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State of Arizona  
Farmer’s Market Overview  
AIM WIC System

The Arizona Department of Health Services, Office of Chronic Disease Prevention and Nutrition Services (ADHS) requested additional functionality within the AIM system for managing their Farmer’s Market program (FMNP). ADHS issues Farmer’s Market coupons to WIC participants so that they can go to a market and purchase fresh fruits and vegetables.

In addition to issuing Farmer’s Market coupons to participants registered in the AIM application, ADHS also issues Farmer’s Market coupons to the Navajo Nation and ITCA participants.

Only certain participants are eligible for Farmer’s Market coupons, based upon their WIC category. The participants have to be in a current active WIC certification period. The WIC categories that can participate are:

- Women  
  - Pregnant (PG1 & PG2)  
  - Postpartum (P)  
  - Breastfeeding (EN & PN)  
- Children (C1 – C4)  
- Seniors (E3 & E4)

Currently coupons are worth $3.00 each and are issued in books of 10 coupons. A family may contain up to three participants, depending upon the number of eligible household members.

The scope of the farmer’s market functionality within AIM includes: 1) the ability to enroll an active WIC participant into the AZ WIC Farmer’s Market Nutritional Program, 2) track coupons from issuance through redemption that are distributed to participating local agencies and tribal nations, 3) the issuance of coupons (e.g. unique coupon numbers) to participants (by local agencies only – tribal nations will not be tracked at the participant level within AIM), 4) the reconciliation of redeemed coupons, and 5) associated reporting.
Farmer’s Market

Section 9 - 2 : Menus

Section 9 - 2.1 : Main Menu

![Main Menu Diagram](image-url)
Section 9 - 2.2 : Farmers Market Menu
Section 9 - 3 : Tables

Section 9 - 3.1 : Update Table Information

Section 9 - 3.1.1 : Maintain Farmers

Priority: Required

Window: Farmer Information

Reports: No

Narrative:

This window is used to capture and maintain information on farmers who participate in the Farmer’s Market program. This table is linked to coupons that have been issued to participants and redeemed. This table will be State maintained to ensure uniformity system-wide. A System Administration role will be assigned to the appropriate State staff required performing modification or updates to the values in the Farmers Information table. Local Agency and Clinic personnel will only be able to view values in this table.

Business Rules

The codes and descriptions in the Farmers Information table must be consistent across all Local Agencies and Clinics. The table will be defined and maintained by the State.

Data Current As Of: Run Time

Frequency: On Demand

Role(s):

<table>
<thead>
<tr>
<th>Role Name</th>
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</tr>
</thead>
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<tr>
<td>SA_NUTRITIONIST N</td>
<td>N</td>
</tr>
<tr>
<td>SYSADM</td>
<td>N</td>
</tr>
</tbody>
</table>
Section 9 - 3.1.1.1: Farmer Information

Figure 1 – Farmer Information

Fields:

Farm ID - The user enters the farmer ID as found on the farmer coupon stamp. This field is mandatory if the WIC-CVV flag is No.
CVV ID - The user enters the CVV ID, which is the stamp number that represents the grower. This field is mandatory if the WIC-CVV flag is Yes.
Farm Name - The name of the farmer. This field is optional.
Owner Name - The name of the farm owner. This field is mandatory.
Mailing Address 1 - The first mailing address of the farmer. This is a mandatory field.
Mailing Address 2 - The second mailing address of the farmer. This is an optional field.
City - The city corresponding to the mailing address. This is a mandatory field that can be selected from a list of values. For more information, please refer to the Locales table in System Administration.
State - The state corresponding to the mailing address. This field is display only and is populated when the city or zip code list of values is selected.
Zip - The nine-digit zip code of the mailing address. The five-digit zip is mandatory and can be selected from a list of values. The four-digit extension of the zip code is optional. When selecting a new five-digit zip the four-digit extension is automatically cleared.
Email - The email address provided by the farmer. This field is optional.
Expiration Date - The date the farmer is no longer active in the Farmer’s Market program. This field is optional.
Last Deposit Date - The date the bank will no longer accept deposits. This field is optional.
Comment - Users notes regarding information about the farmer. This field is optional.
Farmer’s Info

Bank Name - The name of the financial institution used by the Farmer. This field is display only. This field is optional and can be chosen from a list of values.

Account # - The account number at the financial institution indicated. This field is display only.

Federal ID - The Federal identification of the financial institution. This field is display only.

Routing # - The routing number used by the Federal Reserve System to identify the financial institution. This field is display only.

Check Box(es):

Filed Documents - Check box that indicates whether or not this farmer has filed documents with ADHS. This field defaults to unchecked and is optional.

Radio Button(s):

WIC-CVV (Yes and No) - The users will check this box to include this farmer in the vendor file that is sent to FSMC. When the check box is checked the CVV ID field and the Last Deposit Date and the Farm ID is optional.

Farm Deposit or Owner Deposit - The user checks the radio button to indicate that the name that is sent to the bank is either the Farm or the Owner

Push Button(s):

Phone - This button provides the user with a list of the farmers phone numbers to record for each farmer. The user can enter multiple phone numbers for each farmer.

Calculation(s):

None

Background Process(es):

If the WIC-CVV checkbox is checked the End of Day process which builds the Vendor file that is sent to FSMC will include the Farmers information. If the box is not checked the Farmer will still redeem Farmer’s Market checks as they currently do

Field to Column Mapping:

<table>
<thead>
<tr>
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<th>Table Column</th>
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<tbody>
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<td>Farmer ID</td>
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<td>FARMER_ID</td>
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<tr>
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<td>Filed Documents</td>
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<td>Expiration Date</td>
<td>M_FARMERS</td>
<td>EXP_DATE</td>
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</tbody>
</table>
Section 9 - 3.1.1.2: Farmer Phones Pop-up

**Fields:**

- **Phone**: The telephone number of the farmer. This is a mandatory field.
- **Ext.**: The extension of the phone number of the authorized representative. This field is optional.
- **Phone Type**: The phone type (i.e., home, beeper, fax, modem, etc.). This field is mandatory if the Phone is filled in, and it can be selected from a list of values. For more information, please refer to the Phone Type table in System Administration.

**Push Button(s):**

- **OK**: Clicking on this button will return the user to the Farmer Information Window.

**Calculation(s):**

None

**Background Process(es):**

None
### Field to Column Mapping:

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<thead>
<tr>
<th>Screen Field</th>
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</table>
Farmer’s Market

Section 9 - 3.1.2 : Update Funding Source

Priority: Required

Window: Funding Source

Report: No

Narrative:

This screen is used to capture Farmer’s Market Funding Sources. Only state staff will be able to insert or update information on this screen. Local Agency and Clinic personnel will only be able to view information entered on this screen.

The Funding Source entered on this screen will be used to validate the coupon books that are issued to clients on the Coupon Issuance screen.

Business Rules:

- The Funding Source choices are ‘WIC FM’, ‘Senior FM State’ or ‘Senior FM Federal’.
- End Date must be greater than equal to Start Date.

Data Current As Of: Run Time

Frequency: On Demand

Role(s):

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<thead>
<tr>
<th>Role Name</th>
<th>View Only</th>
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<tr>
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</tr>
<tr>
<td>VIEWER</td>
<td>Y</td>
</tr>
</tbody>
</table>
Section 9 - 3.1.2.1: Funding Source

Fields:

**Funding Source** - The funding source that provides the money for the program vouchers. This field is mandatory.

**Start Date** - The date that funds begin to be available for the program. This field is mandatory.

**End Date** - The date that funds expire and can no longer be used for the program. This field is mandatory.

**Bank Account Number** - The bank account number that the coupons are drawn from. This field is mandatory.

**Funding Amount** - The amount of the funding for the fiscal year. This field is mandatory.

Push Button(s):

None.

Calculation(s):

None.

Background Process(es):

None.
### Field to Column Mapping:

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<td>End Date</td>
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<td>END_DATE</td>
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<td>FUND_AMOUNT</td>
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</tbody>
</table>
Farmer’s Market

Section 9 - 3.1.3 : Update Coupon Inventories

Priority: Required

Window: Coupon Inventory

Report: No

Narrative:

This screen is used to capture Farmer’s Market coupon numbers that are assigned to a Local Agency, and associate a funding source, during a fiscal year. Only state staff will be able to insert or update information on this screen. Local Agency and Clinic personnel will only be able to view information entered on this screen.

The coupon ranges entered on this screen will be used to validate the coupon books that are issued to clients on the Coupon Issuance screen.

Business Rules:
- The start number entered cannot be greater than the end number.
- The difference between the end number and the start number must be a multiple of the number of coupons per book.
- The coupon numbers between the start number and end number must not be in existing coupon inventory records.
- The fiscal year entered must be greater than or equal to the current fiscal year.
- Multiple coupon ranges can be assigned to a Local Agency within the same fiscal year.

Data Current As Of: Run Time

Frequency: On Demand

Role(s):

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</tr>
<tr>
<td>SYSADM</td>
<td>N</td>
</tr>
</tbody>
</table>
Section 9 - 3.1.3.1 : Coupon Inventory

Fields:

Agency - Clicking on the Agency LOV button displays all the Local Agencies that have at least one clinic that participates in Farmer’s Market. The user also has the option of typing in the agency org code. The Agency Name field will auto fill if valid org code is entered or selected from the LOV. This field is mandatory.

Agency Name - The Local Agency name that was entered or selected on the Agency field. This field is display only.

FFY - The fiscal year assigned to the coupon range. The coupon range entered can only be used during this fiscal year (Oct 1st thru Sept 30th). This field is mandatory.

Starting Coupon Number - The first number in the range of coupon books that are issued to a Local Agency. This field is mandatory.

Ending Coupon Number - The last number in the range of coupon books that are issued to a Local Agency. This field is mandatory.

Last Coupon Printed - The number of the Last Coupon created in the Local Agency, this field is display only.

Fund Source - The funding source associated with the coupon range. This field is display only.

Start Date - The date that funds begin to be available for the program. This field is display only.

End Date - The date that funds expire and can no longer be used for the program. This field is display only.

Push Button(s):

None.

Calculation(s):
None.

Background Process(es):

If the Agency is ITCA then a coupon record is created for the coupon range entered in the Start and End numbers.
The funding source can be added to the record by clicking on the dropdown button next to the ‘Ending coupon Number’ field. This action will bring up the LOV, the user can select a funding source and assign it to the record.

None

Field to Column Mapping:

<table>
<thead>
<tr>
<th>Screen Field</th>
<th>Database Table</th>
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</tr>
<tr>
<td>End Date</td>
<td>M_COUPON_FUNDS</td>
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</table>
**Farmer’s Market**

**Section 9 - 4** : Farmers Market

**Section 9 - 4.1** : Issue, Reissue and View Coupon Books

**Section 9 - 4.1.1** : Issue Coupons

**Priority:** Required

**Window:** Farmers Market Issuance

**Report:** No

**Narrative:**
This screen can be entered from either the Farmer’s Market main menu or by pressing the Farmers Market button on the Client Registration screen. If the user enters the screen using the push button on the Client Registration screen then Farmers Market Issuance screen will automatically query all the client’s in the family that are eligible for Farmer’s Market. This screen will also allow for the printing and recording of issuance of Farmers’ Market coupons.

**Business Rules:**
The following criteria must be met for a client to be eligible to receive Farmer’s Market coupons:

- Client is active on WIC
- The clinic that the client is in must participate in the Farmer’s Market program
- Client must be one of the following WIC categories:
  - Women
    - Pregnant (PG1 & PG2)
    - Postpartum (P)
    - Breastfeeding (EN & PN)
  - Children (C1 – C4)
  - Seniors (E3 & E4)
- Client has not already received Farmer’s Market coupons for the current fiscal year.
- Less than three members of the family have already received Farmer’s Market coupons for the current fiscal year.
- No state funded coupons can be issued after June 30th. This requirement is managed through the funding source table.
- If the clients are eligible and haven’t already received coupons then the CNW can preview the coupons on the screen or press the Print button to print coupons for the client of a family.
- CSFP Seniors who are considered as a waitlisted participant are still eligible to receive Senior’s Farmers’ Market coupons.
- The generated coupon numbers will be validated against a range set up in the new Farmers Market Issue Coupon Screen and stored in the table M_COUPON_ASSIGNMENTS. When the coupon number records are saved, a record will be saved for each coupon number in the new M_COUPONS table.
- If client has already received coupons for the current fiscal year then display the coupon book’s start number and end number and the “Coupons Already Issued” check box will be checked on the screen next to the client's ID and name. The following message will display at
the bottom of the screen: “FMNP Coupons have already been issued to this participant for this fiscal year. Further issuances are not allowed at this time”.

- A message displayed in the lower part of the Coupon Issuance screen will indicate the following message: “We have coupons available to serve xxx clients”. The “xxx” represents the number of clients still able to receive Farmers’ Market coupons on a first-come, first-serve basis.

**Data Current As Of:** Run Time

**Frequency:** On Demand

**Role(s):**

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<tr>
<th>Role Name</th>
<th>View Only</th>
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<td>SA_OPERATIONS</td>
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<tr>
<td>SYSADM</td>
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</tbody>
</table>

**Section 9 - 4.1.1.1**: Farmers Market Issuance

![Figure 4 - Farmers Market Issuance](image)

**Fields:**

**Issue Type** - This radio group allows the user to choose whether to issue coupons to a family or to issue coupons to a particular client. If the Client Issuance radio button is selected then the
Client ID field becomes active and mandatory and the Family ID field becomes disabled. If the Family Issuance radio button is selected then the Client ID field becomes inactive and the Family ID field becomes active and mandatory.

**Client ID** - Double-clicking this brings up the Client/Family Lookup window that allows the user to select a client identification number. The user can also select participants from a list of values. This entry is mandatory if Client Issuance is selected in the Issue Type radio group. The Client Last Name, First Name and Middle Initials are also shown.

**Family ID** - Double clicking this brings up the Client/Family lookup window that allows the user to select a Family ID number. The user can also select Families from a list of values. This field is mandatory if Family Issuance is selected in the Issue Type radio group. The Authorized Rep1 Last Name, First Name and Middle Initials are also shown.

**Client ID** - This field is a display only of the client selected or all clients in the family/economic unit.

**Foster Care** – This check box field is a display only to indicate if a client is a foster child.

**Last Name** - The last name of the client selected or all clients in the family/economic unit. This field is display only.

**First Name** - The first name of the client selected or all clients in the family/economic unit. This field is display only.

**MI** - The first middle initial of the client selected or all clients in the family/economic unit. This field is display only.

**Issue Date** – The date the coupons are issued to the client. This field is display only.

**Start Coupon #** - The first number in the coupon book that is being issued to the client. This field is display only.

**Ending Coupon #** - This field is populated with the last coupon number in the coupon book. This field is display only.

**Check Boxes**:

**Coupons Already Issued** - The system automatically checks this box if the client queried on the screen has already received a coupon book for the current fiscal year. This field is not updateable.

**Foster Care** - This check box that indicates the client is in foster care and does not apply to the entire family.

**Issue State Coupons** – This field is checkbox that a user can check if they want to use issue State coupons for eligible clients.

**Issue Federal Coupons** - This field is checkbox that a user can check if they want to use issue Federal coupons for eligible clients.

**Push Buttons**:

**Print** – The user clicks on this button to print coupons.

**Preview** - The user clicks on this button to preview coupons.

**Calculation(s)**:

Display the number of WIC, Senior State and Senior Federal clients that can be served with the assigned coupons for the clinic.

**Background Process(es)**:
- Only clients that are eligible to receive Farmer’s Market coupons will be displayed in the Client section of the screen. If the client has already received coupons for the current fiscal year then set the Coupons Already Issued field to Y.
- When the user checks the Issue State Coupons or Issue Federal Coupons check box the Start Coupon and Ending Coupon fields populate with the available coupon numbers.
- The Start Coupon # and the End Coupon # fields are derived from the coupon numbers that have been issued to the Local Agency in the Coupon Inventory screen and the last number used. The number of coupons to be issued is derived from F_CONTROLS.COUPONS_PER_BOOK.
- When the user clicks the Preview button the coupons are displayed.
- When the user presses the Print Button the system will create a record in the M_COUPONS table for each coupon generated and generate the number of coupons per participant as the number entered in the Static Factors field “Coupons Per (Book) Client.”

Additional Validations for the Coupon #s:

1. Must be related to a funding source that has a valid end date
2. Must be of ‘WIC FM’ funding source type for WIC clients
3. Must be of ‘Senior FM State’ (prior to June 30th) or ‘Senior FM Federal’ funding sources type for the seniors.
Farmer’s Market

Section 9 - 4.1.2 : Reissue Coupons

Priority: Required

Window: Reissue Coupons

Report: No

Narrative:

In the situation where coupons do not print or print with garbage on the MICR line the users will be able to reprint or reissue coupons.

Business Rules:

Coupons can only be reprinted or reissued if they are damaged or not printed. The clinic staff should be sure to have the damaged coupons in hand before reissuing new ones to the clients. No coupons can be reissued for coupons that are Lost or Stolen.

Since there is a limited amount of coupons to issue each year, reprinting coupons will reuse the same coupon numbers as the coupons that were damaged or not printed.

Reprinting or reissuing coupons will have no impact on Farmer’s Market Caseload Reporting.

Data Current As Of: Run Time

Frequency: On Demand

Role(s):

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<tr>
<th>Role Name</th>
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</tr>
<tr>
<td>SA_OPERATIONS</td>
<td>N</td>
</tr>
<tr>
<td>SYSADM</td>
<td>N</td>
</tr>
</tbody>
</table>
Section 9 - 4.1.2.1 : Reissue Coupons

The screen below will allow the users to retrieve a client’s coupons and display them on the screen. The users would then select a reason for reprinting or reissuing the coupons. The List of Values (LOV) for the Reissue Reason field will use the Void Reasons base table from the Food Instrument Processing Module of AIM. Then they would check the check box next to the coupons that they wish to reprint or reissue. Once they have checked all the Coupon numbers that they wish to reprint or reissue then they press the Reissue button and the Coupons will be printed.

Figure 5 – Reissue Coupons

*Fields:*

**Client ID** – M_REISSUED_COUPONS.CC.CLIENT_ID The client’s ID number. This field is mandatory.

**Last Name** – C_CLIENTS.LAST_NAME – The client’s last name. This field is display only.

**First Name** – C_CLIENTS.FIRST_NAME – The client’s first name. This field is display only.

**MI1** – C_CLIENTS.MI1 – The client’s middle initial. This field is display only.

**MI2** – C_CLIENTS.M2 – The client’s second middle initial. This field is display only.

**Coupon Number** - M_REISSUED_COUPONS.COUPON_NUMBER – The coupon serial numbers. This field is display only.

**Reissue Reason** - M_REISSUED_COUPONS.REISSUED_REASON_CODE – The reason that the coupons need to be reissued. The values will come from the I_VOID_REASONS table. This field is mandatory.

*Check Box:*

**Reissue** – The user check the box next to the Coupons that they would like reprinted or reissued.

*Push Buttons:*
**Find Client** – The user clicks on this button to retrieve the client and their coupon numbers.

**Reissue** – The user clicks on this button to reprint or reissue the Coupons that are checked.

**Cancel** - Clicking this button will clear the screen.

*Background Processes:*
When the user presses the Reissue Button the system will create a record in the M_REISSUED_COUPONS table for each coupon that is reprinted or regenerated. As with all tables in AIM the user’s ID will be recorded in the CREATED_BY field for each coupon that is reprinted to provide an audit trail.

Each record in the M_REISSUED_COUPONS table is identified by columns ‘M_REISSUED_COUPONS.REISSUED_ID’ (generated by the ‘M_REISSUED_COUP_SEQ’) and ‘M_REISSUED_COUPONS.COUPON_NUMBER’ as the primary key in the table.

Since there is a limited amount of coupons to issue each year, reprinting coupons will reuse the same coupon numbers as the coupons that were damaged or not printed.

There will be no impact to Farmer’s Market Caseload based on reprinting or reissuing coupons.
Farmer’s Market

Section 9 - 4.1.3 : Lookup Issued Coupons

Priority: Required

Window: Coupon Lookup

Report: No

Narrative: The Coupon Lookup screen allows a user to review the status of Farmer’s Market coupons that have been issued to clients.

Business Rules:
- This screen has several methods of looking up issued coupons. One or more of these fields can be entered in order to search for coupons that have been issued to a client.
  - Farmers ID
  - Client ID
  - Coupon Number Range
  - Issue Date Range

Data Current As Of: Run Time

Frequency: On Demand

Role(s):

<table>
<thead>
<tr>
<th>Role Name</th>
<th>View Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPT_SCHEDULER</td>
<td>N</td>
</tr>
<tr>
<td>CNW</td>
<td>N</td>
</tr>
<tr>
<td>NUTRITIONIST_1</td>
<td>N</td>
</tr>
<tr>
<td>SA_OPERATIONS</td>
<td>N</td>
</tr>
<tr>
<td>SYSADM</td>
<td>N</td>
</tr>
</tbody>
</table>
Section 9 - 4.1.3.1 : Coupon Lookup

![Coupon Lookup Interface](image)

**Fields:**

- **Farmer ID** - The number that uniquely identifies each farmer as entered on the Farmers screen. The user can select the Farmer from a list of values if the Farmer ID is unknown. The Farmer name is shown when the Farmer ID field is validated.
- **Client ID** - Double-clicking this brings up the Client/Family Lookup window that allows the user to select a client identification number. The user can also select participants from a list of values. The Client Last Name and First Name are shown when the Client ID field is validated.
- **Issue Date Range** - When both the From Date and the To Date fields are entered then all the coupons that have a Date Created that is greater than or equal to the From Date and is less than or equal to the To Date.
- **Coupon Range** - When both the From Coupon Number and the To Coupon Number fields are entered then all the coupons that have a Coupon Number that is greater than or equal to the From Coupon Number and is less than or equal to the To Coupon Number.

- **Coupon Number** - A number that uniquely identifies the Farmer’s Market coupon that has been issued to the client. This field is display only.
- **Client ID** - A number that uniquely identifies the client id of the Farmer’s Market participant that was issued the coupon.
- **Issue Date** - The date the coupon book was issued to the client. This field is display only.
- **Amount** - The amount that the coupon was redeemed for. This field is display only.
- **Cleared Date** - The date that the coupon was redeemed by the bank. This field is display only.
**Reject Date** - The date that the coupon was rejected by the bank. This field is display only.

**Farmer’s ID** - The number that uniquely identifies each farmer as entered on the Farmers screen. This field is display only.

**Reject Reason** - The description of the reason that the Farmer’s Market coupon was rejected by the bank.

*Calculation(s):*

None

*Background Process(es):*

Only coupons that have been issued in the Agency/Clinic that the user is logged into will be available to query on this screen.

*Field to Column Mapping:*

<table>
<thead>
<tr>
<th>Screen Field</th>
<th>Database Table</th>
<th>Table Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farmer ID</td>
<td>M_FARMERS</td>
<td>FARMER_ID</td>
</tr>
<tr>
<td>Client ID</td>
<td>C_CLIENTS</td>
<td>CLIENT_ID</td>
</tr>
<tr>
<td>Coupon Number</td>
<td>M_COUPONS</td>
<td>COUPON_NUMBER</td>
</tr>
<tr>
<td>Issue Date</td>
<td>M_COUPONS</td>
<td>DATE_CREATED</td>
</tr>
<tr>
<td>Amount</td>
<td>M_COUPONS</td>
<td>COUP_RED_AMT</td>
</tr>
<tr>
<td>Cleared Date</td>
<td>M_COUPONS</td>
<td>CLEARED_DATE</td>
</tr>
<tr>
<td>Reject Date</td>
<td>M_COUPONS</td>
<td>REJECT_DATE</td>
</tr>
<tr>
<td>Farmer’s ID</td>
<td>M_COUPONS</td>
<td>MF_FARMER_ID</td>
</tr>
</tbody>
</table>
Farmer’s Market

Section 9 - 5 : Outputs

Section 9 - 5.1 : FMNP Participation by Category & Ethnicity

Priority: Required
Window: FMNP Participation Report
Report: Yes

Narrative:
Reports the count of the number of participants within a user specified date range determined to be participating broken down by category. A list of the participants included in the count totals serves as the detail portion of the report. The FM status is used to place participants in a category for final totals. The categories are: WIC Children (C1 to C4), CSFP Children (C5), and Pregnant women, Breastfeeding Women (EN, PN), Post Partum Women and CSFP Elderly. This report will not include participation data from tribal nations.

Section 9 - 5.1.1 : FMNP Participation by Category and Ethnicity Parameter Screen

Data falling within a specified date range: Run Time
Frequency: On Demand
Role(s): Financial Management

![Figure 7 – FMNP Participation by Category and Ethnicity Parameter Screen](image-url)
Fields:

**Output Device** - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

**Filename** - The user enters the name of a file that the report is to be saved to. This field is optional.

**Number of Copies** - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

**Local Agency** - The user selects any agency from the list of values. Default is ‘ALL’. If logged into the Local Agency database, then this field defaults to the logged in Agency; no other agency will be presented.

**Clinic** - The user selects a corresponding clinic from the list of values. Default is ‘ALL’.

**FFY** - The user enters the federal fiscal year to run the report for. This field is required.

**Fiscal Month From / Fiscal Month To** - Select both the starting and ending months to run the report for. Default is ‘OCT’.

Calculations:

- C - Count (Category)
- PG - Count (Category)
- PP - Count (Category)
- FM Woman Participation - Count (Category)
- FM Children Participation - Count (Category)
- Total Participation - Count (Category)

Background Process(es):

The AIM Caseload processing will be modified to record Farmers Market participation in the M_CASELOADS table.
Section 9 - 5.1.2  FMNP Participation by Category and Ethnicity Report

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Women</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Enrolled</td>
<td>EN</td>
<td>P</td>
</tr>
<tr>
<td>Participating</td>
<td>C1</td>
<td>C2</td>
</tr>
<tr>
<td></td>
<td>C3</td>
<td>C4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>Pct</td>
</tr>
<tr>
<td>Enrolled</td>
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<td>ZZZ9</td>
</tr>
<tr>
<td>Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Hispanic Enrolled</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Native Amer. Enrolled</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Asian Enrolled</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Pacific Isl Enrolled</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Total Enrolled</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
</tbody>
</table>

| Women                  |       |
| %                      | ZZ.99 |
| Children               |       |
| %                      | ZZ.99 |
| Total                  |       |
| %                      | ZZ.99 |

Figure 8 – FMNP Participation by Category and Ethnicity Report
Section 9 - 5.2 : Monthly Coupon Reconciliation
Priority: Required  
Window: Monthly Coupon Reconciliation  
Report: Yes

Narrative
The report displays the monthly Farmer’s Market Bank Issuance / Reconciliation activity (functioning like the Daily FI Bank Reconciliation report). It shows the coupons redeemed by the bank and disposition information, and includes both local agency and tribal nation bank activity.

Section 9 - 5.2.1 : Monthly Coupon Reconciliation Parameter Screen

Frequency: On Demand  
Role(s): Financial Management

Figure 9 - Monthly Coupon Reconciliation Parameter Screen
Fields:

**Output Device** - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

**Filename** - The user enters the name of a file that the report is to be saved to. This field is optional.

**Number of Copies** - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

**Month/Year** - The user enters the Federal Fiscal Month and Year of the report. This field is required.

<table>
<thead>
<tr>
<th>Report Name: MR_MON_COUUPON_RECON</th>
<th>Database:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date: MM/DD/YYYY</td>
<td>User:</td>
</tr>
</tbody>
</table>

Arizona WIC Farmer’s Market Program
Monthly Coupon Reconciliation
Month/Year(Mon/YYYY)

Local Agency: XX XXXXXXXXXXX

<table>
<thead>
<tr>
<th>Coupon Number</th>
<th>Disposition</th>
<th>Paid Coupon</th>
<th>Requested Coupon Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
</tr>
</tbody>
</table>

Total Coupon's Paid | Paid | Total Coupon's Not Paid | Count | Rejected

| XXXXXX | XXXXX | (Reject Reason) | X | XXXXX |

Figure 10 - Monthly Coupon Reconciliation Report

**Background Process(es):**

EOD will update the M_COUPONS table with reject and redemption information for each coupon.
Section 9 - 5.3 : Annual Coupon Reconciliation

Priority: Required

Window: Annual Coupon Reconciliation

Report: Yes

Narrative
The report will provide a list of the disposition of all of the Farmer’s Market Coupons that were issued for the requested dates.

Frequency: On Demand
Role(s): SA_Nutritionist, SYSADM

Section 9 - 5.3.1 Annual Coupon Reconciliation Parameter Screen

Figure 11 - Annual Coupon Reconciliation Parameter Screen
### Fields:

**Output Device** - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

**Filename** - The user enters the name of a file that the report is to be saved to. This field is optional.

**Number of Copies** - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

**From / Thru** - The user enters the starting and ending range of coupons issued to run the report for. This field is required.

### Section 9 - 5.3.2 Annual Coupon Reconciliation Report

<table>
<thead>
<tr>
<th>Report Name: mr_recon</th>
<th>Arizona WIC Program</th>
<th>Database: aimcen</th>
<th>User: wicadm</th>
<th>Page#</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date: 10/01/2007</td>
<td>Farmers Market Reconciliation FFY</td>
<td>User: wicadm</td>
<td>Page#</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coupon Number</th>
<th>Date Issued</th>
<th>Date Paid</th>
<th>Rejection Date</th>
<th>Void Date</th>
<th>Coupon Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999999</td>
<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xxxxxxxxxxxxx</td>
</tr>
<tr>
<td>999999999999</td>
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<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xxxxxxxxxxxxx</td>
</tr>
<tr>
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<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
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<td>xx/xx/200x</td>
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<tr>
<td>999999999999</td>
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<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xx/xx/200x</td>
<td>xxxxxxxxxxxxx</td>
</tr>
</tbody>
</table>

---

**Figure 12 - Annual Coupon Reconciliation Report**
Section 9 - 5.4 : Farmer’s Market Issued vs. Redeemed Report

Priority: Required
Window: FM Issued vs Redeemed Report
Report: Yes

Narrative
The report displays the monthly Farmer’s Market Bank Issuance / Reconciliation activity. It shows the total coupons issued by the local agency to participants compared against the coupons redeemed by participants for the month for the WIC clients. The report also calculates the Percent of Coupons redeemed.

Data falling within a specified fiscal year: Run Time
Frequency: On Demand
Role(s): Financial Management

Section 9 - 5.4.1 : Issued vs. Redeemed Tracking Parameter Screen

Figure 13 - Issued vs. Redeemed Tracking Parameter Screen
Fields:

**Output Device** - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

**Filename** - The user enters the name of a file that the report is to be saved to. This field is optional.

**Number of Copies** - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

**FFY** - The user enters the Federal Fiscal Year of the report. This field is required.
Section 9 - 5.4.2  FMNP Issued vs. Redeemed Tracking Report

<table>
<thead>
<tr>
<th>Local Agency</th>
<th>Total</th>
<th>Mon YY</th>
<th>Mon YY</th>
<th>Mon YY*</th>
<th>Total</th>
<th>Total</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Issued</td>
<td>Issued</td>
<td>Redeemed</td>
<td>Redeemed</td>
<td>Issued</td>
<td>Redeemed</td>
<td>Redeemed</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
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<td>ZZ9.99%</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
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</tr>
<tr>
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<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
<tr>
<td>State Total</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9</td>
<td>ZZ9.99%</td>
</tr>
</tbody>
</table>

This will be a two-page report that includes Issued and Redeemed information for each month in the fiscal year and total issued, redeemed, and unused for the fiscal year.

The report also displays the Redeemed information for the first 3 months of the following fiscal year as part of the fiscal year’s redemptions.

Figure 14 – FMNP Issued vs. Redeemed Tracking Report
Calculations:

**Percent Redeemed** – \( \frac{\text{Total FM Coupons Redeemed} \times 100}{\text{Total FM Coupons Issued}} \)

Sort criteria:

Org Code
Fiscal Month/Year

Background Process(es):

The AIM Caseload processing will be modified to record Farmers Market participation in the M_CASELOADS table
Section 9 - 5.5: Seniors FMNP Participation by Category & Ethnicity

Priority: Required

Window: Seniors FMNP Participation by Category & Ethnicity Report

Report: Yes

Narrative:

Reports the count of the number of participants within a user specified date range determined to be participating broken down by category. A list of the participants included in the count totals serves as the detail portion of the report. The FM status is used to place participants in a category for final totals. The categories are: Seniors (E3 & E4). This report will not include participation data from tribal nations.

Data falling within a specified date range: Run Time

Frequency: On Demand

Role(s): Financial Management

Section 9 - 5.5.1: Seniors FMNP Participation by Cat. & Ethnicity Parameter Screen

Figure 15 – Seniors FMNP Participation by Category and Ethnicity Parameter Screen
Fields:

**Output Device** - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

**Filename** - The user enters the name of a file that the report is to be saved to. This field is optional.

**Number of Copies** - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

**Local Agency** - The user selects any agency from the list of values. Default is ‘ALL’. If logged into the Local Agency database, then this field defaults to the logged in Agency; no other agency will be presented.

**Clinic** - The user selects a corresponding clinic from the list of values. Default is ‘ALL’.

**FFY** - The user enters the federal fiscal year to run the report for. This field is required.

**Fiscal Month From / Fiscal Month To** - The user selects the month for which to run the report. The default value is ‘OCT’.

**Funding Source** - The user selects the funding source to run the report for: Senior FM State, Senior FM Federal or Both. Default value is ‘ALL’.
### Section 9 - 5.5.2 Seniors FMNP Participation by Category and Ethnicity Report

Report Name: MR_SR_PART_CAT_ETHN_GRP
Report Date: MM/DD/YYYY HH: MI: SS AM
Issue Participation Period: Months: (Mon) Thru (Mon) FFY: (YYYY)

<table>
<thead>
<tr>
<th>Current Status</th>
<th>E3</th>
<th>E4</th>
<th>Total</th>
<th>Pct</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Enrolled Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Black Enrolled Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
</tr>
<tr>
<td>Hispanic Enrolled Participating</td>
<td>ZZZ9</td>
<td>ZZZ9</td>
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<td>Asian Enrolled Participating</td>
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<td>Pacific Isl Enrolled Participating</td>
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<tr>
<td>Total Enrolled Participating</td>
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</tr>
</tbody>
</table>

**Figure 16 – Seniors FMNP Participation by Category and Ethnicity Report**
Calculations:

E3 - Count (Category)
E4 - Count (Category)
Total Participation - Count (Category)

Background Process(es):

The AIM Caseload processing will be modified to record Farmers Market participation in the M_CASELOADS table
Section 9 - 5.6 : Farmer’s Market Seniors Issued vs. Redeemed Report

Priority: Required
Window: Seniors FM Issued vs Redeemed Report
Report: Yes

Narrative
The report displays the monthly Farmer’s Market Bank Issuance / Reconciliation activity. It shows the total coupons issued by the local agency to participants compared against the coupons redeemed by participants for the month for the seniors. The report also calculates the Percent of Coupons redeemed.

Data falling within a specified fiscal year: Run Time
Frequency: On Demand
Role(s): Financial Management

Section 9 - 5.6.1 Seniors FMNP Issued vs. Redeemed Tracking Parameter Screen

Figure 17- – Seniors FMNP Issued vs. Redeemed Tracking Parameter Screen
Fields:

**Output Device** - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

**Filename** - The user enters the name of a file that the report is to be saved to. This field is optional.

**Number of Copies** - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

**FFY** - The user enters the Federal Fiscal Year of the report. This field is required.
Section 9 - 5.6.2 : Seniors FMNP Issued vs. Redeemed Tracking Report

Report Name: MR_SR_ISSUE_VS_REDEEM
Arizona WIC Farmer’s Market Program
Seniors FMNP Issued vs. Redeemed Tracking
FFY – YYYY

Table:

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<th>Total Issued</th>
<th>Mon YY Issued</th>
<th>Mon YY Redeemed</th>
<th>Total Issued</th>
<th>Mon YY* Issued</th>
<th>Mon YY* Redeemed</th>
<th>Total Unused</th>
<th>Percent Redeemed</th>
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</thead>
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</tr>
</tbody>
</table>

Figure 18 – Seniors FMNP Issued vs. Redeemed Tracking Report

This will be a two-page report that includes Issued and Redeemed information for each month in the fiscal year and total issued, redeemed, and unused for the fiscal year.

The report also displays the Redeemed information for the first 3 months of the following fiscal year as part of the fiscal year’s redemptions.
Calculations:

Total Unused = Total Issued – Total Redeemed
Percent Redeemed = (Total Redeemed / Total Issued) * 100%

Sort criteria:

Org Code
Fiscal Month/Year
**Section 9 - 6**: Process Flow Diagrams

**Section 9 - 6.1**: Determine Farmers’ Market Eligibility

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**Figure 19 – Determine Farmers’ Market Eligibility**
Section 9 - 6.2: Farmers’ Market ER Diagram

Figure 20 – Farmers’ Market ER Diagram
Section 9 - 7 Farmers’ Market Coupon

Section 9 - 7.1 Farmers’ Market Coupon Format

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