



# CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE SENIOR FARMERS' MARKET NUTRITION PROGRAM

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## 2011 SFMNP Attachments

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**GENERAL ROLES AND RESPONSIBILITIES**

**CDFA's** primary role is to support the Area Agencies on Aging (AAAs) in implementing the SFMNP in the most efficient and cost effective manner possible while meeting all federal statutes and regulations. Specific activities include, but are not limited to, providing the AAAs an informational Tool Kit for carrying out the program plus check booklets and other materials to distribute to SFMNP applicants/participants. CDFA is responsible for ensuring that California maximizes its grant funds and promotes growth by developing strategies based on information from check redemption rates and other relevant data. CDFA is responsible for collaborating with the California Women, Infant and Children's (WIC) Program to train, assist and monitor Farmers' Markets and farmers' compliance with federal regulations. The regulations also require CDFA to conduct AAA reviews every two years. Finally, CDFA is responsible for submitting financial and grant closeout reports to the federal government.

The **AAAs'** role is to implement the SFMNP on the local level. The AAAs responsibilities include controlling the security of SFMNP checks and distributing them to eligible participants or their designated proxies, advising applicants/participants of their rights and obligations under the SFMNP, and distributing nutrition education and other materials provided by CDFA. The AAAs are responsible for maintaining adequate documentation and control logs to assure adherence to the SFMNP federal regulations.

Every AAA appoints an SFMNP Coordinator (Coordinator) for their agency, who oversees the receipt, distribution, and accountability of the SFMNP check booklets. The Coordinator is also the main contact with CDFA for check booklet questions or issues.

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**AGREEMENT BETWEEN CDFA AND THE AAAs**

Federal regulations require an agreement between the state agency and local agencies that administer the SFMNP. The Senior Farmers' Market Nutrition Program Agreement (SFMNP #1) in this Tool Kit serves that purpose. The **three (3) year agreement** lists how CDFA and the AAAs agree to implement the 2011-2013 SFMNP. The AAA Director and CDFA Federal Funds Manager need to sign and date the agreement portion

The completed original should be mailed to CDFA immediately following signature by the AAA Director, but no more than **15 days** from receipt of the SFMNP check booklets to:

Monica Pedigo  
Federal Funds Management Office  
1220 N Street, Room 120  
Sacramento, CA 95814

CDFA will return a signed copy of the agreement within ten days for the AAAs' records which should be kept on file for three years.

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**PARTICIPANTS**

***Participant Eligibility***

The AAAs must ensure participants self-certify they meet all of the following requirements:

- Are at least 60 years of age
- Annual Income does not exceed more than 185% of poverty level. *Attached on next page*
- Has not already received a 2011 SFMNP Check booklet.

***Participant Benefit Level***

The benefit level for the SFMNP 2011 season is \$20 per each eligible participant.

***Designation of a Proxy***

Participants are allowed to designate an individual (proxy) to act as their authorized representative to receive an SFMNP check booklet and make purchases at Certified Farmers' Markets. The AAA's are provided with an English and Spanish Proxy Form (SFMNP #2) in the Tool Kit for participants.

***Participant Rights, Obligations and Acknowledgement***

During enrollment each participant or their designated proxy needs to be informed of their Participant Rights and Obligations (SFMNP #3). The participant or proxy must sign the Check Issuance Log (SFMNP #7) acknowledging they meet all program requirements and have read or had the statement read to him/her.

***Ineligible Applicants***

The AAAs must advise all applicants deemed ineligible for SFMNP participation in writing, stating the reason(s) for their ineligibility and informing them of their right to appeal. Ineligible Participation (SFMNP #4) is a form to send to applicant which includes a quick check off list and describes the conditions for appealing. Applicants are directed to contact their local AAA orally or in writing. Appeals may be forwarded to CDFA for disposition.

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**Poverty Guideline Chart**

Since the number of persons in a family unit may vary, the AAAs are encouraged to assist participants in determining whether the criteria is met using the Gross Income chart.

**185% Federal Poverty Level  
Effective till June 30, 2011**

<b>Gross Income</b>					
<b># of Persons in Family or Household Size</b>	<b>Annual</b>	<b>Monthly</b>	<b>Twice-Monthly</b>	<b>Bi-Weekly</b>	<b>Weekly</b>
<b>1</b>	\$20,036	\$1,670	\$835	\$771	\$386
<b>2</b>	26,955	2,247	1,124	1,037	519
<b>3</b>	33,874	2,823	1,412	1,303	652
<b>Each Additional Member Add</b>	+\$6,919	+577	+289	+267	+134

**185% Federal Poverty Level  
Effective from July 1 2011 till June 30, 2012**

<b>Gross Income</b>					
<b># of Persons in Family or Household Size</b>	<b>Annual</b>	<b>Monthly</b>	<b>Twice-Monthly</b>	<b>Bi-Weekly</b>	<b>Weekly</b>
<b>1</b>	\$20,147	\$1,679	\$840	\$775	\$388
<b>2</b>	27,214	2,268	1,134	1,047	524
<b>3</b>	34,281	2,857	1,429	1,319	660
<b>Each Additional Member Add</b>	+\$7,067	+589	+2895	+272	+132

*\*Note: Decimals are rounded up to the nearest dollar/cents on guideline table.*

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**CHECK BOOKLETS**

***AAAs Receipt of Check Booklets***

Shipments of SFMNP check booklets are sent directly to the AAAs from the printing company and include a packing label that indicates the sequence numbers of the check booklets in the shipment.

Upon receipt, the AAA Coordinator certifies the total number of check booklets received and the sequence number of the check booklet. The AAA Coordinator completes and signs the Receipt of Check Booklets form (SFMNP #5).

The Receipt of Check Booklets is used for certifying the amount and sequence numbers on the check booklets that AAAs receive. This portion is completed and signed by the AAA Coordinator.

The completed original should be mailed to CDFA immediately following signature by the AAA Coordinator, but no more than **15 days** from receipt of the SFMNP check booklets. CDFA will return a signed copy of the Receipt within ten days for the AAAs' records to be kept on file for three years.

***AAAs Distribution of Check Booklets to Service Providers***

Service providers need the 2011 SFMNP check booklets in adequate time for them to distribute the booklets to participants no later than September 30, 2011.

The AAA Coordinator enters the following information on the Check Control Log (SFMNP #6) when check booklets are distributed to service providers.

- The date the check booklet is issued to a provider
- Number of booklets issued
- Check booklet sequence numbers issued to the provider
- Name and signature of the provider

The service provider signs the Check Control Log (SFMNP #6) to acknowledge receipt of the check booklets. The AAA's retain the original and the service provider receives a copy.

The AAAs recover check booklets that the service provider does not distribute within thirty (30) days after receiving them for reallocation to another service provider or AAA. The AAAs should contact CDFA for further instructions regarding the disposition of these check booklets.

The AAAs also recover voided, expired, or disfigured SFMNP check booklets from service providers and return them to CDFA via secured mail.

The AAAs report the total number of SFMNP check booklets distributed by all service providers to CDFA by November 30, 2011.

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***Distribution of Check Booklets to Participants***

Each participant may receive one SFMNP check booklet, made up of ten \$2 checks.

The 2011 check booklets must be distributed to participants no later than September 30, 2011. Participants must redeem checks no later than November 30, 2011.

Service providers need to distribute check booklets to participants within thirty (30) days of receiving them from the AAA. The service providers should remind participants that they are only allowed one check booklet a year and they are required to certify that they have only received one check booklet for the 2011 season before signing the Check Issuance Log (SFMNP #7).

The following information on the Check Issuance Log (SFMNP #7) must be completed when the checks are issued:

- The service provider name
- The distribution/issuance site location
- The date the check booklet is issued to a participant/proxy
- The check booklet number issued to each participant/proxy
- The printed name participant name and signature of participant or proxy
- Ethnic Category of participant (*Hispanic/Latino – Yes or No*)
- Race Category of participant (Indicate A-F using the Key on the log form)
- Certify the participant or proxy received nutrition education material (*Yes or No*)

The AAAs retain the Check Issuance Log (SFMNP #7) with original signatures and service providers keep a copy.

The service provider is responsible for returning all unused check booklets to the AAAs as soon as possible, but not more than thirty (30) days after receiving them.

Service providers must report to the AAAs, the total number of check booklets distributed to participants by November 15, 2011.

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***Security of Check Booklets***

The AAAs and service providers are responsible for the security of check booklets at all times. The checks are to be treated the same as cash. Security measures include; but are not limited to:

- Store check booklets in a secure (locked) file cabinet
- Do not leave check booklets unattended when distributing them to providers or participants
- Limit access to check booklets to authorized AAA/service provider staff only

***Lost/Stolen SFMNP Check Booklets***

Lost or stolen checks cannot be replaced under any circumstances. AAAs and service providers are responsible for reporting lost or stolen check booklets to CDFA. Service providers must notify AAAs when checks or check booklets are discovered lost or stolen.

AAAs should follow the steps below when reporting lost or stolen checks:

- Complete the Lost or Stolen Check Booklets Report Form (SFMNP # 8)
- Document lost or stolen checks or check booklets on the Check Control Log (SFMNP #6) and send CDFA a copy
- Document lost or stolen checks or check booklets on the original Check Issuance form (SFMNP #7) and send CDFA a copy

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**RECORD RETENTION**

The AAAs are required to retain supporting documentation pertinent to the SFMNP for a period of three years. CDFA has the right to review any documents, papers or other records which are pertinent to the SFMNP, including documentation relevant to the receipt, distribution, and accountability of check booklets.

**COMPLAINT PROCEDURES**

The AAAs should follow the steps below when a participant, farmer or Farmers' Market registers a complaint:

- Interview the complainant to determine the nature of the problem
- Document the complaint on the Senior Farmers' Market Nutrition Program Complaint Form (SFMNP #9)
- If possible, determine whether the problem is limited or widespread and whether it is ongoing or a one time occurrence
- If appropriate, contact the market manager to discuss possible resolutions
- If resolution appears improbable, contact CDFA for assistance
- Retain the completed complaint form and send a copy to CDFA

**NUTRITION EDUCATION**

The participants must receive nutrition education information related to fresh fruits and vegetables when the SFMNP check booklets are issued. CDFA will provide the AAAs with education materials for each participant. The participants should be encouraged to take the material home and reference it when they shop at CFMs.

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**SFMNP DISTRIBUTION CHART**

The following table summarizes the distribution of SFMNP Forms 1 through 10.

<b>FORM NUMBER/NAME</b>	<b>CDFA</b>	<b>AAA</b>	<b>PROVIDER</b>	<b>PARTICIPANT</b>
SFMNP #1: CDFA and AAA Agreement	Original	Copy	N/A	N/A
SFMNP #2: SFMNP Proxy Form	NA	Original	Copy	N/A
SFMNP #3: Participant Right and Obligations	N/A	N/A	N/A	Original
SFMNP #4: Ineligible Participation	Copy	Original	Copy	N/A
SFMNP #5: Receipt of Check Booklets	Original	Copy	N/A	N/A
SFMNP #6: Check Control Log	N/A	Original	Copy	N/A
SFMNP #7: Check Issuance Log	N/A	Original	Copy	N/A
SFMNP #8: Lost or Stolen Check Booklets Report	Copy	Original	Copy	N/A
SFMNP #9: SFMNP Complaint Form	Copy	Original	Copy	N/A
SFMNP # 10 : Nutrition Education Material	N/A	N/A	N/A	Original