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CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DENA DIORIO
DIRECTOR OF FINANCE

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

Memorandum

To: Hon Mark D. Boughton via the Common Council
From: Dena Diorio, Director of Finance & Personnel
Date: 5/30/2006
Re: RESOLUTION-Farmers Market Coupon Grant

Attached for your review is a resolution that will enable the City of Danbury WIC program to enter into an agreement with the State Department of Agriculture. Funds received, in the amount of \$696.50, are to be used for supplemental staffing of the WIC Program during the City's yearly Farmers Market. The WIC staff will issue Farmers Market checks to eligible participants only.

Please consider this at your June 2006 meeting. Please contact me with any questions.

Attac

A. Evans



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common 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 \$696.50 to be used for supplemental staffing during the Farmer's Market 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 2006; and

WHEREAS, the period for the availability of this grant is June 2006 through September 2006; and

WHEREAS, no local match is required.

NOW, THEREFORE, BE IT RESOLVED THAT, the Danbury WIC Office 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 2006 summer Farmer's Market Coupon Program to its clients.



WIC PROGRAM

13 Main Street

Danbury, Connecticut 06810

797-4629

TO: Sue Kaminski - Finance Department
FROM: Ann Marie Evans - WIC Program
DATE: May 23, 2006
FROM: Farmers' Market Coupon Grant 2006

A sure sign of spring...it's time for the Farmers' Market Grant process once again!

Attached is the "Letter of Agreement" which requires the Mayor's signature.

The funding will be \$696.50 for FY 2006 and needs approval by the Common Council.

Also attached is this year's "Impact Statement" which needs to be included in the Common Council packet.

Please feel free to call me at X4638 if you require additional information for Common Council submission.

Thank you.

Enclosures.



DEPARTMENT OF AGRICULTURE

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

The purpose of this letter of agreement is to identify the services to be performed by Connecticut's WIC Programs in accordance with the 2006 Farmers' Market Nutrition Program. Participating WIC programs will be reimbursed for these services in the manner described below.

Services to be Performed by WIC Programs

1. Use materials provided by the Connecticut Department of Agriculture to alert WIC participants in advance to the Farmers' Market Nutrition Program.
2. Provide secure locked storage for farmers' market checks.
3. Issue farmers' market 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 2006 distribution period.
4. Farmers' market checks must be issued as follows:
 - * Issuance will be conducted beginning in 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 farmers' market checks must sign the farmers' market check register to indicate their receipt of those checks.

5. Provide an accounting of the farmers' market checks to the Connecticut Department of Agriculture 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 *Danbury WIC office* for services rendered at a rate of \$.50 per eligible WIC client enrolled before the month of May 2006:

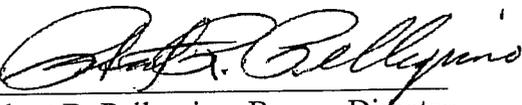
$$\$1393 \times \$.50 = \$696.50$$

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**.

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
Department of Agriculture

Danbury WIC Office

by 
Robert R. Pellegrino, Bureau Director
Bureau of Agricultural Development
and Resource Preservation

by _____
WIC Director

Date: May 1, 2006

Date: _____

FARMERS' MARKET NUTRITION PROGRAM - FY 2006

PROGRAM IMPACT:

The Connecticut Farmers' Market Nutrition Program is a Federal program administered by the Connecticut Department of Agriculture and jointly funded by The State of Connecticut and the U.S. Department of Agriculture. This program is designed to provide a supplemental source of fresh fruits and/or vegetables for participants of the Women, Infants and Children (WIC) who are judged to be "nutritionally at risk". The Program also promotes agricultural diversification by stimulating the demand for Connecticut grown fresh unprocessed fruits and vegetables at farmers' 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 enrolled before the month of May 2006 for a total of \$696.50. The funds will be used for staff salaries and fringe benefits, specifically FICA, to compensate for the additional work loads/hours worked 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 vouchers will be conducted beginning June 2006 and ending September 30, 2006.