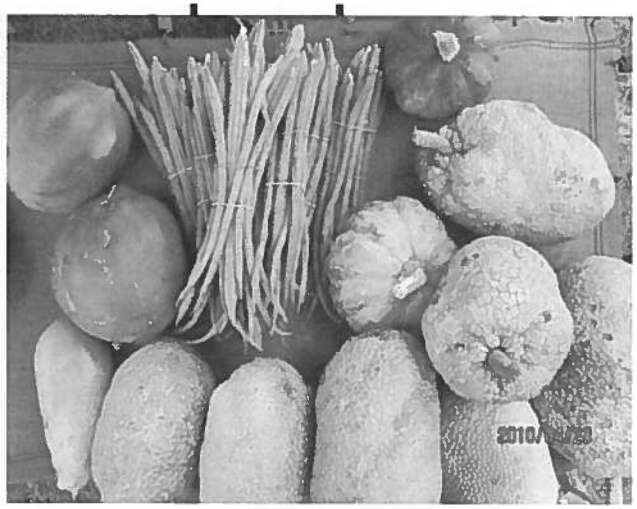
Food packages are tailored to the age, nutritional and breastfeeding status of the participant.



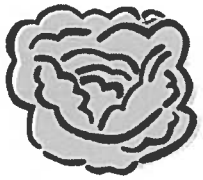
New Food Packages

Effective May 5, 2014, the Final Food Package rule(FFP) was implemented and some changes are as follows: CVV amount increased from $6 to $8; Both organic fruits and vegetables must be authorized; White Potatoes and dry packaged mature legumes are allowable.

- Whole grains (100% whole wheat bread, brown rice)
- Canned salmon, sardines
- Soy beverage
- Infant food
- **Fresh Vegetables and Fruits**



Fresh Vegetables and Fruits are included in the Food Package



WIC clients can purchase fresh vegetables and fruits with:

- Farmers Market Nutrition Program (FMNP) coupons , **and**
- **Cash Value Vouchers (known as CVVs)**

What is a WIC authorized farmer?

- Farmer who is authorized through the Farmers' Market Nutrition Program (FMNP) to accept FMNP coupons and CVVs
- FMNP coupons and CVVs are the *only* WIC food instruments that may be accepted by WIC authorized farmers. WIC-authorized farmers are not authorized to accept WIC food instruments for milk, bread, eggs, etc.

How does this affect farmers at farmers' market sites and roadside stands ?

In Guam, WIC clients will be allowed to redeem their FMNP coupons and CVVs for fresh vegetables and fruits at authorized farmers' markets sites and roadside stands. WIC clients can also buy fresh vegetables and fruits at WIC retail stores with their CVVs but *not* with FMNP coupons

Sample of FMNP Coupon

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED	DRAFT # 201201	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME BACHOY, BABY	FI TYPE			FIRST DATE TO USE	4/1/2017
FARMERS' MARKET 2017 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	
							LAST DATE TO USE	9/15/2017
						$ 2.00	PAY TO THE ORDER OF: NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
						SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION)		
						CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201201"▪ ⁞:091912482⁞: 803823

WIC Fruit and Vegetable Cash Value Voucher (CVV)

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # 201277	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME SWEET POTATO, BABY	FI TYPE			FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores and FMNP Market Sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	
							LAST DATE TO USE	5/31/2017
						$	PAY TO THE ORDER OF: NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
						SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION)		
						CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201277"▪ ⁞:091912482⁞: 803831

How is a FMNP Coupon different from a CVV?

- An FMNP coupon has a set dollar amount of $2
- WIC clients receive 10 coupons totaling $20
- FMNP coupons are available once a year during the ***FMNP season*** which is from **April** to **September** each year.

- A CVV has a maximum dollar amount depending on the client category. (i.e. $8, $11 or $16.50)
- CVV *monthly amounts*
- Children ages 1 – 5 receive $8
- Postpartum women receive $11
- Fully breastfeeding women receive $16.50
- Women who are fully breastfeeding multiple babies (twins, etc) receive $16.50

How is a FMNP Coupon different from a CVV Coupon? (Cont'd)

- For FMNP coupons, farmers must deposit coupons within 15 calendar days from the "Last Date To Use" date;

* For CVVs, farmers must deposit CVVs within 60 calendar days from the First Date of Use" date;

Number of clients we can reach

- FMNP Coupons were given to approximately 3,362 WIC clients in 2016.
- Every woman and child on WIC will receive monthly CVVs. Currently, WIC serves over 7000 clients.
- The WIC client potential of the CVV may be up to 6000.

WIC FMNP Coupon/CVV Common Features

Each FMNP Coupon and CVV has a:

- Unique check or draft number
- "First Date To Use" date
- "Last Date To Use" date
- Place for WIC farmer I.D. stamp
- Restriction on deposit timeframe

Can FMNP Coupons and CVVs buy the exact same things?

- FMNP Coupons may be used for fresh, unprocessed, locally grown, vegetables and fruits
- CVVs may be also be used for fresh, unprocessed, locally grown, vegetables and fruits, **except for herbs or spices (except ginger root)**

What's the deal with WHITE potatoes?

- Federal Regulations now allow the purchase of white potatoes through CVVs and FMNP coupons
- Recommended by the Institute of Medicine (IOM) based on amounts suggested by the Dietary Guidelines for Americans for consumption of starchy vegetables
- WIC clients can use CVVs to purchase **sweet potatoes** and/or **yams**. These are not as commonly consumed and are not included in the starchy vegetables category

How it comes together

At the WIC appointment clients receive there regular WIC checks, CVVs and FMNP coupons and a WIC approved food lists, list of approved retail vendors and **FMNP AUTHORIZED FARMERS**

WIC FMNP Authorized Farmer

- WIC participants then go to the approved FMNP authorized farmers to shop
- Marketing is the responsibility of the WIC Farmer
- Good visual presentation of fresh vegetables and fruits is important

How do WIC Participants find WIC Authorized Farmers?

The WIC FMNP Authorized Poster tells the WIC Client that your stand is an authorized WIC Farmer.

Department of Public Health and Social Services
The Special Supplemental Nutrition Program
for Women, Infants and Children
(Guam WIC Program)

FARMERS' MARKET NUTRITION PROGRAM (FMNP)

Authorized Farmers

We Gladly Accept FMNP Coupons & CVVs Here

The WIC FMNP is 100% federally funded program under the United States Department of Agriculture (USDA) and administered by the Government of Guam, Department of Public Health and Social Services in conjunction with The Department of Agriculture and The University of Guam, College of Agriculture and Life Sciences

For more information, please call the Guam WIC Program at 475-0272/300
The USDA is an Equal Opportunity Provider and Employer.

WIC Authorized Farmer

Every WIC FMNP Farmer will have his or her name on the poster

Combining FMNP Coupons and CVVs

- WIC clients are allowed to combine multiple CVVs and FMNP coupons in a single transaction to fully cover the costs of their fruit/vegetable purchase. For example a WIC client can use a $8 and $11 CVV or both CVVs along with a $2 FMNP coupon towards the purchase of local fresh fruits and vegetables. This is referred to as using multiple food instruments in a single transaction.
- If the total price of the purchase exceeds the value of the CVV, the WIC client may pay the difference with Cash, Personal check, SNAP and Debit/Credit card.

Reminder!

- FMNP farmers are prohibited from accepting FMNP coupons and/or CVVs for non-local or resale produce.
- Do not accept FMNP coupons and/or CVVs for something that was not grown by an FMNP approved farmer

The FMNP Coupon and Cash Value Voucher Transaction Process

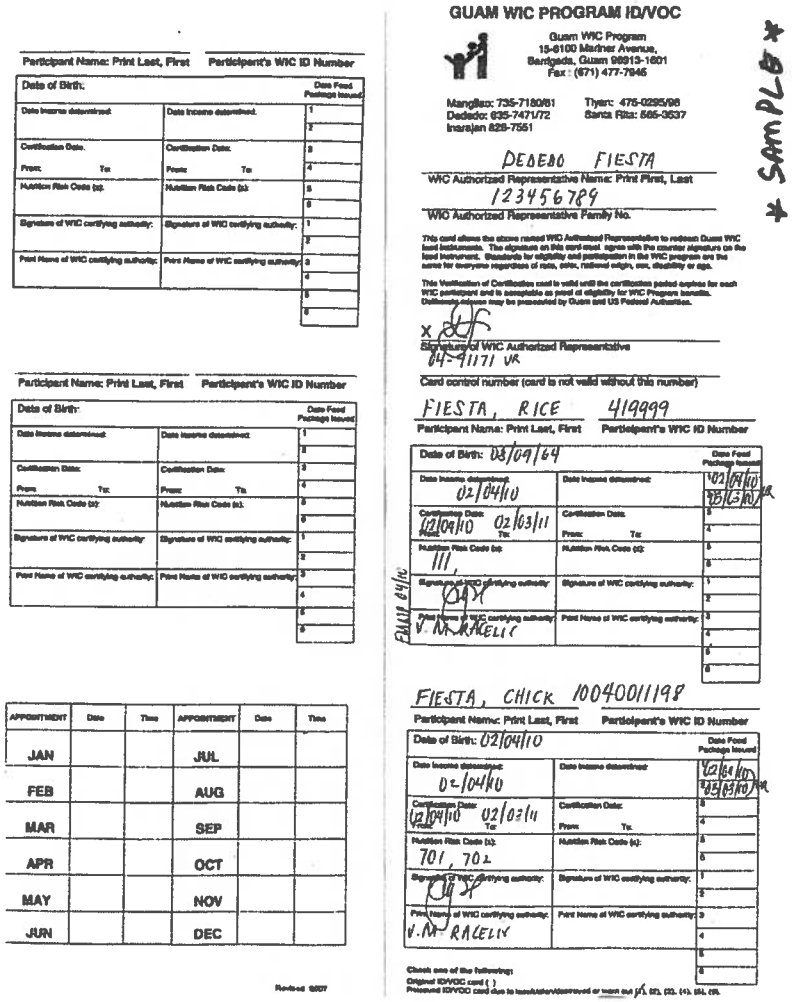
WIC I.D. Cards

WIC client gives farmer their WIC ID card (or Proxy I.D. card) and coupons/CVVs for verification.

- An Authorized Representative should be listed on the WIC I.D. card. Generally, it is the authorized representative that will be listed on the FMNP coupon/CVV. The name is in the "Participant Name" box in both the FMNP coupon and CVV.
- A proxy is an individual who is temporarily authorized to pick up WIC foods for the authorized representative (WIC client)

Farmers are reminded to check the coupons/CVVs to be sure that they are from the Guam WIC Program.

Sample of WIC I.D. Card



Participant Name: Print Last, First | Participant's WIC ID Number

Date of Birth:		Date Food Package Issued
Date Income determined:	Date Income determined:	1
		2
Certification Date: From: To:	Certification Date: From: To:	3
		4
Nutrition Risk Code (s):	Nutrition Risk Code (s):	5
		6
Signature of WIC certifying authority:	Signature of WIC certifying authority:	1
		2
Print Name of WIC certifying authority:	Print Name of WIC certifying authority:	3
		4
		5
		6

Participant Name: Print Last, First | Participant's WIC ID Number

Date of Birth:		Date Food Package Issued
Date Income determined:	Date Income determined:	1
		2
Certification Date: From: To:	Certification Date: From: To:	3
		4
Nutrition Risk Code (s):	Nutrition Risk Code (s):	5
		6
Signature of WIC certifying authority:	Signature of WIC certifying authority:	1
		2
Print Name of WIC certifying authority:	Print Name of WIC certifying authority:	3
		4
		5
		6

APPOINTMENT	Date	Time	APPOINTMENT	Date	Time
JAN			JUL		
FEB			AUG		
MAR			SEP		
APR			OCT		
MAY			NOV		
JUN			DEC		

Revised 6/07

GUAM WIC PROGRAM ID/VOC

Guam WIC Program
15-6100 Mariner Avenue,
Barrigada, Guam 96913-1601
Fax : (671) 477-7945

Mangilao: 735-7180/81
Dededo: 635-7471/72
Inarajan 828-7551
Tiyan: 475-0295/96
Santa Rita: 565-3637

DEDEDO FIESTA
WIC Authorized Representative Name: Print First, Last

123456789
WIC Authorized Representative Family No.

This card allows the above named WIC Authorized Representative to redeem Guam WIC food instruments. The signature on this card must agree with the counter signature on the food instrument. Standards for eligibility and participation in the WIC program are the same for everyone regardless of race, color, national origin, sex, disability or age.

This Verification of Certification card is valid until the certification period expires for each WIC participant and is acceptable as proof of eligibility for WIC Program benefits. Deliberate abuse may be prosecuted by Guam and US Federal Authorities.

x [signature]
Signature of WIC Authorized Representative

04-91171 VR
Card control number (card is not valid without this number)

FIESTA, RICE 419999
Participant Name: Print Last, First | Participant's WIC ID Number

Date of Birth: 08/09/64		Date Food Package Issued
Date Income determined: 02/04/10	Date Income determined:	1 02/04/10
		2 03/03/10 VR
Certification Date: From: 02/04/10 To: 02/03/11	Certification Date: From: To:	3
		4
Nutrition Risk Code (s): 111,	Nutrition Risk Code (s):	5
		6
Signature of WIC certifying authority: [signature]	Signature of WIC certifying authority:	1
		2
Print Name of WIC certifying authority: V. M. RACELIS	Print Name of WIC certifying authority:	3
		4
		5
		6

FIESTA, CHICK 10040011198
Participant Name: Print Last, First | Participant's WIC ID Number

Date of Birth: 02/04/10		Date Food Package Issued
Date Income determined: 02/04/10	Date Income determined:	1 02/04/10
		2 03/03/10 VR
Certification Date: From: 02/04/10 To: 02/03/11	Certification Date: From: To:	3
		4
Nutrition Risk Code (s): 701, 702	Nutrition Risk Code (s):	5
		6
Signature of WIC certifying authority: [signature]	Signature of WIC certifying authority:	1
		2
Print Name of WIC certifying authority: V. M. RACELIS	Print Name of WIC certifying authority:	3
		4
		5
		6

Check one of the following:
Original ID/VOC card ( )
Reissued ID/VOC card due to lost/stolen/destroyed or worn out (1), (2), (3), (4), (5), (6).

* SAMPLE *

- Back - ↑

- Front - ↑

Sample of Proxy I.D. Card

WIC Proxy ID Card - *Valid Dates:* From _____ To_____

Name of Proxy: _____

(print) *First Name* *Middle Initial* *Last Name*

The person named above is designated as proxy for:

_____

(print) First Name Middle Initial Last Name

WIC Participant or Parent/Caretaker (Authorized Representative)

WIC ID/VOC Card Control No.: _____

Proxy must present a valid WIC ID/VOC card and valid photo ID with their signature in addition to this proxy ID card to receive WIC benefits on behalf of a WIC participant.

Proxy Signature: _____

WIC Staff Initials: _____ Issue Date: _____

Proxy Card Control No.: _____

← **- Front**

Guam WIC Program

Department of Public Health & Social Services

15-6100 Mariner Avenue

Tiyan, Guam 96913

← **- Back**

If found, please contact any of the following WIC Clinics:

Dededo: 635-7471/2

Mangilao: 735-7180/1

Tiyan: 475-0295/6

Inarajan: 828-7551

Santa Rita: 565-3537

"This institution is an equal opportunity provider."

Validation Dates

- The date of purchase falls within the "First Date To Use" and the "Last Date To Use" dates.
- It must be used within the valid period indicated on the coupon/CVV
- Farmer enters date of transaction in the "Date of Use" box in **black** or **blue** ink
- Farmer writes in the month, day, and year (four digits, not two i.e. 4/1/**2017**, not **4/1/17)**

FMNP Coupons/CVVs must be used within the "First Date To Use" and "Last Date to Use" dates

Make sure WIC Participant sign the check

(FMNP Coupon Sample)

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601				MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED	DRAFT # 201201	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY	FI TYPE		FIRST DATE TO USE	4/1/2017
FARMERS' MARKET 2017 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**4/7/2017**
						LAST DATE TO USE	9/15/2017
					$ 2.00	PAY TO THE ORDER OF: NOT PAYABLE WITHOUT VENDOR ID STAMP	
					PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
					SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Participant's Signature Here*		
					CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201201"▪ ⁞:091912482⁞: 803823

FMNP Coupons/CVVs must be used within the "First Date To Use" and "Last Date to Use" dates (***CVV Sample***)

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES **WIC PROGRAM** 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601				MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # **201277**	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **TOMATO, TOM**	FI TYPE		FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores and FMNP Market sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**5/21/2017**
						LAST DATE TO USE	5/31/2017
					$	PAY TO THE ORDER OF: NOT PAYABLE WITHOUT VENDOR ID STAMP	
					PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
					SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION)		
					CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201277"▪ ⁞:091912482⁞: 803831

Purchase Price (Actual Amount)

- Farmer totals eligible foods purchased
- Farmer collects purchase total of $2 dollar FMNP Coupons from client
- Farmer writes the purchase price on the CVV in the space provided. The amount applied *should not* exceed the maximum value of the CVV.
- If the total purchase price is less than the maximum value of the coupon/CVV, the farmer is encouraged to offer the WIC client more eligible produce to ensure maximum value.

Actual Dollar Amount in FMNP Coupon (*FMNP Coupon Sample)*

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES **WIC PROGRAM** 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601			MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED		DRAFT # **201201**	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **PECHAY, PATTY**	FI TYPE		FIRST DATE TO USE	4/1/2017
FARMERS' MARKET 2017 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**4/7/2017**
						LAST DATE TO USE	9/15/2017
					$ 2.00	PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
					PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Participant's Signature Here* CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

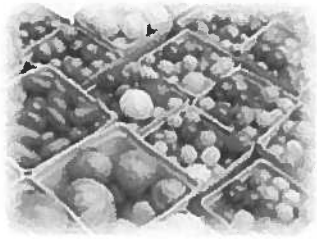
"▪ 000201201"▪ ⁞:091912482⁞: 803823

Actual Dollar Amount in CVV (***CVV Sample)***

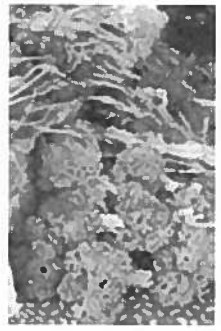
GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES **WIC PROGRAM** 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # **201277**	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **TOMATO, TOM**	FI TYPE			FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores and FMNP Farmers Market Sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL **$ 5.45**	DATE OF USE	**5/21/2017**
							LAST DATE TO USE	5/31/2017
							PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Participant's Signature Here* CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201277"▪ ⁞:091912482⁞: 803831

The FMNP Coupon and CVV Transaction (Cont'd)



WIC Client Signature



Who may sign the FMNP Coupon/CVV?

- Verify the participant's name and ID number on the check and the Guam WIC Program ID/VOC to see if they match
- Verify if the signature of the WIC Authorized Representative matches the FMNP Coupon and or Cash Value Voucher
- A proxy (will have WIC proxy ID card) - Someone who is temporarily appointed to pick up WIC foods for the WIC client
- WIC client sign in the signature box, *after* date and actual amount have been printed

WIC Client Signature (*FMNP Coupon Sample)*

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES **WIC PROGRAM** 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601				MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED	DRAFT # **201201**	75-1248 919 Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **PECHAY, PATTY**	FI TYPE		FIRST DATE TO USE: 4/1/2017
FARMERS' MARKET 2017 and FMNP Markets Sites and Roadside Stands **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL $ 2.00	DATE OF USE: **4/7/2017** LAST DATE TO USE: 9/15/2017 PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Participant's Signature Here* CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.

"▪ 000201201"▪ ⁞:091912482⁞: 803823

WIC client Signature (*CVV Sample*)

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # 201277	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM	FI TYPE			FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL **$ 5.45**	DATE OF USE LAST DATE TO USE	**5/21/2017** 5/31/2017
							PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
							PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE	
							SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Participant's Signature Here*	
							CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.	

"▪ 000201277"▪ ⁞:091912482⁞: 803831

MISTAKES

What do we do when mistakes are made to the date, purchase price, and signature

What if I make a mistake entering the "Date of Use" on a FMNP coupon

Farmer draws a single line through the incorrect date and initial to the right, Farmer writes the correct date above the incorrect one

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601				MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED	DRAFT # 201201	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY	FI TYPE		FIRST DATE TO USE	4/1/2017
FARMERS' MARKET 2017 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	4/7/2017 ~~4/7/2015~~EM
						LAST DATE TO USE	9/15/2017
					$ 2.00	PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
					PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
					SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Participant's Signature Here*		
					CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201201"▪ ⁞:091912482⁞: 803823

What if I make a mistake entering the "Date of Use" on a CVV

Farmer draws a single line through the incorrect date and initial to the right, Farmer writes the correct date above the incorrect one

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # 201277	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM		FI TYPE		FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores and FMNP Market Sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL **$ 5.45**	DATE OF USE	5/21/2017 ~~5/21/16~~ WM
							LAST DATE TO USE	5/31/2017
							PAY TO THE ORDER OF: **FMNP 2015** NOT PAYABLE WITHOUT VENDOR ID STAMP	
							PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE	
							SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Participant's Signature Here*	
							CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.	

"▪ 000201277"▪ ⁞:091912482⁞: 803831

What if I make a mistake on the "Actual Amount" on a FMNP coupon

Farmer's do not need to correct the FMNP Coupon because it is preprinted

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED	DRAFT # 201201	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY		FI TYPE		FIRST DATE TO USE	4/1/2017
FARMERS' MARKET 2017 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**4/7/2017**
							LAST DATE TO USE	9/15/2017
						$ 2.00	PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
						SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Participant's Signature Here*		
						CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201201"▪ ⁞:091912482⁞: 803823

What if I make a mistake entering the "Date of Use" on a CVV

Farmer draws a single line through the incorrect amount, write the correct amount in the "Correction Only" box, and initial in the "Cashier Initial" box

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # 201277	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM	FI TYPE			FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores and FMNP Market Sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**						ACTUAL $ AMOUNT $ CORRECTION ONLY: 5.85 / CASHIER INITIAL: RSO **$ ~~5.45~~**	DATE OF USE	**5/21/2017**
							LAST DATE TO USE	5/31/2017
							PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE SIGNATURE (MUST MATCH ID SIGNATURE FOR REDEMPTION): *Participant's Signature Here*		
						CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201277"▪ ⁞:091912482⁞: 803831

What if an error occurred with a WIC client signature on a FMNP Coupon?

WIC Client draws a single line through the incorrect signature, initial at the end, then signs above the incorrect signature

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED	DRAFT # 201201	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY		FI TYPE		FIRST DATE TO USE	4/1/2017
FARMERS' MARKET 2017 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**4/7/2017**
							LAST DATE TO USE	9/15/2017
						$ 2.00	PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
						SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) Patty Pechay ~~Patty Peachy~~ PP		
						CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201201"▪ ⁞:091912482⁞: 803823

What if an error occurred with a WIC client signature on a Cash Value Voucher

WIC Client draws a single line through the incorrect signature, initial at the end, then signs above the incorrect signature

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # 201277	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM		FI TYPE		FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores and FMNP Market Sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**						ACTUAL $ AMOUNT $ CORRECTION ONLY: 5.85 CASHIER INITIAL: RSO **$ ~~5.45~~**	DATE OF USE LAST DATE TO USE	**5/21/2017** 5/31/2017
							PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
						SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) Tom Tomato ~~Tom Tomatoes~~ TT		
						CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201277"▪ ⁞:091912482⁞: 803831

Note

- If the purchase price exceeds the maximum value on the FMNP coupon and/or CVV, and the farmer is willing, he/she may accept just the coupon and/or CVV and not charge the WIC client the extra amount. This is at the discretion of the farmer.

Caution!

- Do NOT add sales tax to the price of fruits and vegetables
- Do NOT charge WIC clients a higher price than the price charged to other customers
- Do NOT charge the maximum value of the Cash Value Voucher (CVV) if the WIC client doesn't fully redeem, only actual purchase amount
- **DO** write in the lesser amount on the CVV
- Do NOT give cash back if the WIC client purchases less than the maximum amount of the FMNP Coupon/CVV.
- Do NOT overcharge the WIC client and the WIC Program by writing in the maximum value if a lesser amount of produce was purchased

Pre-signed FMNP Coupon and Cash Value Voucher

- During the transaction should a WIC client **pre-sign** the FMNP coupon/cash value voucher, inform the client to provide a second signed and valid photo identification (i.e. Guam I.D., Driver's License, Military I.D., Pass port, etc.) for verification
- Once an Identification has been provided, proceed with the transaction
- If no additional Identification is provided then inform the WIC client that the transaction cannot proceed and release the coupon/CVV back to the client

Lost or Stolen FMNP Coupons and Cash Value Vouchers

- The WIC Program will inform authorized farmers of WIC FMNP coupons and/or CVVs that have been reported stolen through email, fax, or other communications once the information is received
- Farmers who notice any of the FMNP coupons and/or CVVs being offered for a purchase should politely inform the shopper that: "According to the WIC FMNP office, this CVV and/or FMNP coupon is no longer valid and cannot be accepted." The farmer should also advise the participant to contact the program coordinator or the WIC clinic site where they received the FMNP coupons and/or CVVs. This should be done with discretion because the WIC client may not be aware that there is any problem with spending the FMNP coupons and/or CVVs.

Lost WIC I.D. Card

- If a farmer should find a WIC client's lost WIC I.D. card, WIC proxy I.D. card, or FMNP coupons/CVVs within their premises, they should take hold of them, place them in a secure place (such as locked drawer), and immediately contact the WIC FMNP Coordinator or Manager at 475-0292/0300
- The lost and found WIC items will be picked up by a WIC Program staff

Lost WIC I.D. Card (cont'd)

- However, should a WIC client or proxy contact the farmer about the lost items and the items are still within the farmer's premises, have the client provide a signed and valid photo identification (i.e. Guam I.D., Driver's License, Military I.D., etc.) for verification before releasing the lost items. Otherwise, if the items are not within the farmer's premises or that they have already been returned to the WIC office then inform the client or proxy that they must contact the WIC Program office about the lost items.

What if the signature doesn't match?

- If the signature doesn't appear to match, you may verify their signature by asking for another form of identification (i.e. Guam Drivers License, Passport, Military ID) and verify their signature.

Hint for smooth operations! Just make sure you…..

- Adhere to the FMNP Farmers contract rules and regulations which includes the prohibition of sale of non-local fruits and vegetables and of resale produce.
- Do not accept CVVs for herbs/spices.
- Separate the produce before you total the purchase.
- Do not accept FMNP coupons for fruits, vegetables that you or another FMNP farmer did not grow.
- Do NOT give cash back for FMNP coupon/CVV purchases!

Farmer ID Stamp

- Generally every WIC-authorized farmer is issued a 4 digit I.D. (i.e. 9201) stamp prior to the start of FMNP season.
- Farmers should secure their stamps as with other WIC property in a safe, secure location
- Farmers must ensure that when stamping FMNP coupons/CVVs that the impression is clear and within the designated box on the coupon/CVV.
- Farmers are required to return their I.D. stamps to the WIC office after the FMNP season is over.

Farmer ID stamp (FMNP Coupon)

WIC FMNP authorized Farmer stamps his or her designated stamp number (FMNP 2016) in the "Pay to the Order of:" box

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601				MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED	DRAFT # 201201	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY	FI TYPE		FIRST DATE TO USE	4/1/2017
FARMERS' MARKET 2017 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**4/7/2017**
						LAST DATE TO USE	9/15/2017
					$ 2.00	PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
					PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
					SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Patty Pechay*		
					CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201201"▪ ⁞:091912482⁞: 803823

Farmer ID Stamp (CVV Sample)

WIC FMNP authorized Farmer stamps his or her designated stamp number (FMNP 2015) in the "Pay to the Order of:" box

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # 201277	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM	FI TYPE			FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores and FMNP Market Sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**						ACTUAL $ AMOUNT $ CORRECTION ONLY: 5.85 CASHIER INITIAL: RSO ~~$5.45~~	DATE OF USE	**5/21/2017**
							LAST DATE TO USE	5/31/2017
							PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
						SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Tom Tomato*		
						CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201277"▪ ⁞:091912482⁞: 803831

Depositing FMNP Coupons and CVVs

- FMNP coupons/CVVs have a relatively short window for deposit
- FMNP coupons must be deposited for payment within 15 calendar days after the "Last Date To Use" date
- CVVs must be deposited within than 60 calendar days from the "First Date to Use" date (which is almost always 30 calendar days from the Last Date to Use, which may be easier to remember)

Keep in mind that should coupons and CVVs be returned/unpaid they result in bank fees to farmers as well as to the WIC Program. *Make sure to review your coupons/CVVs before making a deposit to your bank!*

If you have questions, call the FMNP Coordinator or Manager before depositing. We want to prevent returned/unpaid coupons/CVVs and the incurrence of bank fees.

Before depositing FMNP Coupons and CVVs, make sure:

* "Date of Use" date has been entered
* WIC client or Proxy has signed
* Actual amount is written in and does not exceed maximum amount
* Date, purchase amount, and signature written on the coupon/CVV is in blue or black ink
* For FMNP coupons, farmers must deposit their coupons within 15 calendar days after the "Last Date To Use" date
* For CVVs, the date of deposit is within 60 calendar days after the "First Date To Use" date
* Farmer I.D. number is clearly stamped in "pay to the order of" box.
* Other discrepancies i.e. account/routing numbers are on the bottom of the check, account/routing number should be all numerical and no letters, etc.

Causes for Returned/Unpaid FMNP Coupons/CVVs

* Date of Use not entered
* Date of Use not within valid timeframes (early deposit or expired date)
* No actual amount entered
* Actual amount entered exceeds maximum amount
* No participant signature
* WIC Farmer ID stamp not entered or not clearly entered
* CVVs are deposited within 60 calendar days from the "First Date To Use" date
* FMNP coupons are deposited within 15 calendar days after the "Last Date To Use" date

Returned/Unpaid FMNP Coupons/CVVs

* The WIC Program provides the farmer with an opportunity to justify or correct errors or overcharges in FMNP coupons and cash value vouchers that are returned and unpaid from our off-island bank Solutran.

* The following are the procedures to request for returned and unpaid coupons/CVV to be reviewed and reconsidered for payment:
  - Submit a written request to the WIC Program FMNP office for the coupon/CVV to be reviewed and reconsidered for payment, and provide the justification or correction of the errors.

Returned/Unpaid FMNP Coupons/CVVs (cont'd)

* Submit returned/unpaid coupons/CVVs with the written request. (See form letter in the following slide)

* The written request must be received by the WIC Program within ninety (90) days of the "First Date To Use" date indicated on coupon/CVV or risk loss of payment for the value of the coupon/CVV.

* The WIC Program will respond in writing on the farmer's request. If the Program is satisfied with the justification and/or correction of the error on the coupon/CVV, the Program will grant approval for the redeposit and payment of the coupon/CVV by entering a statement, amount, and signature of approval on each coupon/CVV.

Returned/Unpaid WIC FMNP Coupons/Cash Value Voucher Form

Farmer Name: ______________________ Farmer I.D. No.________
Mailing Address: ______________________ Telephone: ________

Date: ______________

To: Guam WIC Program
Attention: Farmers' Market Nutrition Program
15-6100 Mariner Avenue
Barrigada, Guam 96913

Re: Returned & Unpaid WIC FMNP Coupon(s)/Cash Value Voucher(s)

Enclosed are WIC FMNP coupon(s)/Cash Value Voucher(s), as listed below, which were returned and unpaid due to errors.

We request a review and reconsideration of the FMNP coupon(s)/Cash Value Voucher(s) for payment based on the justification or correction of the errors, as shown below.

FMNP Coupon / Cash Value Voucher No. (s)	Amount	Reason (s) FMNP Coupon(s)/Cash Value Voucher(s) was (were) Returned and Unpaid
TOTAL:		

Correction/Justification for Error:
[ ] Comments (specify): ______________________

[ ] Farmer's identification stamp will be entered upon approval.
[ ] Not applicable.

____
(Print First & Last Name)

____
(Signature)

Job Title ______________________ [ ] See next page(s) for continuation.

(Revised 11/09)

Front

Page 2 Re: Returned & Unpaid WIC FMNP Coupons/Cash Value Vouchers

Farmer Name: ______________________ Farmer I.D. No.______
Date: ______________________

FMNP Coupons/ Cash Value Voucher No. (s)	Amount	Reason (s) FMNP Coupon/Cash Value Voucher was (were) Returned and Unpaid
Total:		

(Revised 11/09)

Back

Returned/Unpaid FMNP Coupons/CVVs (cont'd)

- Returned and unpaid coupons/CVVs that are stamped with the WIC Program's statement of approval for payment can be re-deposited through the banking system.
- NOTE: For coupons/CVVs returned and unpaid due to farmer's I.D. stamp missing, do not enter the stamp on the coupon/CVV when submitting them for review and reconsideration for payment.
- The farmer's I.D. stamp *must* not be entered until the farmer receives approval from the WIC Program.

Guam WIC Program stamp Approval (FMNP Coupon)

Farmer received "Returned/Unpaid" coupon because it is missing the farmer stamp. Farmer should **not enter stamp** until the farmer receives approval from the WIC Program (David Gumataotao, FMNP Manager)

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601				MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION.VOID IF ALTRED	DRAFT # 201201	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY	FI TYPE		FIRST DATE TO USE	4/1/2017
FARMERS' MARKET 2017 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **Approved for Payment #** _____ **GUAM WIC Program** **Signature:** _____ **FARMERS: DEPOSIT BY SEPTEMBER 30, 2017**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**4/7/2017**
						LAST DATE TO USE	9/15/2017
					$ 2.00	PAY TO THE ORDER OF: NOT PAYABLE WITHOUT VENDOR ID STAMP	
					PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
					SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Patty Pechay*		
					CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201201"▪ ⁞:091912482⁞: 803823

Guam WIC Program stamp Approval (CVV)

Farmer received "Returned/Unpaid" CVV because it is missing the farmer stamp. Farmer should **not enter stamp** until the farmer receives approval from the WIC Program (David Gumataotao, FMNP Manager)

GUAM DEPARTMENT of PUBLIC HEALTH and SOCIAL SERVICES WIC PROGRAM 15-6100 Mariner Avenue * Barrigada (Tiyan)*Guam 96913-1601					MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTRED	DRAFT # 201277	75-1248 919	Payable Through FSMC, An Affiliate of Security State Bank Howard Lake, MN 55349 ACCT#803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM	FI TYPE			FIRST DATE TO USE	5/1/2017
Redeemable at WIC Stores and FMNP Market Sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value** **Approved for Payment #_____** **GUAM WIC Program** **Signature: _____**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL **$ 5.45**	DATE OF USE	**5/21/2017**
							LAST DATE TO USE	5/31/2017
							PAY TO THE ORDER OF: NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE		
						SIGNATURE (MUST MATCH WIC ID SIGNATURE FOR REDEMPTION) *Tom Tomato*		
						CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.		

"▪ 000201277"▪ ⁞:091912482⁞: 803831

Civil Rights

Civil Rights

- Farmer must comply with nondiscrimination provisions of USDA regulations as provided in 7 C.F.R. § 248.7, which reads in part

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.

Program Monitoring

- As part of the Farmers' Market Nutrition Program, monitoring of FMNP coupons and CVV usage at farmers' markets sites and/or roadside stands will take place regularly.

- Monitoring may be done through reviews: during market visits, at farm sites, through compliance buys of FMNP coupons/ CVVs and of farmer crop plans.

Program Violations

Violations include the following, and are subject to disciplinary action or sanction:

- Accepting FMNP coupons or CVVs for ineligible produce.
- Overcharging WIC clients who pay with FMNP coupons or CVVs.
- Discriminating against WIC clients on the basis of program participation.
- Exchanging FMNP coupons or CVVs for money or anything of value other than allowable produce

Program Violations (cont'd)

Disciplinary Action or Sanctions for violations may include:

- Suspension or disqualification from the FMNP
- Denial of payment for improperly redeemed FMNP coupons or CVVs
- Mandatory repayment of monies earned in violation of approved procedures
- Termination of Agreement

Fraud or other Illegal Activity

- A farmer who commits fraud or engages in other illegal activity is liable to prosecution under applicable Federal, State or local laws.

Right to Appeal

Farmers may appeal the following:

- Denial of application to participate
- Disqualification
- Program sanction

The following are not appealable:

- – Expiration of agreement
- – Results of claim actions according to
- 7 CFR 248.20 and/or 7 CFR 249.20

The Guam WIC Program will provide the farmer with the following:

* Written notification of the adverse action, the cause (s) for the action, and the effective date of the action, including the State Agency's determination of whether the action shall be postponed if it is appealed, and the opportunity for a hearing. Such notification shall be provided within a reasonable time frame and in advance of the effective date of the action.

Right to Appeal (Cont'd)

- The opportunity to appeal the action within the time specified by the State Agency in its notification of adverse action.
- Adequate advance notice of the time and place of the hearing to provide all parties involved sufficient time to prepare for the hearing.
- The opportunity to present its case and at least one opportunity to reschedule the hearing date upon specific request. The State Agency may set standards on how many hearing dates can be scheduled, provided that a minimum of two hearing dates is allowed.
- The opportunity to confront and cross-examine adverse witnesses.
- The opportunity to be represented by counsel, if desired.
- The opportunity to review the case record prior to the hearing.
- An impartial decision-maker, whose decision as to the validity of the State Agency's action shall rest solely on the evidence presented at the hearing and the statutory and regulatory provision governing the FMNP. The basis for the decision shall be stated in writing, although it need not amount to a full opinion or contain formal findings of fact and conclusions of law.

Right to Appeal (Cont'd)

* Written notification of the decision in the appeal, within 60 days from the date of receipt of the request for a hearing by the State Agency.

Appealing an adverse action does not relieve a farmer permitted to continue in the FMNP while its appeal is pending, from responsibility for continued compliance with the terms of the written agreement or contract with the State Agency.

If a State level decision is rendered against the farmer and the appellant expresses an interest in pursuing a further review of the decision, the State Agency shall explain any further State level review of the decision and any available State level rehearing process. If neither is available, and both have been exhausted, the State Agency shall explain the right to pursue judicial review of the decision.

Any Questions?

- Please contact the FMNP Coordinator or Manager through the following:

  Telephone: 475-0292/0300

  Facsimile: 477-7945

  Email: renee.taitague@dphss.guam.gov

  david.gumataotao@dphss.guam.gov

  Address: Guam WIC Office at

  15-6100 Mariner Avenue, Tiyan, Guam 96913

  (Next to EPA building)