

KENTUCKY
SENIOR FARMERS' MARKET NUTRITION PROGRAM
LOCAL AGENCY MONITORING REVIEW

LOCAL AGENCY NAME:

COUNTY:

ADDRESS:

EMAIL:

REVIEWER: DATE OF REVIEW:

LOCAL AGENCY STAFF INTERVIEWED:

1. Who is the SFMNP contact at the Local Agency?
Name:
Title:
2. Are SFMNP services coordinated with any other programs such as EFNEP, CSFP, and Extension? If so, describe:
3. Which staff performs the following functions?
Check Issuance and Instructions:
Review of Reports:
Nutrition Education:
Other Functions:
4. What comments have you heard from staff about this program?
5. What comments have you heard from SFMNP participants?

SENIOR FMNP CHECK MANAGEMENT

1. How many participants have received SFMNP checks for this year?
Seniors
2. What is the total dollar amount that was allocated to the local agency?
Dollar Amount
3. Could you serve more clients than the amount that was allocated to your agency?
YES NO

If yes, how many?

If not, then why?
4. Are the checks kept in locked storage until issued?
YES NO

5. Describe procedures for unused checks.
6. Have you had checks missing/stolen in the last 2 years?
YES NO
7. If yes, when did you notice them missing?
8. Did you replace any lost or stolen vouchers? Yes No
9. Do you distribute the SFMNP vouchers throughout the season or only on particular days (i.e. commodity distribution days)?
Describe.
10. Describe procedures for distributing checks.
11. Do you distribute to families or individuals?
Families Individuals
12. How can you ensure that checks are not double issued?

OBSERVATIONS

1. Are issuance logs and certificate of eligibilities on file? Yes No
 - a. Are certificate of eligibility complete? Yes No
 - b. Are recipients meeting the age requirement? Yes No
 - c. Are recipients meeting the income requirement? Yes No
 - d. Are issuance logs complete and on KDA log sheet? Yes No
2. Do issuance logs match certificate of eligibilities?
i.e. Perform random 10% sampling.
3. Do you maintain your records for 3 years plus the current year?
Yes No
4. Do you complete CSFP forms or Certificate of Eligibility to certify SFMNP participants? CSFP forms Certificate of Eligibility
5. Do participants sign a receipt of SFMNP benefits? (i.e. issuance logs)
Yes No

MONITORING AND TRAINING

1. Has training been provided to staff concerning SFMNP for the current fiscal year?
 - a. Civil Rights: Yes No
 - b. SFMNP Check Management: Yes No

CIVIL RIGHTS COMPLAINTS

1. Have there been any Civil Rights complaints from SFMNP recipients? If so, what action has been taken?
2. What are the procedures for handling Civil Rights complaints?

NUTRITION EDUCATION

1. What materials have been developed by the local agency, if any?
2. What efforts have been made to provide nutrition education concerning the use of fresh fruits and vegetables for participants?
3. Do you distribute the SFMNP brochures to all SFMNP clients?
Yes No
4. Is there a need for any materials to be developed in languages other than English?
Yes No

List Findings:

Comments:

