

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

Policy and Procedure #: SFMNP – 7  
Effective Date: 10.1.2025

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

**Subject: Conflict of Interest**

**A. Policy**

1. All staff, whether employed or in-kind, working with the Senior Farmers Market Program, must disclose to the State and Sponsor Agencies any actual or potential conflict of interest with participants or farmers.
2. No staff member, whether employed or in-kind, working with the Senior Farmers Market Program may certify or issue SFMNP benefits to a relative or family member, or to him/herself.

**B. Procedure**

1. The Local Agency coordinator, or designee, is responsible to ensure that every individual working with the SFMNP, whether a paid employee or an in-kind resource, attests to a Conflict-of-Interest Statement on an annual basis.
  - a. These attestations are to be maintained in the Senior Local Agency and must be presented upon request.
2. The Local Agency coordinator is expected to make staffing arrangements that ensure that staff members do not certify or issue benefits to relatives, family members, or to themselves, should they be applicants or participants in the SFMNP.
  - a. Relatives and family members include spouses, parents, children, grandchildren, grandparents, brothers, sisters, aunts, uncles, nieces, nephews, cousins, stepparents, stepchildren, step-siblings, and half-siblings.

Attachment: SFMNP Conflict of Interest Statement