

2024 WIC Farm Direct Nutrition Program Preparation Checklist

Please contact your nutrition consultant or Maria Menor (maria.i.menor@oha.oregon.gov) with any questions as you prepare for the Farm Direct season.

Before Farm Direct season begins:

- ✓ The State sent the following items with this checklist on 4/10/2024: *(April)*
 - Policy 1100
 - Cover letter template for local agencies that opt to mail Farm Direct vouchers
 - Instructions for Completing the Farm Direct Voucher Register
 - Oregon Farm Direct Nutrition Program fact sheet
 - TWIST Farm Direct Instructions

- Develop a plan to complete distribution of Farm Direct vouchers.

- Contact your local farmers market(s) and farm stand(s) about when they will open.

- Develop strategies to communicate the availability of the Farm Direct program to eligible WIC participants.

- Identify how to use your agency's annual Farm Direct "WIC Farmers Market" mini-grant to support Farm Direct nutrition education and voucher issuance.

- Verify receipt of vouchers from the State in TWIST's Farmers' Market Administration Screen. Complete "Initial Receipt of Vouchers" section of Documentation of Voucher Inventory form on the [Staff Resources for Farm Direct](#) webpage.

- The Farm Direct session guide and self-paced activity is available for download on the [Staff Resources for Farm Direct](#) webpage.

- Shopify account holders may order WIC Farm Direct Program brochures (57-1054) and self-paced activity sheets starting May 1.

- Receive boxes of vouchers and registers from the State's printer *by May 1* and store securely.

- Review [Policy 1100](#) with all staff. Be sure to highlight:
 - Infant age requirement
 - Participant orientation requirements
 - Two staff required to verify initial receipt of vouchers and to complete mid-season voucher inventory
 - Only one booklet per Farm Direct-eligible participant, up to your agency's maximum number of Farm Direct recipients per family. The state maximum is five (5).
 - Issuance data in TWIST must match the information entered on the voucher register (and vice-versa)
 - Determining whether Farm Direct vouchers may be replaced and how to replace them.

- If your agency decides to mail Farm Direct vouchers:**

