

WIC Farmers' Market Nutrition Program Farmer Contact - Competencies

NOTE: The following competencies have been integrated into the separate job roles (i.e. Director) but they are consolidated here to provide a comprehensive overview.

COMPETENCY AREA	COMPETENCY DESCRIPTION	COMPETENCY PERFORMANCE	NOTES/RESOURCES
A. PROGRAM OVERSIGHT	Demonstrate knowledge of Farmers' Market Nutrition Program.	Promote Farmers' Market Nutrition Program. Monitor redemption rate. Demonstrate knowledge about policy resources (i.e. Staff Manual, Web site, ROSIE Resources, WIC PRO).	Key Personnel: Director WIC Farmers' Market Nutrition Program WIC Farmers' Market Nutrition Program Forms and Publications:
B. CHECK ISSUANCE	Issue WIC Farmers' Market Nutrition Program checks.	Determine eligibility. Issue Farmers' Market Nutrition Program checks. Replace damaged checks. Direct participants to Farmers' Market Nutrition Program modules.	Key Personnel: Check Issuer (varies among projects) WIC Farmers' Market Nutrition Program Forms and Publications:
C. NUTRITION EDUCATION	Provide nutrition education to encourage participants to use checks.	Share nutrition resources available for the Farmers' Market Nutrition Program.	Key Personnel: Nutritionist WIC Farmers' Market Nutrition Program
D. SENIOR FARMERS' MARKET NUTRITION PROGRAM	Provide general information about the Senior Farmers' Market Nutrition Program.	Explain locations and benefits of Senior Farmers' Market Nutrition Program.	Key Personnel: Farmer Contact Senior Farmers' Market Nutrition Program website
E. FARMERS' MARKET & FARMSTAND APPROVAL	Maintain listing of approved farmers' markets and farm stands	Demonstrate knowledge of market and stand application process. Demonstrate knowledge of ROSIE FMNP On-Line System.	Key Personnel: Farmer Contact
F. FARMER AUTHORIZATION	Assist farmers to apply for the Farmers' Market Nutrition Program.	Determine farmer eligibility requirements. Follow application and training procedures	Key Personnel: Farmer Contact

		mandated by State Office.	
G. FARMER MONITORING	Monitor farmers.	<p>Visit market or farm stand as required.</p> <p>Submit Farmers' Market Nutrition Program Site Observation Worksheet.</p> <p>Follow complaint procedures.</p>	Key Personnel: Farmer Contact
H. REPORTING	Provide required documentation	<p>Submit Farmers' Market Nutrition Program expenditure report.</p> <p>Provide documentation as required for project review.</p>	Key Personnel: Director