

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

Policy and Procedure #: SFMNP - 5
Effective Date: May 13, 2025

Functional Area: Sr Farmers Market Nutrition Program

Subject: Dual Participation

A. Policy

1. It is illegal for a Senior Participant to obtain SFMNP benefits from more than one (1) Sr Local Agency or Partner Agency at a time.
2. Any Senior Participant who is found to be a Dual Participant may be subject to sanctions.

B. Procedure

1. The Senior Applicant and/or Alternate Authorized Representative must be informed of the illegality of Dual Participation during the Certification Process, and of the possibility of sanctions.
2. The Local Agency or Partner Agency Staff must immediately inform the Sr Local Agency Coordinator when an instance of **Dual Participation** is discovered.
3. The Sr Local Agency Coordinator will assess and investigate the instance of Dual Participation.
 - a. If Dual participation is verified, the Local Agency will deactivate access to the second set of benefits.
 - b. The Local Agency will further assess the appropriateness for additional sanction.
 - c. The Senior Participant and/or Alternate Authorized Representative will be given Written Notice of the finding under the letterhead of the Sr Local Agency.
4. A copy of the Written Notice and any relevant information is to be emailed to the SFMNP Team at: NJSFMNP@doh.nj.gov
5. The Senior Participant retains the right to appeal any decision regarding their status and eligibility for the SFMNP.

Attachments:

- Immediate Disqualification Notice of Dual Participation (to be used with Local Agency letterhead) Attachment 1