

2023 Farmers Market Nutrition Program Coordinator Timeline

January	
12	Participate in WIC Update Webinar
12	Receive memo with 2023 FMNP training webinar link for April 25, at 1:30 – 3:00
	Save date on staff calendars for training webinar or time to review recorded session
	Recycle 2022 FMNP brochures

February	
9	Participate in WIC Update Webinar
	Receive a memo to complete 2023 FMNP Participation Survey – intent to participate in 2023 FMNP season

March	
1	Confirm FedEx/UPS address for where clinic’s want to receive market bags
9	Participate in WIC Update Webinar
10	2023 FMNP Participation Application & Feedback Survey

April	
1	QR Codes created for all active participants in Cascades
13	Participate in WIC Update Webinar
24	2023 FMNP Allocations for each clinic site will be shared with FMNP contacts
25	Staff join 2023 FMNP webinar at 1:30 to 3:00 PM (Memo 2023-07)
30	Order FMNP Brochure in languages needed
	Read revised Volume 1, Chapter 8 FMNP (will post to web once FNS approves)
	Write a local agency FMNP benefit issuance policy
	Review FMNP web site materials with staff
	Send address changes to: WICaddress@doh.wa.gov

May	
9	Cascades Production will have FMNP (Version 3.10.3.1)
9	Staff view 2023 FMNP training in Learning Center
11	Clinic set up FMNP Contact
9-15	State staff will enter the local agency allocations into each clinic site
11	Participate in WIC Update Webinar
16	Ability to change allocation amounts between agency clinics
26	Send out market bags from Fulfillment Center; no ordering required
	Send address changes to: WICaddress@doh.wa.gov
	Staff review local agency FMNP policy
	Receive QR code stickers

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	Bill state for administrative costs; receipts required
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June	
1	FMNP banner shows in the WICShopper app
1	Begin issuing FMNP benefits in Cascades
1	Begin providing QR code stickers and attach to family's WIC Card
1	Begin educating participants how to use QR code at farmers market and farm stores
1	Begin providing fruit and vegetable nutrition education at time of issuance or later in FM season and document in the participant's individual care plan
	Bill state for administrative costs; receipts required

July	
	Bill state for administrative costs; receipts required
	Assess near end of the month if your agency will be able to issue all the FMNP benefits.

August	
1	Notify state office if agency can't issue all benefits.
	Bill state for administrative costs; receipts required

September	
30	Last day clinic staff can issue FMNP benefits
	Bill state for administrative costs; receipts required

October	
31	FMNP season ends; last day participants can use benefits
	Bill state for administrative costs; receipts required

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