

**New Jersey Department of Health  
Division of Family Services  
Farmers Market Nutrition Program  
Policy and Procedure Manual**

Policy and Procedure #: SFMNP-2  
Effective Date: May 13, 2025

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**Functional Area: Senior Farmers' Market Nutrition Program**

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**Subject: Self-Declaration Statement**

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**A. Policy**

1. In accordance with Federal Regulations and State Agency policy, the Senior Applicant must provide a signed statement affirming that their HH size and income does not exceed the maximum income eligibility.
2. The Certifying Staff Member may accept this statement in place of the Eligibility Application and Eligibility Guidelines, referenced in P&P\_\_\_SFMNP – 1; Attachment 2\_\_.

**B. Procedure**

1. If the NJ SFMNP Certification process is being conducted directly into the NJ-WOW MIS system, the Certifying Staff Member will offer a hard copy of the current **Income Eligibility Guidelines**, and the following **Self-Declaration Statement** to the Senior Applicant or to their Alternate Authorized Representative to read and explain:

**Self-Declaration Statement**

I have reviewed the **Income Eligibility Guidelines** for the 20\_\_ NJ Senior Farmers Market Nutrition Program. I attest that my income is at or below the amount indicated for my household size. I also attest that I am not less than 60 years of age, and that I am a resident of \_\_\_\_ (County, New Jersey), thereby meeting all the eligibility criteria for the NJ SFMNP.

I understand that if this statement is found to be untrue, I may be subject to sanctions per the State Policies.

- a. The Certifying Staff member will then so indicate in the appropriate screen in the WOW-MIS system that the **Self Declaration Statement** was used to determine the participant's eligibility for the NJ SFMNP.
  - b. The Certifying Staff member will complete all fields, in cases where no income is reported, staff must enter at least **\$1.00 of income** to move forward in the system.
  
2. If the hard copy (paper) of the NJ SFMNP Application is being used to record eligibility information for the Certification Process, the Certifying Staff Member will offer the Senior Applicant or their Alternate Authorized Representative a hard copy of the current **Income Eligibility Guidelines**, and the **Self-Declaration Statement** to the Senior Applicant to review.
  - a. If the Senior Applicant or their Alternate Authorized Representative attests to the **Income Eligibility Guidelines** and the **Self-Declaration Statement**, the Certifying Staff Member will so indicate this in the appropriate place on the paper application and will affix their signature as a witness to the attestation.
  - b. When the information is transferred from the NJ SFMNP Application to the NJ-WOW-MIS system, the person entering the data will indicate that the **Self-Declaration** was used to determine eligibility for the NJ SFMNP in the appropriate screen in the system, **including entering the dollar amount of \$1.00 of income**, in the line on the Income screen of the WOW-MIS system.
  
3. If the information for certification is taken in a phone call, the Certifying Staff Member will read the **Self-Declaration Statement** to the applicant or Alternate Authorized Representative, and ensure that they understand it and the Eligibility Guidelines.

**Attachments:**

- Application for Eligibility - Attachment 1
- Eligibility Guidelines - Attachment 2