_____ _____ _____
_____ _____ _____
_____ _____ _____

What pesticides training have you had and when? _____

Please provide a copy of the certificate of completion.

List of Representatives: (if, any)
(when authorized farmer is not available at the Farmers' Market site or roadside stand)

Name of Representative	Residential Address	Telephone No (s)	Relationship to Farmer

I, _____ am responsible for ensuring that all
(authorized farmer)

representatives are knowledgeable and understand all the terms of the WIC FMNP agreement.

Signature of Authorized Farmer: _____ Date: _____

Guam WIC Farmers' Market Nutrition Program

FARM ADDRESS *and* LOCATION MAP

Fiscal Year: 2016

Name of Farmer: (*print name*)

_____

Farm Address:

_____

_____

FARM LOCATION MAP

(Please be specific on your sketch)

_____ _____

Signature Date

Appendix R-3

Guam WIC Farmers' Market Nutrition Program

CROP PLAN

Fiscal Year: 2016

Name of Farmer *(print name)*:

_____

Farm Location *(street address & village)*:

_____

_____

I am a bonafide Guam agricultural producer and plan to grow or produce the crops listed below. I agree to comply with United of States Department of Agriculture (USDA) regulations, Guam WIC FMNP Rules, and Procedures. I understand that violation of rules, regulations, and procedures may result in suspension or termination from the WIC FMNP. I understand that a representative from the Guam WIC FMNP or the Department of Agriculture may verify the information provided crop plan by visiting my farm. I agree to inform the WIC FMNP when and if there are changes in my production or marketing that affect, the validity of the information provided below.

Commodity (Fruit or Vegetable)	* Acreage (estimate number of trees, plants or row feet)	Harvest Period (Months Available)	Commodity (Fruit or Vegetable)	*Acreage (estimate number of trees, plants or row feet)	Harvest Period (Months Available)

**acreage or row feet (pls. specify)*

_____ _____

Signature of Farmer Date

Commodity (Fruit or Vegetable)	* Acreage (estimate number of trees, plants or row feet)	Harvest Period (Months Available)	Commodity (Fruit or Vegetable)	*Acreage (estimate number of trees, plants or row feet)	Harvest Period (Months Available)

**acreage or row feet (pls. specify)*

Department of Public Health and
Social Service
Division of Public Health
Bureau of Nutrition Services
Guam WIC Program

Farmers' Market Nutrition Program
Administration Office
Building #15-6100, Mariner Avenue, Barrigada
(Tiyan) 96913-1601

Telephone number: 475-0292/300

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 Services at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complain Form, AD-3027, found online at http://www.ascr.usda.gov/compalint_filing_cust.html and at any USDA 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.

FARMERS' MARKET NUTRITION PROGRAM

FISCAL YEAR 2016 HANDBOOK FOR PARTICIPANTING FARMERS Includes use of Cash Value Vouchers (CVVs)

WIC FMNP Farmer Mandatory Training

Department of Public Health and Social Services Guam WIC Program

I. OVERVIEW

- **What is the WIC Farmers' Market Nutrition Program?**
- **Two Purposes For The Implementation Of The Farmers' Market Nutrition Program**
- **What is a Cash Value Voucher (CVV)**
- **Federal Background**
- **Local Background**

II. HOW DOES THE GUAM WIC FMNP WORK

- **When will FMNP coupons/CVVs be issued and how long may they be used?**
- **How do the farmers cash the FMNP coupons/ CVVs?**
- **Sample of Guam WIC FMNP coupons/CVVs**
- **Where will the Farmers' Markets be located?**
- **How farmers can participate in the WIC FMNP?**

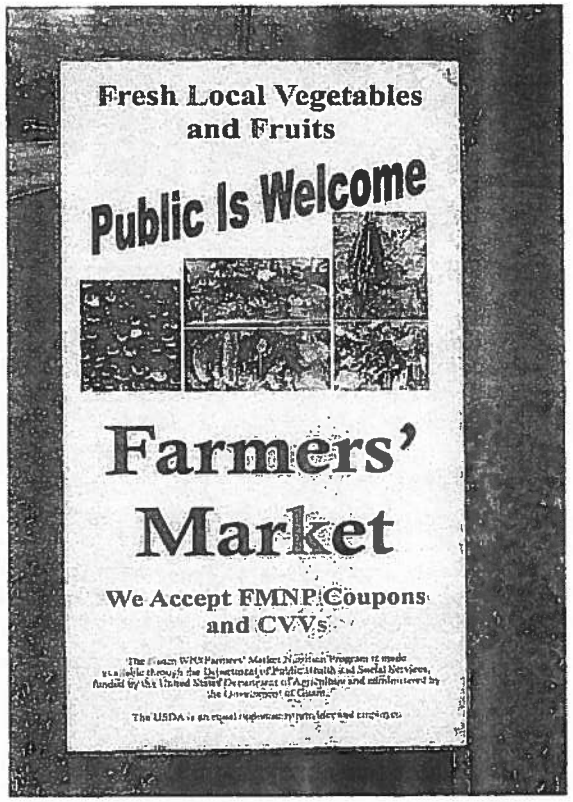
III. VIOLATIONS & SANCTIONS GUIDELINES

- **Rule Violations**
  - **Class I Violations**
  - **Class II Violations**
  - **Suspension**
  - **Termination**

FMNP Coordinator/Manager
475-0292/0300

Termination

Repeated offenses in the Class I (fourth offense) or Class II (second offense) categories or violation of the terms and conditions of the FMNP Contract Agreement shall be grounds for immediate termination. 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.



Guam WIC FMNP Market Site Stand to inform WIC FMNP participants a market site is nearby and authorized farmers are available

Suspension

Suspensions will be invoked under these circumstances:

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

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

Upon receipt of a "Notice of Suspension" from the Guam WIC FMNP, the farmer must immediately relinquish his/her FMNP stamp (s), ink, pad(s), FMNP posters and cease accepting FMNP coupons/ CVVs, 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 food coupon/CVV transactions (especially during the period of suspension); 2) monitoring of coupon/CVV expenditures to ensure the suspended farmer is not conducting coupon/CVV 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.

Upon the first instance of any Class II violation during the 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 terminated immediately 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.

FARMERS' MARKET HANDBOOK

I. OVERVIEW

What is the WIC Farmers' Market Nutrition Program?

The Special Supplemental Nutrition Program for Women, Infant and Children (WIC) Program is a federally funded program that provides nutrition counseling and supplemental foods to low income, pregnant women, breastfeeding women, postpartum women, infants, and children from 1 year up to 5 years old. The WIC Farmers' Market Nutrition Program (FMNP) provides eligible WIC participants coupons to purchase fresh fruits and vegetables at local farmers' market sites and roadside stands. Eligible recipients also receive cash value vouchers which can be also be used to purchase fruits and vegetable at local farmers' markets, roadside stands, and WIC authorized retail stores.

The Guam WIC Farmers' Market Nutrition Program (FMNP) is a program administered by the Department of Public Health and Social Services. The program has two purposes for implementation:

1. **To provide fresh, nutritious, unprepared foods, fruits and vegetables from farmers' markets to women and children (up to 5 years old) who are nutritionally at risk; and**

2. **To expand the awareness and use of farmers' markets, as well as increase sales at such markets.**

What is a Cash Value Voucher (CVV)?

A Cash Value Voucher (CVV) is a fixed-dollar, voucher issued to women who are pregnant, postpartum or breastfeeding and children ages 1 year up to 5 years of age, to obtain authorized fruits and vegetables.

What are the differences between a CVV and a FMNP coupon?

The differences between a CVV voucher and a FMNP coupon are that CVVs are fixed-amount, vouchers issued monthly to qualified WIC participants. FMNP benefits are $20.00 coupons also issued to qualified WIC participants, however, only during the FMNP season from April through September of each year.

Federal Background:

In 1988, Congress authorized a three-year demonstration project to test the concept in ten states. The success of the demonstration project led Congress to enact the WIC Farmers' Market Nutrition Act of July 2, 1992 (P.L.102-34), thereby establishing the WIC FMNP as a food assistance program of the United States Department of Agriculture (USDA).

Local Background:

In November 1998, the Department of Public Health and Social Services, Guam WIC Program, applied for funding by submitting to the United States Department of Agriculture (USDA), Guam State Plan of Operations for the WIC Farmers' Market Nutrition Program. On January 29, 1999, USDA approved Guam's State Plan. However, funding was not approved until April 21, 1999.

II. HOW DOES THE GUAM WIC FMNP WORK

The Guam WIC FMNP provides over 7,000 plus women and Children (1 up to 5 years old) who are participants in the WIC Program with FMNP coupons valued at $20.00. The FMNP coupons may only be used to purchase fresh, nutritious, unprepared fruits and vegetables directly from an authorized farmer of the WIC FMNP. Recipients also receive a FMNP recipient packet that contains nutrition education materials, schedule, time, location of Farmers' Markets, and list of names of authorized farmers with their WIC FMNP identification numbers.

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

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

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

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

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

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

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

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.

f) Abusive treatment of 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 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 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 FMNP operations will constitute a suspension of 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 FMNP coupon or Cash Value Voucher (CVV) shoppers cash change where the value of the shoppers' purchase is less than the value of the FMNP coupon/CVV presented.

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

Farmers are selected and authorized by the WIC FMNP section. If they meet the criteria to become an authorized farmer, they are notified via telephone or letter of their selection and non-selection status. If selected, then instructions to be an authorized farmer are given to them.

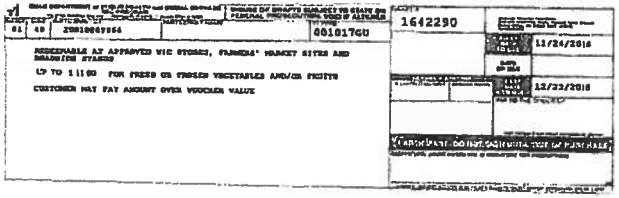
When will FMNP coupons/CVVs be issued and how long may they be used?

	FMNP Coupons	CVVs
Issue Date	Issued to the WIC clients from 4/1/2016 to 9/10/2016	Issued to WIC clients monthly
Valid Date	Redeemable from 4/1/2016 to 9/15/2016	3-month issuance - Valid period is between the " First Date To Use" and Last Date To Use" dates
Deposit Date	4/1/2016 to 9/30/2016	Within 60 calendar days from the "First Date To Use" date

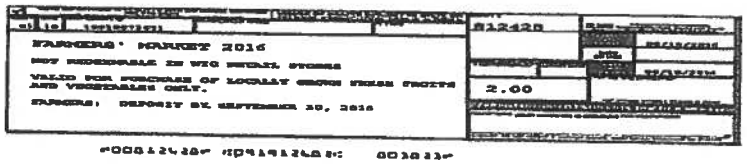
How do the farmers cash the FMNP coupons/CVVs?

Farmers may cash their coupons/CVVs just as they would a personal check. Farmers only need to deposit the coupons/ CVVs into their personal or business account. Before the farmer deposits the coupons/ CVVs in their bank, they must stamp the coupons/CVVs with their assigned FMNP. The farmer must deposit the coupons within 15 calendar days from the "Last Date To Use" date. CVVs must be deposited within 60 calendar days from the "First Date To Use" date.

Sample of Guam WIC Cash Value Voucher



Sample of Guam WIC FMNP Coupon



Where will the Farmers' Markets be located?

A schedule will be prepared and distributed to WIC participants and to WIC FMNP authorized farmers. The schedule will include the location, date, and time of all WIC Farmers' Markets on Guam.

How farmers can participate in the WIC FMNP?

To be eligible to participate in the Guam WIC Farmers' Market Nutrition Program for 2016, individual farmers must meet the following requirements:

1. Be a resident of Guam
2. Personally grow fresh fruits and vegetables on property they own or lease
3. Be a bonafide farmer, certified by the Government of Guam, Department of Agriculture

If you meet the following eligibility requirements and agree to follow the operational rules described below, complete an application and return it to the state WIC office.

Return completed application to
Guam WIC Program
Farmers' Market Nutrition Program
Administration Office
Building #15-6100, Mariner Avenue, Barrigada (Tiyan)
96913-1601

III. VIOLATIONS 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 FMNP coupon recipients or others.

c) Failure to abide by the program complaint process.

d) Accepting FMNP coupons and Cash Value Vouchers for produce not locally 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 FMNP coupons for food not "locally grown".

Sample of notification of ineligibility; Non-Selection Letter Appendix S

GOVERNMENT OF GUAM
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT

EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

HAND DELIVERY

Mr. Farmer Jose Cruz
P.O. Box 0001234
Agana, GU 96932

Re: Notice of Non-Selection of Applicant as an Authorized Farmer under the FY 2016 Farmer Participation Agreement with the Special Supplemental Nutrition for Women, Infants, and Children (Guam WIC Program)

This is to inform you of your application to participate as an authorized farmer under the FY'16 Farmer Participation Agreement with the Special Supplemental Nutrition for Women, Infants, and Children (Guam WIC Program). Unfortunately, you are not selected to participate based on the following criteria.

1) Be a resident of Guam; 2) Personally grow fruits and vegetables on property they own or lease on Guam; and 3) Be a bonafide farmer, certified by the Government of Guam, Department of Agriculturet (Ref. Criteria for Individual Farmers, FY 2016 Guam WIC Farmers' Market Nutrition Program application packet).

In regards to the first criteria above your application submission lacks the required documentation of being a resident of Guam; Secondly, you lack documentation of any own or lease property that you personally grown fruits and vegetables on. In the third criteria you lack documentation identifying you as a current bonafide farmer, certified by the Guam Department of Agriculture. Furthermore, it is the Guam WIC Program's determination to not postpone this action. Should you decide to appeal this action, we encourage you to carefully read the following.

Pursuant to U.S. Department of Agriculture (USDA) regulations, 7 CFR Chapter II, Part 248, subsection 248.16, a farmer has the right to appeal when their application to participate is denied, a sanction is imposed, or they are disqualified from participating from the program. Should you desire, you can appeal this action through the Guam WIC FMNP Farmer Appeals, Appeals Procedures. Enclosed are said written procedures. Please note that in case of an adverse action

that is subject to an appeal, the effective date will be no later than 15 calendar days after receipt of the written notification of the adverse action. A written response to the adverse action and request for an appeal must be submitted by the farmer within 15 calendar days after receipt of the written notification of the adverse action. Such response must be addressed and submitted to the following:

Office of the Attorney General
590 South Marine Corp Drive
Suite 704 ITC Building
Tamuning, Guam 96913-3537

Should the Office of the Attorney General render a decision against you and since there is no other review process at our level, you have the right to further pursue this matter through judicial review.

Lastly, we appreciate your interest in becoming an authorized farmer under the Guam WIC Program. The next open enrollment application period for farmer participation will be in the year 2017.

Should you have any questions please direct them to Ms. Renee Camacho-Taitague, FMNP Coordinator, at 475-0292 or Mr. David Gumataotao, FMNP Program Manager, at 475-0300. ***Thank You!***

(Sincerely),

CHARLES H. MORRIS
Administrator, Bureau Nutrition Services

Enclosure (Appeals Procedures)

Guam WIC Program
Farmers' Market Nutrition Program (FMNP)

Year 2016 Participant Survey

Date survey completed _____

Please check the best answer to each of the following:

1. Is this the first year you received FMNP coupons/CVVs? [ ] Yes [ ] No

2. Because of the farmers' market coupon program, I/my family...

...went to a farmers' market for the first time	[ ] Yes	[ ] No	[ ] Not sure
...ate more fresh fruits and vegetables this year than usual	[ ] Yes	[ ] No	[ ] Not sure
...plan to eat more fresh fruits and vegetables all year round	[ ] Yes	[ ] No	[ ] Not sure
...learned a new way to prepare or cook fresh fruits and vegetables	[ ] Yes	[ ] No	[ ] Not sure
...will continue to shop at the farmers' market, even without coupons to spend there	[ ] Yes	[ ] No	[ ] Not sure
...learned a new way to store fresh fruits and vegetables to keep them from spoiling	[ ] Yes	[ ] No	[ ] Not sure
...bought a fresh fruit or vegetable that I never tried before	[ ] Yes	[ ] No	[ ] Not sure

3. While you were at the farmers' market, did you spend any money in addition to your FMNP coupons/CVVs? Please check only one answer.
   [ ] Yes [ ] No [ ] did not go to farmers' market yet

4. Is the quality of fruits and vegetables at the farmers' market fresher as to compare to the quality at your regular grocery store? Please check only one answer.

   [ ] better [ ] about the same [ ] worse [ ] did not go to the farmers' market yet

5. After you spent all of your farmers' market coupons/CVVs, did you go back to shop at the farmers' market?

   [ ] Yes [ ] No [ ] not applicable (still have coupons left)

6. Which of the following fruits or vegetables did you buy at the farmers' market? (check all that apply)

[ ] Banana	[ ] Papaya (green)	[ ] Eggplant	[ ] Long beans
[ ] Sweet potato	[ ] Pumpkin tips	[ ] Cucumber	[ ] Bittermelon
[ ] Atis	[ ] Pepino	[ ] Pechay	[ ] Sour sap
[ ] Papaya (ripe)	[ ] Tomatoes	[ ] Taro	[ ] Patola
[ ] Hot peppers	[ ] Mango	[ ] Kangkong	[ ] Okra
[ ] Squash (upo)	[ ] Watermelon	[ ] Breadfruit	[ ] Wing or star beans

7. a) Which FMNP market location and roadside stand did you shop at?

Market Sites:
[ ] Dededo, Northern Public Health Center
[ ] Chamorro Village
[ ] Mangilao, Public Health Center
[ ] Agat, Sagan Bisita
[ ] Mangilao Flea Market
[ ] Dededo Flea Market
[ ] Tiyan WIC Office
[ ] Gef Pago, Inarajan

Roadside Stands: [ ] Agat Mayor's Office [ ] Agana Heights [ ] Barrigada
[ ] Merizo [ ] Inarajan

b) Was the location convenient for you? [ ] Yes [ ] No If no please explain below

_____
_____
_____

8. What do you think about the Farmers' Market Nutrition Program?

[ ] liked it very much [ ] liked it [ ] its okay [ ] did not like it [ ] will not shop there again

9. The UOG, Cooperative Extension Service (CES)-Family, 4-H, Food and Nutrition (F4HFN) has an Expanded Food and Nutrition Education Program (EFNEP), which offers FREE Healthy Food Preparation Classes. Would you be interested in attending these classes?

[ ] Yes [ ] No

If yes, please write your name and number and we will contact you:

Name: _____ Telephone Number: _____

Thank you for participating in our survey. If you have any suggestions or comments about FMNP, you may use the space provided below!

"This institution is an equal opportunity provider."

Attachment No. 1

FY 2016 State Plan of Operations WIC Farmers' Market Nutrition Program

Detailed Description of the Service area(s), including the number and addresses of participating markets, roadside stands, and WIC clinics

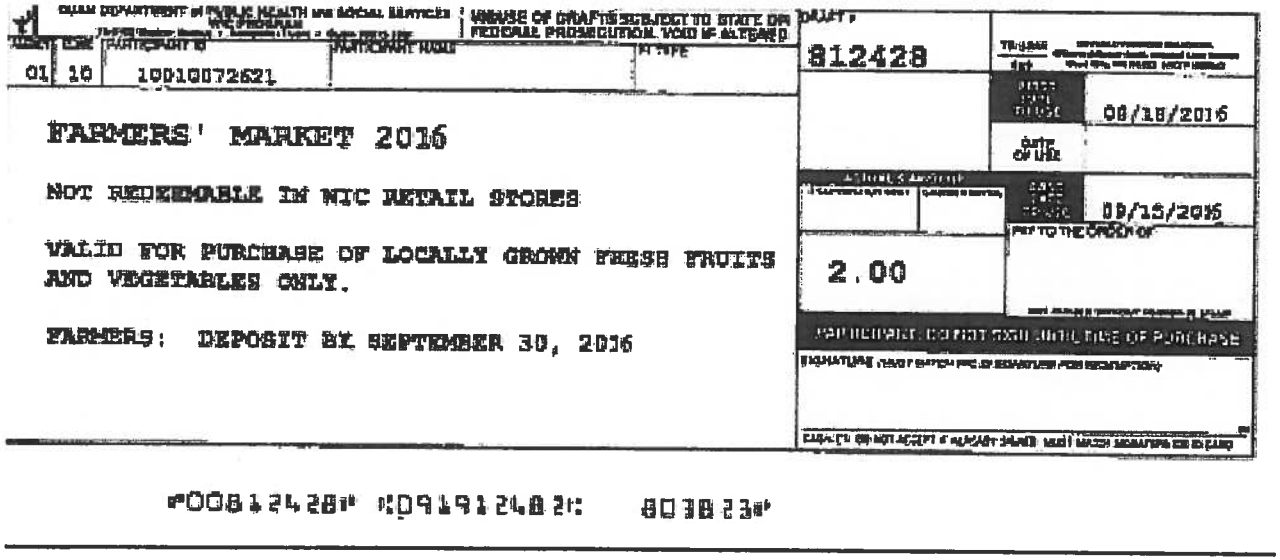
No.	Farmers Market Name	Address	Phone Numbers
1.	Northern Regional Community Health Center (Dededo) Farmers' Market (parking lot)	Santa Monica Avenue Dededo, Guam 96929	T:635-7471/2 F:635-7476
2.	Guam Dededo Mayor's Office Dededo Flea Market	Route 1, East Marine Corps Drive Dededo, Guam 96929	T: 632-5203 T:637-9014 F:637-1129
3.	Central Regional Community Health Center (Mangilao) Farmers' Market (parking lot)	123 Chalan Kareta Mangilao, Guam 96913-6304	T:735-7180/1/2/3 F:734-1414
4.	DPHSS Division of Public Health Bureau of Nutrition Services Guam Tiyan WIC Office Farmers' Market (front lawn)	15-6100 Mariner Avenue Tiyan, Guam 96913	T:475-0292/300 F:477-7945
5.	Department of Chamorro Affairs Chamorro Village	153 West Marine Corps. Drive Suite 201 Hagatna, Guam 96910	T:475-0377 F:475-0376
6.	Mangilao Flea Market Mangilao Mayor's Office	Route 10 Mangilao, Guam 96913	T:734-2163 F:734-4130
7.	Sagan Bisita Agat Mayor's Office	Route 2 Agat, Guam 96928	T: 565-2109

No.	Roadside Stand Name	Address	Phone Numbers
1.	Agana Heights Mayor's Office Farmer William McDonald	179 Niyog Drive Agana Heights, Guam 96910	472-5103 488-0077
2.	Agat Mayor's Office Farmer Lida Lumampao	Route 2 (Next the Agat Post Office) Agat, Guam 96928	565-2109
3.	Island View Farms Farmer Ernest Wusstig	Barrigada, Route 16 Along the fence in front of Guam National Guard or across the Barrigada Post Office	637-0592 483-5699
4.	Inarajan Roadside Stand Location open to all authorized farmers	Route 4 Inalahan Way (Next to Gef Pago) Inarajan, Guam 96915	None
5.	Merizo Roadside Stand Farmer Francisco Leon Guerrero	Route 4 Leon Guerrero Roadside Stand Merizo, Guam 96915	969-9589
6.	Mangilao Mayor's Office and Agana Heights Mayor's Office Farmer Edward San Nicolas	Route 10, Mangilao (Night Market area), Central Regional Community Health Center (along Route 10) and Agana Heights Mayor's Office(parking lot)	482-6865
7.	Mangilao Mayor's Office and Agana Heights Mayor's Office Farmer Annie Garrido	Route 10, Mangiloa (Night Market area), Central Regional Community Health Center (along Route 10) and Agana Heights Mayor's Office (parking lot)	989-5616

FY 2016 State Plan of Operations WIC Farmers' Market Nutrition Program

Part III. Funding, Question 4

Check Register Sample



01 10 100100072621

812428

08/18/2016

09/15/2016

2.00

FARMERS' MARKET 2016

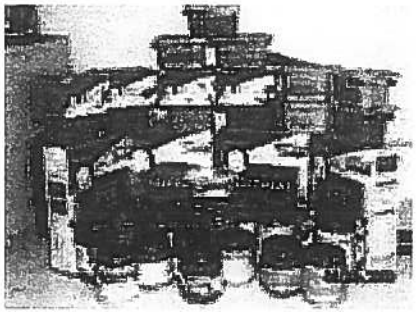
NOT REDEEMABLE IN WIC RETAIL STORES

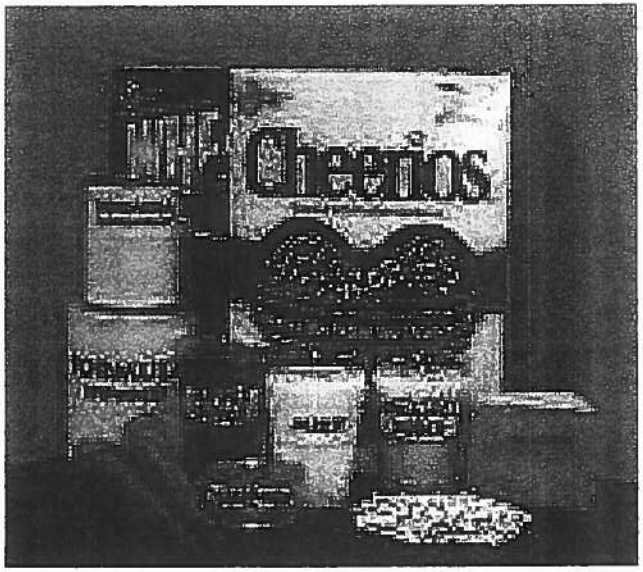
VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY.

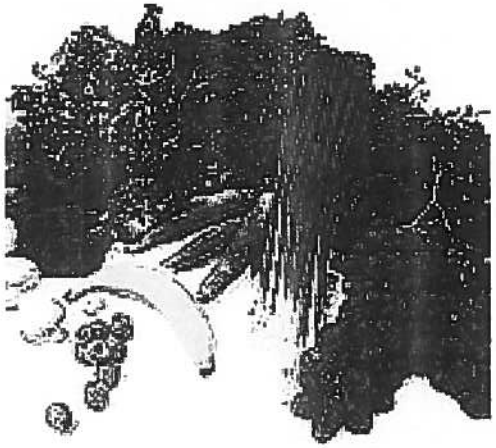
FARMERS: DEPOSIT BY SEPTEMBER 30, 2016

Food Packages

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



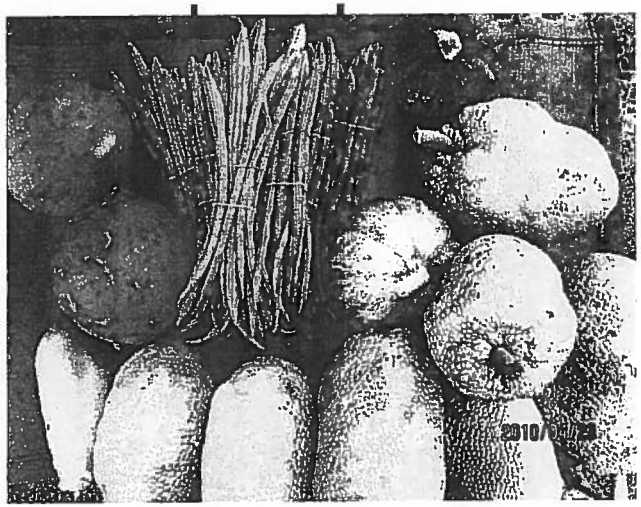




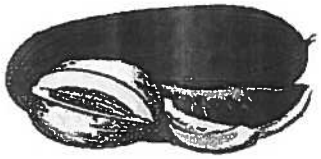
New Food Packages

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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME BACHOY, BABY	FI TYPE			FIRST DATE TO USE	4/1/2016
FARMERS' MARKET 2016 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2016**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	
							LAST DATE TO USE	9/15/2016
						$ 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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME SWEET POTATO, BABY	FI TYPE			FIRST DATE TO USE	5/1/2016
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	5/31/2016
						$	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?

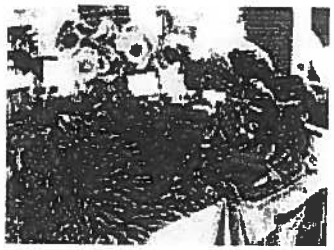
- An FMNP coupon has a set dollar amount of $2
- WIC clients receive 10 coupons totaling $20
- FMNP coupons are available once a year during the ***FMNP season*** which is from **April** to **September** each year.

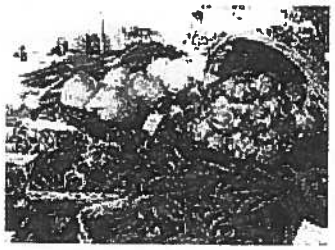
- A CVV has a maximum dollar amount depending on the client category. (i.e. $8, $11 or $16.50)
- CVV *monthly amounts*
- Children ages 1 – 5 receive $8
- Postpartum women receive $11
- Fully breastfeeding women receive $16.50
- Women who are fully breastfeeding multiple babies (twins, etc) receive $16.50

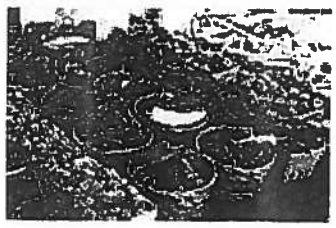
How is a FMNP Coupon different from a CVV Coupon? (Cont'd)

- 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 3,274 WIC clients in 2015.
- 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 [illegible] 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 cooperation with
The Department of Agriculture and
The University of Guam, College of Agriculture and Life Sciences

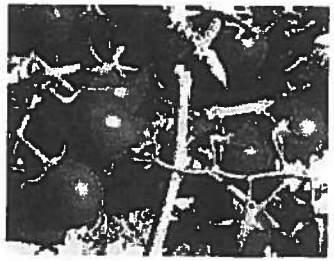
For more information, please call the Guam WIC Program at [illegible]
The USDA is an Equal Opportunity Provider and Employer

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

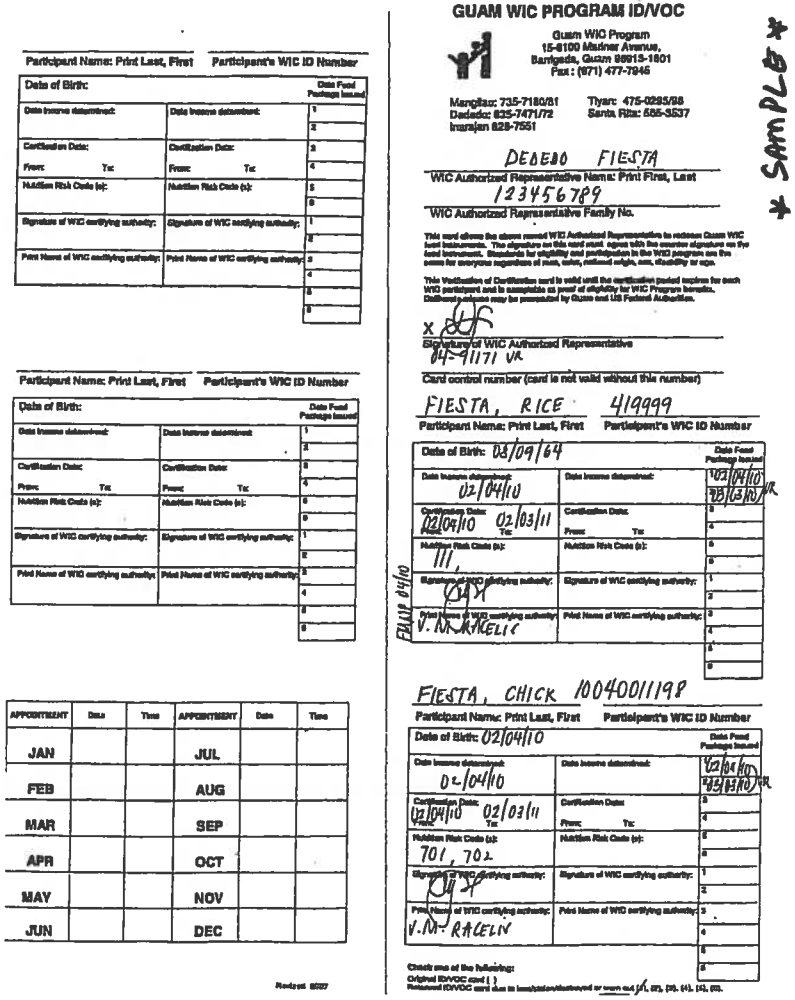
WIC I.D. Cards

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



- 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/**2016**, not **4/1/16)**

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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY	FI TYPE			FIRST DATE TO USE	4/1/2016
FARMERS' MARKET 2016 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2016**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	4/7/2016
							LAST DATE TO USE	9/15/2016
						$ 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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **TOMATO, TOM**	FI TYPE		FIRST DATE TO USE	5/1/2016
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	**5/21/2016**
						LAST DATE TO USE	5/31/2016
						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)*

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AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **PECHAY, PATTY**	FI TYPE		FIRST DATE TO USE: 4/1/2016
FARMERS' MARKET 2016 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2016**					$ CORRECTION ONLY / CASHIER INITIAL $ 2.00	DATE OF USE: **4/7/2016** 9/15/2016 PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP 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.

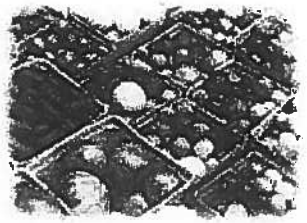
"▪ 000201201"▪ ⁞:091912482⁞: 803823

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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **TOMATO, TOM**		FI TYPE			5/1/2016
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**						$ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**5/21/2016** 5/31/2016
						$ 5.45	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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **PECHAY, PATTY**	FI TYPE		[redacted]	4/1/2016
FARMERS' MARKET 2016 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, 2016**					[redacted]	DATE OF USE	**4/7/2016**
					$ CORRECTION ONLY CASHIER INITIAL	[redacted]	9/15/2016
					$ 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.		

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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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **TOMATO, TOM**	FI TYPE			FIRST DATE TO USE	5/1/2016
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	**5/21/2016**
							LAST DATE TO USE	5/31/2016
							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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY	FI TYPE		FIRST DATE TO USE	4/1/2016
FARMERS' MARKET 2016 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2016**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	4/7/2016 ~~4/7/2015~~EM
						LAST DATE TO USE	9/15/2016
					$ 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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM		FI TYPE		FIRST DATE TO USE	5/1/2016
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	5/21/2016 ~~5/21/15~~ WM
							LAST DATE TO USE	5/31/2016
							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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME PECHAY, PATTY		FI TYPE		FIRST DATE TO USE	4/1/2016
FARMERS' MARKET 2016 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2016**						ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**4/7/2016**
							LAST DATE TO USE	9/15/2016
						$ 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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM	FI TYPE		FIRST DATE TO USE	5/1/2016
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	**5/21/2016**
						LAST DATE TO USE	5/31/2016
						PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
						PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE SIGNATURE (MUST MATCH 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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
AGENCY **01**	CLINIC **20**	PARTICIPANT ID **123456**	PARTICIPANT NAME **PECHAY, PATTY**	FI TYPE		FIRST DATE TO USE	4/1/2016
FARMERS' MARKET 2016 **NOT REDEEMABLE IN WIC RETAIL STORES** **VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY** **FARMERS: DEPOSIT BY SEPTEMBER 30, 2016**					ACTUAL $ AMOUNT $ CORRECTION ONLY / CASHIER INITIAL	DATE OF USE	**4/7/2016**
						LAST DATE TO USE	9/15/2016
					$ 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

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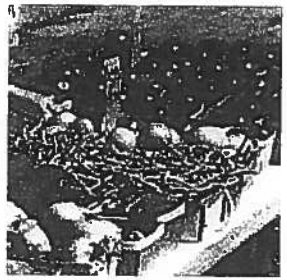
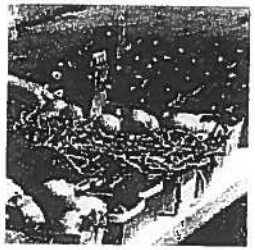
AGENCY 01	CLINIC 20	PARTICIPANT ID 123456	PARTICIPANT NAME TOMATO, TOM	FI TYPE		FIRST DATE TO USE	5/1/2016
Redeemable at WIC Stores and FMNP Market Sites and Roadside Stands **Up to $11.00 for Fresh or Frozen Vegetables and /or Fruits** **Customer may pay over the voucher value**					ACTUAL $ AMOUNT $ CORRECTION ONLY: 5.85 CASHIER INITIAL: RSO ~~$ 5.45~~	DATE OF USE	**5/21/2016**
						LAST DATE TO USE	5/31/2016
						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

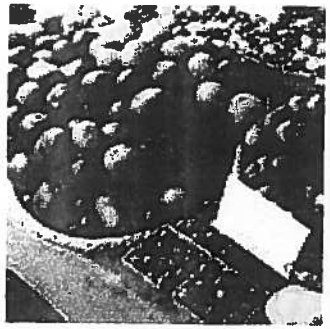


Note

- 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

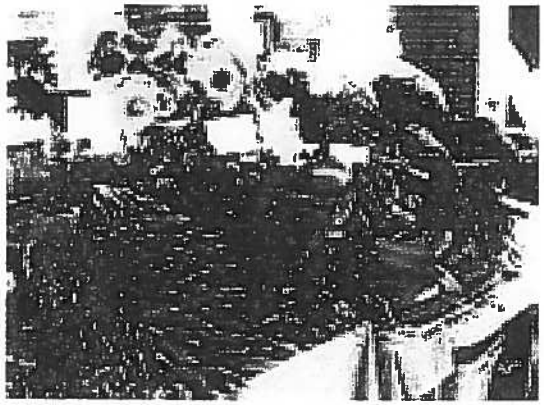
- If a farmer should find a WIC client's lost WIC I.D. card, WIC proxy I.D. card, or FMNP coupons/CVVs within their premises, they should take hold of them, place them in a secure place (such as locked drawer), and immediately contact the WIC FMNP Coordinator or Manager at 475-0292/0300
- The lost and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

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						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 SOLUTRAN, Citizen Alliance Bank Lake Branch, Clara City MB 56222 ACCT 803823
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						PAY TO THE ORDER OF: **FMNP 2016** NOT PAYABLE WITHOUT VENDOR ID STAMP	
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Depositing FMNP Coupons and CVVs

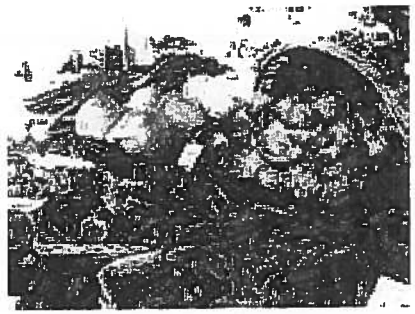
- FMNP coupons/CVVs have a relatively short window for deposit
- FMNP coupons must be deposited for payment within 15 calendar days after the "Last Date To Use" date
- CVVs must be deposited within than 60 calendar days from the "First Date to Use" date (which is almost always 30 calendar days from the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

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"▪ 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
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					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 UDA 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 discrimination complaint, 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)