

## **2025 WIC Farm Direct Nutrition Program Preparation Checklist**

Please contact your nutrition consultant or Maria Menor ([maria.i.menor@oha.oregon.gov](mailto: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 4/9/2025: *(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
- ☐ Identify how to use your agency's annual Farm Direct "WIC Farmers Market" mini-grant to support Farm Direct nutrition education and voucher issuance.
- ☐ Develop a plan to complete distribution of Farm Direct vouchers.
- ☐ Develop strategies to communicate the availability of the Farm Direct program to eligible WIC participants.
- ☐ Review [myoregonfarm.org](http://myoregonfarm.org) for your agency's local farmers markets and farm stands. Directory available starting May 1 and added throughout the season. If there are locations that seem to be missing, contact Katie Furia: [katherine.m.furia@oha.oregon.gov](mailto:katherine.m.furia@oha.oregon.gov).
- ☐ 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.
- ☐ 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.
- ☐ 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
  - Determining whether Farm Direct vouchers may be replaced and how to replace them.

- ☐ **If your agency decides to mail Farm Direct vouchers:**
  - Customize the State-developed cover letter template in English and Spanish to send with mailed Farm Direct vouchers.
  - Include Farm Direct brochure and self-paced activity, with the cover letter and vouchers.

**Please note:** Mailing nutrition education materials to the participant cannot be counted toward WIC's quarterly nutrition education requirement. There must be two-way interaction between WIC staff and the participant to count as quarterly nutrition education.

- ☐ Distribute vouchers to the appropriate clinic(s) and create Farm Direct voucher register spreadsheets for them if necessary. *(Prior to first month of issuance)*
- ☐ Transfer vouchers **in TWIST** (FM Administration Screen) to the appropriate clinic(s) if necessary. *(Prior to first month of issuance)*
- ☐ Make sure each clinic issuing vouchers has verified their receipt of the stock that has been transferred to them, in TWIST's FM Administration Screen. *(Prior to first month of issuance)*

**During the season:**

- ☐ If issuing vouchers outside of the clinic, enter your agency's information in the spaces provided on the [Offsite Program Notification](#) and post prominently.
- ☐ Receive the first installment of your agency's Farm Direct "WIC Farmers Market" mini-grant to spend by June 30, 2026. *(July)*
- ☐ Make sure each clinic that issued vouchers has conducted a mid-season inventory of available vouchers. Complete "Midseason Physical Inventory Vouchers" section of Documentation of Voucher Inventory form on the [Staff Resources for Farm Direct](#) webpage. *(By July 31)*
- ☐ Enter missing issuance documentation for redeemed vouchers, when prompted by App Support, in TWIST's "Coupon Maintenance" screen.
- ☐ Receive the second installment of your agency's Farm Direct "WIC Farmers Market" mini-grant to spend by June 30, 2026. *(October)*
- ☐ Ensure your agency submits a quarterly Farm Direct Expense and Revenue Report. Continue to submit a quarterly report even if no funds have been spent in that quarter (including after your mini-grant is spent down to zero).
- ☐ Handle all unissued vouchers as follows:
  - Void in TWIST via FM Administration screen
  - Destroy physical vouchers
  - Mark voucher registers "VOID" for the destroyed ranges
- ☐ File completed voucher registers and keep for three years.
- ☐ Evaluate this season's procedures and nutrition education to help inform next year's plan.