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**CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810**

**DAVID W. ST. HILAIRE
DIRECTOR FINANCE**

**(203) 797-4652
FAX: (203) 796-1526**

M E M O R A N D U M

DATE: 5/21/12
TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*
RE: RESOLUTION-WIC GRANT- FARMERS MARKET PROGRAM

Attached for your review is a resolution that will allow the City of Danbury Health and Human Services department to enter into an agreement with the State Department of Agriculture.

Funds received, in the amount of \$1,090.50, are to be used for supplemental staffing of the WIC Program as the staff issues Farmers Market checks to eligible participants during the summer of 2012.

The City Council is respectfully requested to consider this resolution at its next meeting.

DWS/sk

cc: S. Leroy
P. Mascoli

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RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2012



RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the City of Danbury's Women, Infants, and Children's Program (WIC) wishes to enter into an agreement with the State of Connecticut Department of Agriculture for funds in the amount of \$1,090.50 to be used for supplemental staffing during the Farmer's Market Nutrition Program; and

WHEREAS, said funds are to be used to administer the issuance of farmer's market coupons to enable WIC participants to purchase fresh fruits and vegetables at the local Farmer's Market during the summer of 2012; and

WHEREAS, the period for the availability of this grant is June 2012 through September 2012; and

WHEREAS, no local match is required.

NOW, THEREFORE, BE IT RESOLVED THAT, the Mark D. Boughton, Mayor of the City of Danbury or Scott T. LeRoy, Director of Health, as his designee, is authorized to sign an agreement with the State of Connecticut Department of Agriculture for this amount and to do all things necessary to administer the 2012 summer Farmer's Market Nutrition Program to its clients.

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Health & Human Services Dept.

MAY 08 2012



CITY OF DANBURY

HEALTH, HOUSING, & WELFARE DEPARTMENT
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

CENTRAL HEALTH AND HOUSING OFFICE
(203)-797-4625
FAX (203) 796-1596

WIC PROGRAM OFFICE
203-797-4629
FAX (203) 796-1567

CITY

To: Mayor Mark Boughton via ~~Common~~-Council

From: Patty Mascoli, CDN, MS WIC Program Coordinator

Cc: Scott LeRoy, file 

Date: May 1, 2012

Re: WIC Amendment

PROGRAM IMPACT:

The Connecticut Farmer's Market Nutrition Program is a Federal program administered by the Connecticut Department of Agriculture and jointly funded by the State of Connecticut and the US Department of Agriculture. This program is designed to provide a supplemental source of fresh fruits and vegetables for participants of the Women, Infant and Children (WIC) who are certified by a Nutritionist to have a nutritional risk factor. The program also promotes agricultural diversification by stimulating the demand for Connecticut grown fresh unprocessed fruits and vegetables at local farmer's markets. Connecticut Farmers' Market Nutrition Program vouchers can only be used at authorized farmers' markets and for eligible purchases from State certified farmers' market vendors.

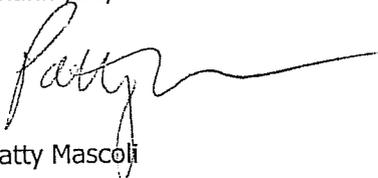
All recipients of the CT Farmers' Market Nutrition Program are current participants in the Special Supplemental Food Program for Women, Infants and Children (WIC).

FISCAL IMPACT:

The Connecticut Department of Agriculture has agreed to reimburse the Danbury WIC Program at a rate of \$.50 per eligible WIC client. Eligible participants are those people over the age of one year, enrolled in the WIC program for any part of the 2012 distribution period for a total of \$1090.50. The funds will be used for staff salaries and fringe benefits, specifically FICA, to compensate for the additional workload and hours in the administration of the Farmers' Market Program. There are no direct City personnel, benefit, equipment or other costs associated with these funds. No future costs are anticipated.

The issuance of Farmers' Market Program vouchers will be conducted beginning June 2012 and ending September 2012.

Thank you,


Patty Mascoli



STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE

Bureau of Agricultural Development and Resource Preservation



LETTER OF AGREEMENT BETWEEN
THE CONNECTICUT DEPARTMENT OF AGRICULTURE
&
LOCAL WIC PROGRAM

The purpose of this letter of agreement is to identify the services to be performed by Connecticut's WIC Program in accordance with the Farmers' Market Nutrition Program. Participating WIC programs will be reimbursed for these services in the manner described below.

Services to be Performed by Local WIC Programs

1. Use materials provided by the Connecticut Department of Agriculture (DOAG) to alert WIC participants in advance to the Farmers' Market Nutrition Program (FMNP).
2. Provide secure locked storage for WIC FMNP checks.
3. Issue WIC FMNP checks to eligible WIC participants only. Eligible participants are those people over the age of one year, enrolled in the WIC program for any part of the distribution period.
4. WIC FMNP checks must be issued as follows:
 - * Issuance will be conducted beginning in upon receipt of the WIC FMNP checks (usually late June) and **will end September 30**.
 - * \$15 of checks will be given to each eligible participant.
 - * Serial numbers of checks given to eligible participants must be the same as those assigned to those participants in the farmers' market check register.
 - * All WIC participants receiving FMNP checks must sign the check register to indicate their receipt of those checks.
5. Provide accounting of the WIC FMNP checks to DoAG that identifies checks as either distributed to participants (signed register), unclaimed, damaged, unused, lost, stolen, or voided.
6. Distribute information concerning location of farmers' markets and use of checks to each WIC participant.

Reimbursement

The *Connecticut Department of Agriculture* agrees to reimburse the WIC Office for services rendered at a rate of \$.50 per eligible WIC client enrolled before the month of May 2012:

	<u># of Clients</u>				<u>Total Reimbursed</u>
<i>Danbury</i>	2181	x	\$.50	=	\$ 1090.5

The funds shall be used for supplemental staffing and/or additional workloads incurred by WIC staff in the administration of the WIC Farmers' Market Nutrition Program. Reimbursement shall be made upon receipt of an invoice and this signed Letter of Agreement.

Documentation concerning the expenditure of the above funds shall be maintained to provide an audit acceptable to the Commissioner of the Department of Agriculture in accordance with provisions of Section 7-396 of the Connecticut General Statutes

State of Connecticut

Danbury WIC Office

Department of Agriculture



By

By

Robert R. Pellegrino, Bureau Director

~~WIC Director~~ **MAYOR**

Bureau of Agricultural Development
and Resource Preservation

Date: April 2, 2012

Date:

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Attention Local WIC Offices:

Included in this mailing is the Letter of Agreement (LOA) and a self addressed, postage prepaid envelope.

In order to receive this reimbursement, you may also need to fill out a W-9 and SP-26 State Vendor Form. Our business office requires updated W-9 and SP-26 forms filled out from time to time. If you filled these out last year, then you do not need to fill them out again. If anything changed from last year, you may need to fill those forms out again. Sites that need to renew their W-9 and/or SP-26 will be contacted by either DoAG representatives or State of Connecticut's business Office and will be requested to fill out those two forms.

Please note the LOA reflects the amount that will be paid to your local agency. If multiple sites are listed and you are no longer combined with those offices, or wish for the listed offices to receive a separate check, please contact DoAG immediately. If there are any special request regarding who or where these reimbursement checks need to be sent, please let us know.

PLEASE DO NOT FORGET TO SIGN AND RETURN THE LOA & SEND AN INVOICE

DEADLINES: It is preferred if you return them together but if that is not possible, please:

*Return the signed Letters of Agreement by **June 1st***

We will not send the WIC FMNP checks until the LOA is returned.

*Return the invoice for services rendered by **August 3rd***

No reimbursement payment can be made until we receive BOTH the LOA and the invoice.

NEW in 2012! Bilingual Recipe Book w/\$3.00 WIC FMNP Check

Along with the WIC FMNP checks, you will also receive a limited supply of bilingual recipe books that also contain an additional \$3.00 WIC FMNP check in the center of the book. When distributing the recipe books, please show your clients this check in the center of the book and remind them to use it along with their other WIC FMNP checks. Please only distribute ONE recipe booklet per family until your allocated supply is exhausted. These will be sent with your first distribution of WIC FMNP checks. Please notify all your offices that they will be receiving these with the WIC FMNP checks.

If you have any questions related to the WIC Farmers' Market Nutrition Program, you can contact:

Rick Macsuga (860) 713-2544

richard.macsuga@ct.gov

or

Mark Zotti (860) 713-2538

mark.zotti@ct.gov