

# GUAM FMNP FARMER MONITORING FORM

**Date/Time:** \_\_\_\_\_

**Name of Authorized Farmer/Vendor:** \_\_\_\_\_

**FMNP I.D. Number:** \_\_\_\_\_

**Location** (Farmers' Market or Roadside Stand): \_\_\_\_\_

**Type of Monitoring Visit** (Circle one): Announced / Unannounced

Please check the appropriate answer for each question:		Yes	No
1.	Do you understand FMNP guidelines regarding eligible products, "no change" requirement, and providing equal treatment to participants in price, quality, and service?		
2.	Are you posting the "FMNP Authorized Farmer" poster consistently?		
3.	Have you experienced any problems in transacting the FMNP?		
4.	Request to see any FMNP coupons redeemed that day. Are coupon(s) used within allowable time frame? (Check for coupons transaction completeness; participant's signature and date of use)		
	[ ] No coupons redeemed on day of visit		

5. Ask farmer to briefly go over how he/she handles a WIC FMNP/CVV transaction. Check steps completed during transactions:

\_\_\_\_\_ checks dates on coupon      \_\_\_\_\_ stamps his own farmer's stamp

Are there any problems with WIC customers or any other aspects of the Program?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, describe: \_\_\_\_\_

6. Any comments or concerns from the Farmer? If yes, describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Describe any other problem areas: \_\_\_\_\_

Review recommendations: \_\_\_\_\_

Reviewer print/signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Public Health and Social Services  
Guam WIC Farmers' Market Nutrition Program**

**FARMER APPLICATION**  
**Fiscal Year: 2017**

Name of farmer: (print name) \_\_\_\_\_

Farm name:(if applicable) \_\_\_\_\_

Mailing address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Daytime contact number (s) \_\_\_\_\_ Cell number (s) \_\_\_\_\_

Evening contact number (s) \_\_\_\_\_ Pager number (s) \_\_\_\_\_

Farm location (street address & village) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a Bonafide Farmer certified by the Department of Agriculture? (Check mark one)

Yes [ ] No [ ]

If yes, please attach a copy of the certification from the Department of Agriculture.

Are pesticides used on the produce you have listed on the crop plan? (Check mark one)

Yes [ ] No [ ]

If yes, what type of pesticides?

_____	_____	_____
_____	_____	_____
_____	_____	_____

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: 2017*

Name of Farmer: (*print name*)

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Farm Address:

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**FARM LOCATION MAP**

(Please be specific on your sketch)

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Signature

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Date

Guam WIC Farmers' Market Nutrition Program

**CROP PLAN**

*Fiscal Year: 2017*

Name of Farmer (*print name*):

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Farm Location (*street address & village*):

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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



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

Telephone number: 475-0292/300  
Fax: 477-7945

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**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**fax:**

(202) 690-7442

**email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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# **FISCAL YEAR 2017 HANDBOOK FOR** **PARTICIPATING FARMERS** **Includes use of Cash Value Vouchers** **(CVVs)**



## **Department of Public Health and Social Services Guam WIC Program**

for immediate termination. The farmer will not be able to participate in the following 3-year FMNP open enrollment period and can apply at the next enrollment season thereafter.

- **What is a Cash Value Voucher (CVV)?**
- **Federal Background**
- **Local Background**

## HOW DOES THE GUAM WIC FMNP WORK

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

## VIOLATIONS & SANCTIONS GUIDELINES

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



Guam WIC FMNP Market Site Stand to inform WIC F participants a market site is nearby and authorized farm

st instance of any Class II violation during the period of operation.

of a “Notice of Suspension” from the Guam WIC farmer must immediately relinquish his/her FMNP stamp), FMNP posters and cease accepting FMNP coupons/period of suspension. Other enforcement/monitoring include 1) unannounced monitoring (s) at the designated Market sites to ensure that the suspended WIC conducting food coupon/CVV transactions (especially period of suspension); 2) monitoring of coupon/CVV to ensure the suspended farmer is not conducting transactions; and, 3) provide WIC clinic staff an updated current authorized farmers under the program;

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

A substantiated instance of any Class II violation during the FMNP operation will result in the farmer being suspended for a period of one year. Should the farmer commit a Class II violation during the remaining period of his/her enrollment, the farmer will be subject to immediate termination.

The Special Supplemental Nutrition Program for Women 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 of age. The WIC Farmers’ Market Nutrition Program (FMNP) provides WIC participants coupons to purchase fresh fruits and vegetables at local farmers’ market sites and roadside stands. Eligible participants also receive cash value vouchers which can be used to purchase fruits and vegetable at local farmers’ market sites, roadside stands, and WIC authorized retail stores.

**The Guam WIC Farmers’ Market Nutrition Program 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.**
- 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 that can be used by WIC participants who are pregnant, postpartum or breastfeeding women, infants, and children ages 1 year up to 5 years of age to obtain a

qualified WIC participants, however, only during the season from April through September of each year.

## Background:

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).

## Background:

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

## DOES THE GUAM WIC FMNP WORK?

The WIC FMNP provides over 7,000 plus women and children (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, locally grown fruits and vegetables directly from an authorized vendor participating in the WIC FMNP. Recipients also receive a FMNP coupon book that contains information on how to use the coupons.

accepting FMNP coupons/CVV's by posting FMNP coupons at a site that is not authorized to accept FMNP coupons.

- e) Accepting FMNP coupons/CVV's after the expiration date.
- f) Participating in the FMNP coupon program while selling 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 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, or showing acceptance or evidence of intent to accept FMNP coupons/CVV's.

**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.

months.

on of any other FMNP rule or regulation that is not  
ed in this section as being either a Class I or Class  
ation.

**Violations** will result in a verbal warning from the  
FMNP to the violating farmer and will be documented  
agency's file for that farmer. The farmer will be invited  
question the violation. The response and/or any  
ctions taken will also be recorded. The second  
instance of a Class I violation during the period of  
ctions will constitute a suspension of FMNP operations  
on of the agreement not to exceed three months.

ctions, not necessarily in any priority order, are as

FMNP coupon or Cash Value Voucher (CVV) shoppers  
nge where the value of the shoppers' purchase is less  
value of the FMNP coupon/CVV presented.

FMNP coupons/CVV for customers or cashing FMNP  
CVVs obtained from any unauthorized source, includ-  
p coupons/CVV accepted by an unauthorized, sus-  
r disqualified farmer at the market.

## When will FMNP coupons/CVV be issued and how they be used?

	<u>FMNP Coupons</u>	<u>CVVs</u>
Issue Date	Issued to the WIC clients from 4/1/2017 to 9/10/2017	Issued to WIC clients
Valid Date	Redeemable from 4/1/2017 to 9/15/2017	3-month issuance - Validity is between the "First Date To Use" and Last Date
Deposit Date	4/1/2017 to 9/30/2017	Within 60 calendar days from "First Date To Use"

## How do the farmers cash the FMNP coupons/CVV

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

## Sample of Guam WIC Cash Value Voucher

<small>THIS COUPON IS VALID ONLY AT THE WIC STORES AND MARKET SITES. REUSE OF COUPONS SUBJECT TO STATE OR FEDERAL PROHIBITION. VOID IF ALTERED.</small>		<small>ISSUE DATE</small> 11/24/2017
<small>ISSUE TO</small> 1642290	<small>ISSUE TO</small> 1642290	<small>ISSUE TO</small> 1642290
<small>REDEEMABLE AT APPROVED WIC STORES, FARMERS' MARKET SITES AND REGISTERED STORES</small>		
<small>UP TO \$8.00 FOR FRESH OR FROZEN VEGETABLES AND/OR FRUITS</small>		
<small>CUSTOMER MAY PAY AMOUNT OVER VOUCHER VALUE</small>		
<small>PARTICIPANTS DO NOT SPEND UNTIL TIME OF PURCHASE. SIGNATURE MUST BE ON FILE AT PARTICIPANT'S HOME.</small>		

TABLES ONLY.

DEPOSIT BY SEPTEMBER 30, 2017

PARTICIPANT: DO NOT SIGN UNTIL TIME OF PURCHASE

SIGNATURE MUST MATCH AND ID SIGNATURE FOR REDEMPTION

CASHIER: DO NOT ACCEPT IF ALREADY SIGNED. MUST MATCH SIGNATURE ON ID CARD.

⑆00689108⑆ ⑆091912482⑆ 803823⑆

## Where will the Farmers' Markets be located?

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

## Who can participate in the WIC FMNP?

In order to participate in the Guam WIC Farmers' Market program for 2016, individual farmers must meet the following requirements:

- a) be a resident of Guam;
- b) personally grow fresh fruits and vegetables on property owned or lease;
- c) be a bonafide farmer, certified by the Government of Guam, Department of Agriculture

**Accept and agree to the following eligibility requirements and agree to the operational rules described below, complete**

## 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 an authorized farmer will be identified as either Class I or

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 procedure.
- 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.

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 2017 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'17 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 Agriculture (Ref. Criteria for Individual Farmers, FY 2017 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:

Fair Hearings Officer  
Department of Public Health and Social Services  
123 Chalan Kareta  
Route 10 Mangilao, Guam  
96913-6304

Should the Fair Hearings Officer 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	
<b>LOCAL AGENCY MONITORING FORM</b>	
<i>Agency Name:</i>	<i>Clinic Site:</i>
<i>Date of Visit:</i>	<i>Name of Reviewer (Print Name):</i>
<b>OBSERVATIONS</b>	
Did the clinic staff explain to the FMNP Recipients how to use the coupons/CVV's? [ ] Yes [ ] No	
If no, what instructions were being offered:	
Were market schedules and locations given to FMNP Recipients? [ ] Yes [ ] No	
<b>QUESTIONS</b>	
Are the coupon/CVV accounted for by a WIC client signature? [ ] Yes [ ] No	
Does the agency have a compliant form and process available? [ ] Yes [ ] No	
Has the agency had any complaints? [ ] Yes [ ] No	
If yes, how did the agency deal with complaints?	
Are the coupons stored in a secure location? [ ] Yes [ ] No	
<b>NOTES</b>	
<i>Signature of Reviewer:</i>	<i>Date:</i>