

FMNP Observation and Site Review Checklist

Date: _____ Reviewer: _____

Agency: _____ Clinic: _____

	1	2	3	Comments
CNW				
<u>Client Education</u>				
✓ Participant Guides are provided to clients when FMNP checks are issued				
✓ Proper use and redemption of FMNP checks, and CVVs, including lost/stolen and valid dates are reviewed				
✓ Maps, names and locations of approved markets in the area				
✓ Eligible and non-eligible foods explained				
✓ Prohibition against cash change				
✓ Right to complain/ FMNP complaint hotline number				
✓ Nutrition education relevant to the use and nutritional value of foods provided to recipients at the time checks are received				
✓ Information is available for non-English speaking participants				
✓ Nutrition education is relevant to participant's ethnic and cultural background				
<u>Site Review/Program Integrity</u>				
✓ No more than 3 members per family are issued FMPN checks.				
✓ Nutrition Education Documented				
✓ Separation of duties observed (certification vs. issuance)				
✓ Receipts kept in separate daily file				
✓ Participant & CNW signatures present				
✓ Local Agency FMNP Policy and Procedure Manual present				

✓ = Complete, done correctly --- = Not done N/A = Not applicable X = Incorrectly done