

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: June 28, 2019

To: All Holders of the Farmers' Market Nutrition Program (FMNP) Handbook

Revision No: 19-02

Effective: **Immediately**

Subject: Revisions to the FMNP Handbook

The entire FMNP Handbook has been updated and revised to reflect recent changes in language and policy. Please review the revised handbook carefully. Items that have specific policy changes are listed below.

Section 9000, Terms, Definitions, and Acronyms

- Rearranged and/or reworded information to provide consistency and clarity

Section 10000, Email Notification and FMNP Handbook Online

- Renamed the Section
- Made minor editorial changes

Section 11000, Resources

- Rearranged and/or reworded information to provide consistency and clarity

This release replaces all previous versions of the sections listed above.

The FMNP Handbook is available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>; select Farmers' Market Nutrition Program, then FMNP Policy & Handbook.

If a CE has downloaded a copy of the FMNP Handbook on their computer(s), they should delete the sections indicated above and replace them with a downloaded copy of the revised sections available through the TDA website. Each section will need to be downloaded and saved individually.

CEs are not required to print out a copy of the FMNP Handbook. During a review, TDA will not check to verify that CE personnel have a printed copy of the Handbook; only that they know how to access the Handbook online.

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: May 24, 2019

To: All Holders of the Farmers' Market Nutrition Program (FMNP)
Handbook

Revision No: 19-01

Effective: **Immediately**

Subject: Revisions to the FMNP Handbook

The entire FMNP Handbook has been updated and revised to reflect recent changes in language and policy. Please review the revised handbook carefully. Items that have specific policy changes are listed below.

Section 1000, Introduction

- Rearranged and/or reworded information to provide consistency and clarity

Section 2000, Eligibility and Application Requirements

- Renamed the Section
- Rearranged and/or reworded information to provide consistency and clarity
- Provided more detailed information about eligibility
- Provided more detailed guidance about application requirements
- Moved FMNP Agreements guidance to Section 3000, Program Agreements

Section 3000, Program Agreements

- Rearranged and/or reworded information to provide consistency and clarity
- Moved FMNP Agreements guidance from Section 2000
- Moved financial related information to Section 7000

Section 4000, Managing the Program

- Rearranged and/or reworded information to provide consistency and clarity
- Removed items and included the information in other items for clarity
- Provided more detailed guidance on voucher management, distribution, and redemption
- Updated the table on voucher redemption/submission deadlines
- Provided additional detail on training and monitoring requirements
- Clarified guidance on sanctioning

Section 5000, Administrative Review and Audits

- Renamed the Section
- Rearranged and/or reworded information to provide consistency and clarity
- Updated, clarified, and enhanced audit guidance
- Enhanced guidance on administrative reviews by TDA

Section 6000, Civil Rights

- Rearranged and/or reworded information to provide consistency and clarity
- Provided more detailed guidance on Civil Rights requirements

Section 7000, Financial Management

- Rearranged and/or reworded information to provide consistency and clarity
- Provided enhanced guidance on financial controls, conflicts of interest, procurement, contract provisions, and cost principals (allowable costs)

Section 8000, Denials, Terminations, and Appeals

- Rearranged and/or reworded information to provide consistency and clarity

This release replaces all previous section versions.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: December 16, 2015

To: All Holders of the Farmers' Market Nutrition Program (FMNP) Handbook

Revision No: 16-01

Effective: **Immediately**

Subject: Revisions to the FMNP Handbook, FMNP Farmers and Farmers' Market Handbook, and a Form

FMNP Form: The following FMNP form has been revised to reflect the changes as indicated below:

- *Farmers' Market Nutrition Program Allowed/Disallowed Foods (form H1442)* — Added artichokes, collard greens, kale, lemons, mushrooms, mustard greens, and parsnips to the list of allowed foods. The December 2015 revision replaces the May 2013 version.

FMNP Farmers & Farmers' Market Handbook: The FMNP Farmers & Farmers' Market Handbook has been revised to include

- the new nondiscrimination statement, and
- a revised list of allowed foods.

The December 2015 revision replaces the November 2013 version.

The FMNP Farmers & Farmers' Market Handbook is available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>. Select Farmers' Market Nutrition Program, then go to the link for FMNP Farmers and Farmers' Market Handbook.

FMNP Handbook: The following Sections of the FMNP Handbook have been revised to reflect the changes as indicated below.

Section 4000, Managing the Program

- Rearranged and/or reworded information to provide consistency and clarity
- Removed items and included the information in other items for clarity
- Updated farmers' market associations from "farmers' market," when applicable, for clarity
- Updated passive sentences to active
- Changed use of second person to third person
- Corrected spelling and punctuation
- Updated requirements related to deadlines and voucher amounts

- 4100, Program Year Period—Operational dates of the FMNP and voucher submission dates have been updated.
- 4112, Vouchers —Updated voucher amounts.
- 4114, Voucher Redemption, Reimbursement, and Submission Deadlines – Added information from previous Item 4115, *Voucher Submission Deadlines* and previous Item 4513, *Voucher Reimbursement*. Updated title of item heading (previously Item 4114, *Voucher Reimbursement*). Updated deadline dates.
- 4210, Participant Eligibility – Updated distribution period dates and clarified eligibility information.
- 4211, Dual Participation Not Permitted – Updated voucher amount limited per participant.
- 4212, Voucher Distribution – Updated voucher amount.
- 4213, Confidentiality – Clarified who may have access to eligibility verification information.
- 4310, Staff Responsibilities – Added note.
- 4311, Contracting Entity Official – Updated title of item heading
- 4412, Authorizing Farmers’ Markets Associations – Added “Associations” to item heading title. Clarified process for authorization of farmers’ markets associations.
- 4413, Conflict of Interest – Updated information regarding conflicts of interest.
- 4511, Staff Training – Added reference to item 4710.
- 4513, Report of Suspected Fraud and Negligence – Previously Item 4514. Added information from previous Item, 4120, *Role of the USDA office of the Inspector General*. Updated information.
- 4610, Agreements with FMNP Contracting Entities – Added reference to Item 4412.
- 4611, Becoming an FMNP Market – Rearranged section for clarity. Updated redemption period dates.
- 4612, Vendor Identification Numbers – Previously item 4613.
- 4613, Voucher Accountability – Previously item 4212. Reworded section for clarity on voucher accountability process. Updated voucher amount.
- 4614, Monitoring Farmers’ Market Associations and Farmers – Updated monitor duties.

The December 2015 revision replaces the April 2013 version.

***** IMPORTANT DEADLINES – PLEASE READ *****

Section 6000, Civil Rights

- 6110, Public Notification – The nondiscrimination statement (NDS) has been revised. CEs must begin using the new NDS on FMNP materials as follows:
 - Websites must be updated by November 20, 2015—due to the timing of this notification CEs will be given until December 31, 2015 to update the NDS on websites, if applicable.
 - Documents, pamphlets, brochures, etc. using NDS language prior to 2013 must be updated by December 31, 2015.

- Documents, pamphlets, brochures, etc. that a CE has already printed and in stock as of the date of this revision notice may be used until supplies are exhausted or by September 30, 2016 (whichever comes first).
- All new printing as of the date of this revision notice must use the 2015 NDS.
- 6240, Nondiscrimination Statement (Assurances) – Updated information.

The December 2015 revision replaces the July 2013 version.

Section 11000, Resources

- 11100, Allowed/Disallowed Foods in the FMNP – Added the following foods to the list of allowed foods:
 - Artichokes
 - Collard greens
 - Kale
 - Lemons
 - Mushrooms
 - Mustard greens
 - Parsnips

The December 2015 revision replaces the May 2013 version.

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