



City of Danbury  
 155 Deer Hill Avenue  
 Danbury, CT 06810-7769

DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: 5/21/07  
 TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL ✓  
 FROM: DAN GARRICK, ASSISTANT DIRECTOR OF FINANCE *DG*  
 RE: RESOLUTION WIC FARMERS MARKET

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 \$736.50, 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 2007 Common Council meeting. Please contact me with any questions.

ATTACHMENTS

CC: A. EVANS



# RESOLUTION

32-1

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 \$736.50 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 2007; and

**WHEREAS**, the period for the availability of this grant is June 2007 through September 2007; 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 2007 summer Farmer's Market Coupon Program to its clients.



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## CITY OF DANBURY

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

Central Health & Housing Office  
203 - 797-4625  
Fax 796-1596

Central Welfare Office  
203 - 797-4569  
Fax 797-4566

Re: Additional funding for FY 2006-2007 and Farmers' Market Grant  
To: Mayor Mark D. Boughton & Members of Common Council  
Through: Scott LeRoy, Director of Health, Housing & Welfare

Due to an increased participant caseload the City of Danbury WIC Program requested and additional \$7,500.00 from the Connecticut State WIC Program for FY 2006-2007 (see attached).

The State approved the \$7,5000.00 to be used to supplement salary and benefits of the part-time nutritionist position. The additional funds increased the total FY 2006-2007 funding amount to \$250,500.00 (see attached). The revised budget was submitted to the State on May 14<sup>th</sup> 2007, and is attached for review by the common council.

Also, the Danbury WIC Program participates annually in the Farmers' Market Program. The funding will be \$736.50 for FY 2007 and needs approval by the common council.

Attached is the "Letter of Agreement," which requires the Mayor's signature. Also attached is this years "Impact Statement" for FY 2007.

Please feel free to call me at 797-4638 if you have any additional questions or comments.

Sincerely,

Ann Marie Evans  
Acting Coordinator, Women, Infant's and Children Program

Medical Outreach 797-4567  
Eviction Prevention 797-4565  
Information-Referral 797-4569

Dial 2-1-1 for all  
Connecticut Services!

Emergency Shelter 796-1661  
Em. Shelter Fax 796-1660  
Administration 796-1504

## FARMERS' MARKET NUTRITION PROGRAM - FY 2007

### 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 2007 for a total of \$736.50. 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 2007 and ending September 30, 2007.



# STATE OF CONNECTICUT



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE COMMISSIONER

F. Philip Prelli  
Commissioner

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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 2007 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 2005 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.



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- 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 2007:

1473 x \$.50 = \$736.50

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

by \_\_\_\_\_  
WIC Director

Date: May 4, 2007

Date: \_\_\_\_\_