

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

Policy and Procedure #: FM-4
Effective Date: May 13, 2025

Functional Area: Farmer Management

Subject: Monitoring Farmer/Grower Vendors and Farmer Markets

POLICY:

1. In accordance with the Federal Regulations, the State Agency is responsible to conduct and document monitoring reviews of Farmer/Grower Vendors and Farmers Markets under the following circumstances:
 - a. A Farmer/Grower Vendor or Farmers Market is judged to redeem a proportionately high volume of benefits (as opposed to other Farmer/Growers Vendors and/or Farmers Market within the State).
 - b. Complaints
 - c. New Farmer/Grower Vendors and Farmers Markets
 - c. Routine onsite annual monitoring, which may include:
 - i. 10% of Farmer/Grower Vendors
 - ii. 10 % of Farmers Markets
 - iii. 10% of High Risk Farmers

2. The State Agency is responsible to define High Risk Indicators and rank participating Farmer/Grower Vendors and Farmers Markets.

Procedure:

1. The State Agency Staff will visit Farmer/Grower Vendors and/or Farmers Markets to follow up on complaints or previously identified problems.

2. At a minimum, the following shall be documented in writing for all on-site Farmer/Grower Vendor and/or Farmers Market visits:
 - a. Names of Farmer/Grower Vendor, Farmers Market, and State Reviewer
 - b. Date of visit
 - c. Reason for visit
 - d. Nature of problem(s) detected, or the Reviewer's observation that the Farmer/Grower Vendor and/or Farmers Market appears to be in compliance.
 - e. Record of interviews and activities of the State Reviewer.

- f. Signature of the Reviewer and the Farmer/Grower Vendor or FM Manager
3. Reviews may be either overt or covert, ie, Compliance Buys
4. All reviews shall be documented on the Farmer/Grower Vendor Monitoring Form and/or the Farmers Market Monitoring Form, as is appropriate.
5. The State Agency shall rank Farmer/Grower Vendors and Farmers Markets in accordance with its defined High Risk Indicators.

Attachments:

- Farmer/Grower Vendor and Market Monitoring Form (Attachment 1)