



STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE

Bureau of Agricultural Development and Resource Preservation



LETTER OF AGREEMENT BETWEEN (LOA)

**THE CONNECTICUT DEPARTMENT OF AGRICULTURE
&
THE LOCAL WIC PROGRAM**

The purpose of this LOA is to identify the services to be performed by Connecticut's Local WIC Programs in accordance with the WIC Farmers' Market Nutrition Program (FMNP). Participating WIC programs will be reimbursed for these services in the manner described below.

Services to be Performed by Local WIC Programs

1. Use materials provided by the Connecticut Department of Agriculture (DoAg) to alert WIC participants in advance to the WIC Farmers' Market Nutrition Program (FMNP).
2. Provide secure, locked storage for WIC FMNP checks prior and during distribution.
3. Issue WIC FMNP checks to eligible WIC participants only. Eligible participants are those people over the age of one year, enrolled in the WIC program for any part of the distribution period.
4. WIC FMNP checks must be issued as follows:
 - * Issuance will begin upon receipt of the WIC FMNP checks (usually late June) and **will end September 30.**
 - * One (1) booklet \$15 of checks will be given to each eligible participant.
 - * Serial numbers of checks given to eligible participants must be the same as those assigned to those participants in the farmers' market check register.
 - * All WIC participants receiving FMNP checks must sign the check register to indicate their receipt of those checks.
5. Provide accounting of the WIC FMNP checks to DoAG that identifies checks as either distributed to participants (signed register), unclaimed, damaged, unused, lost, stolen, or voided in the WIC FMNP Check Distribution Report. This form will be provided by DoAg, and the requested information is requested by October 31st of the program year.
6. Distribute information concerning location of farmers' markets and use of checks to each WIC participant. Locations listed in the back of the FMNP Check booklet and in the current year's brochure available by request.



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