

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

Policy and Procedure #: SFMNP - 6
Effective Date: May 13, 2025

Functional Area: Sr Farmers Market Nutrition Program

Subject: Monitoring WIC and Senior Farmer Market Nutrition Program

A. Policy:

1. The State Agency (SA) shall be responsible to conduct and document monitoring reviews of local Agencies based on the United States Department of Agriculture (USDA) Regulations.
2. In accordance with the Federal Regulations, the State Agency will conduct bi-annual monitoring of the WIC Farmers Market Local Agencies, and the Senior Farmers Market Local Agencies.
3. Local Agencies receiving WIC or Senior Farmers Market Funding are expected to cooperate with the monitoring reviews

B. Procedure

1. The State Agency will conduct monitoring of 50% of alternate Local Agencies annually to ensure compliance with federal regulations
2. The State Agency will give the Local Agency a minimum of 4 – 5 weeks' notice and guidance prior to the monitoring visit.
3. The State Agency will ensure that the Local Agency has all required forms and documentation and is advised of the scope of the monitoring.
4. At the end of the monitoring process, the State Agency will meet with the Coordinator or the Director of the agency to review the findings and make recommendations where necessary.
5. The State Agency will prepare and send the final report of the site visit including the findings, recommendations and corrective actions if needed.

Attachments:

- FMNP Monitoring Form - Attachment 1
- SFMNP Monitoring Form – Attachment 2