



# FARMERS MARKET NUTRITION PROGRAM (FMNP) 2017 MARKET MANAGER TRAINING

**PUBLIC HEALTH**  
ALWAYS WORKING FOR A SAFER AND  
HEALTHIER COMMUNITY



# Training Outline

- Program Background
- What's New in 2017
- How FMNP Works
- Applications
- Starting the Season
- FMNP Transactions
- Handling Checks
- Civil Rights Requirements
- Reminders
- Contacts



# Program Background

- **Two federal FMNP programs:**
  - ❖ Women, Infants and Children (WIC) FMNP;
  - ❖ Senior FMNP
- **Funding:** U.S. Department of Agriculture (USDA) and the State of Washington
- **Agencies:** Department of Health and Department of Social and Health Services
- **Collaborators:** Washington State Farmers Market Association, local WIC clinics, Senior Nutrition Providers, Area Agencies on Aging, growers, market managers and advocates

## FMNP Goals:

- Provide fresh, nutritious, unprocessed, locally grown fruits, vegetables and cut herbs to WIC participants & low income seniors
- Expand awareness, use, and sales at farmers markets and authorized farm stores
- Provide nutrition information to WIC and Senior participants, such as the importance of fruits and vegetables in their diet and how to store and prepare them



## WIC FMNP:

- Administered by the Washington State Dept. of Health (DOH)
- Part of USDA/Food and Nutrition Services
- Each WIC participant receives up to \$20
- 27,670 clients served in 2016
- \$553,392 food dollars

## SENIOR FMNP:

- Administered by the Washington State Dept. of Social and Health Services (DSHS)
- Part of the USDA Senior Nutrition Program
- Each Senior participant receives up to \$40
- 18,106 seniors served in 2016
- \$724,248 food dollars



# What's New in 2017



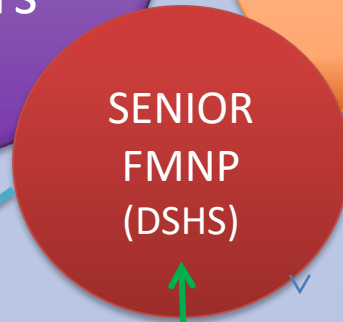
- New markets or growers to FMNP need to apply for the 2017 season
- Updated Grower agreement
- WIC and Senior Check design



# How FMNP Works



# How Senior FMNP Works



- SFMNP Program Implementation
- SFMNP Banking
- Program Training
- AAA Monitoring
- Program Support
- Contract with DOH for Grower/Market Functions





# Grower Application

For consideration a Grower:

- Must produce a portion of the eligible foods they sell
- CANNOT exclusively sell produce grown by others
- Must locate farm store on the property where food is grown

After approval:

- Will receive a Grower ID with a copy of the signed contract
- Market manager will receive a report with a list of all the authorized Growers and their ID's allowed to sell at their market
- Refer to the WIC and Senior FMNP Information Manual for Market Managers and Growers at: [www.doh.wa.gov/farmersmarket](http://www.doh.wa.gov/farmersmarket)

# Market Application

## Returning Markets

- Must have at least five FMNP authorized growers selling at their markets each year
- Must redeem at least \$250 combined WIC and Senior FMNP food dollars annually
- Must have market manager or trained market staff on-site during operating hours
- New market managers must be available for training prior to the start of the FMNP season



# Market Application

## New Markets

- FMNP will consider a new market only if there is participant access need
- Must be in operation for at least one year prior to submitting an application
- Must have at least five FMNP authorized growers signed up to participate at their market
- Must have market manager on-site during operating hours
- Must have a market manager available for training prior to the start of the FMNP season



# Starting the FMNP Season



- The FMNP season starts June 1, 2017
- Market managers will receive their FMNP Reports before the start of the season, via email
- If a grower is not listed on the report contact us
- Ask previously authorized growers not to hang the FMNP sign until you receive confirmation they are authorized for the current season
- Assure authorized growers on your list display the FMNP sign and accept FMNP checks, and understand the FMNP rules
- Let a new grower know they can apply and direct them to the FMNP website:

<http://www.doh.wa.gov/YouandYourFamily/WIC/FarmersMarket>

# Day 1

Check in with each grower:

- ✓ Are they on your FMNP report?
- ✓ Do they have a signed contract?
- ✓ Do they know their ID?
- ✓ Do they have a secure place for checks?
- ✓ Do they have a FMNP sign?
- ✓ If returning, can you provide them with season changes?
- ✓ If new, when can you set up training?

June 1st





## Displaying Signs:

- Make sure Growers display signs where customers can see them and can identify them as authorized growers
  
- Let us know if you run out of signs at [FMNPTeam@doh.wa.gov](mailto:FMNPTeam@doh.wa.gov) or 1-800-841-1410

**WIC & Senior**



**FARMERS  
MARKET**

**Checks Welcome Here**

USDA and Washington State Sponsored Farmers Market Nutrition Program

# Eligible Foods

## What does eligible mean?

- Locally grown, unprocessed (except for washing), fresh fruits, vegetables and cut herbs
- “Locally grown” means Washington grown; or grown in bordering counties of Idaho or Oregon



# Honey producers

- Locally produced honey can be purchased with the Senior FMNP checks only
- Exclusively honey producers can't take WIC FMNP checks
- Honey growers must register and follow rules of the Washington State Dept. of Agriculture



# FMNP Transactions

- WIC and Senior FMNP checks have a \$4.00 value
- Participants can use more than one or all FMNP checks for the transaction
- Participants can use other forms of payment the grower accepts along with the FMNP checks in order to pay the extra cost over the \$4.00 check value
- Some forms of payment include: their own cash, EBT, credit or debit card
- Honey growers can only take Senior FMNP check unless they also grow and sell their own produce along with the honey
- Grower can't give cash back or tokens for FMNP checks

# Farmers Market Report

Name of the Farmers Market ID # 0000

Authorized Growers As Of 6/01/2016

Growers Count :7




Farm Name	Grower Name	Grower ID
ABUNDANTLY GREEN	HOLT, MARILYN	1234
DAVIS FARM	DAVIS, MARILYN	4567
FARMER AL'S PEONIES & OTHER FLOWERS	MOTTI, ALLEN F	8910
GNARLY GARDENS	KIRKHAM, HELEN	XXXX
GREEN SPOT FARM	RICHARDS, LESLIE & KAREN	XXXX
HAYTON ORGANICS	HAYTON, ANGELICA	XXXX
PHEASANT FIELDS FARM	JOHANSON, NIKKI	XXXX




# Handling Checks

## WIC FMNP (Yellow)

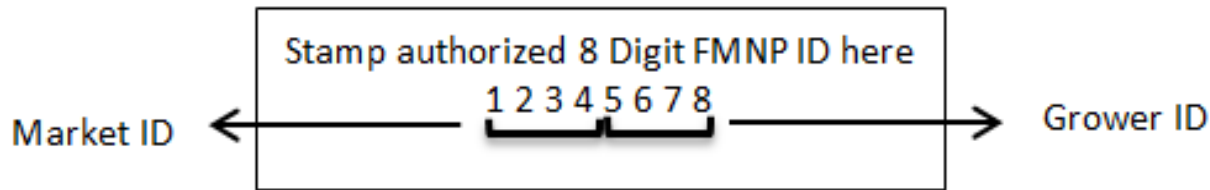
 <p>WA State WIC Farmers Market Nutrition Program Washington State Department of Health P.O. BOX 47886 Olympia, WA 98504-7886</p>	<p>United Community Bank Marietta, Georgia</p>	<p>64-1968 611</p>	<p>XXXXXXXXXX</p>				
<p>Pay to the order of: <u>Washington WIC FMNP Authorized Grower----- \$4.00</u> FOUR DOLLARS and no/100 ----- Tax Exempt</p>		<table border="1"> <tr> <th>First Day to Use</th> <th>Last Day to Use</th> </tr> <tr> <td>June 01, 2017</td> <td>October 31, 2017</td> </tr> </table>	First Day to Use	Last Day to Use	June 01, 2017	October 31, 2017	<p>Payment denied if stamp ID is missing or incorrect.</p>
First Day to Use	Last Day to Use						
June 01, 2017	October 31, 2017						
<ul style="list-style-type: none"> <li>• Use only for eligible fresh fruits, fresh vegetables, and fresh cut herbs</li> <li>• Use only where the WIC and Senior FMNP signs are posted by growers at authorized Farmers Markets and Farm Stores</li> <li>• Call for information: 1-800-841-1410</li> <li>• <b>Stamp and redeem check by November 15, 2017</b></li> </ul>		<p>Stamp authorized 8-Digit FMNP ID number here</p>					

## Senior FMNP (Lavender)

<p>Washington State Senior Farmers Market Nutrition Program Department of Social and Health Services Aging and Long-Term Support Administration</p>	<p>UNITED COMMUNITY BANK Marietta, Georgia</p>	<p>64-1968 611</p>	<p>XXXXXXX</p>				
		<table border="1"> <tr> <th>FIRST DAY OF USE</th> <th>LAST DAY OF USE</th> </tr> <tr> <td>June 01, 2017</td> <td>October 31, 2017</td> </tr> </table>	FIRST DAY OF USE	LAST DAY OF USE	June 01, 2017	October 31, 2017	
FIRST DAY OF USE	LAST DAY OF USE						
June 01, 2017	October 31, 2017						
<p>THE ORDER OF <u>Washington SFMNP Authorized Grower ----- \$4.00</u> <u>FOUR DOLLARS AND-----NO/100</u> TAX EXEMPT</p>							
<p>Good for only fresh fruits, vegetables, approved honey and herbs. Not Good at Grocery stores. Valid only at Authorized Farmers Markets and Farm Stands. No change will be given. For information, call 1-800-422-3263</p> <p><i>Authorized Grower - Redeem check by 11/15/17</i></p>		<p>STAMP AUTHORIZED ID NUMBER HERE</p>					
<p>Sponsored by the Washington State Department of Social &amp; Health Services and the U.S. Department of Agriculture</p> 		<p>Payment will be denied without the Washington Farmers Market Authorized ID Stamp</p>					

# Stamping Checks

- Stamper must have eight adjustable numbers



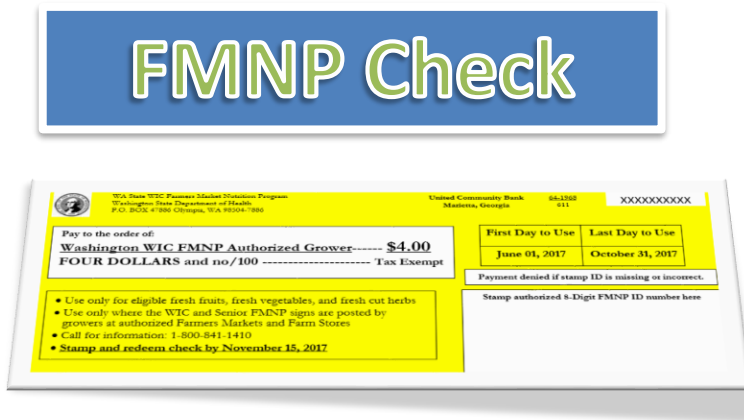
**Trodat #5558**

- Stamp the market/grower ID in the blank stamp ID box at the bottom of the check
- Before stamping adjust the dial to the correct 8 digit number
- At the end of each market day, use scrap paper to verify stamp numbers are clear and easy to read
- Check your copy of the FMNP contract for your correct Grower ID number



# Handling Checks

- Both WIC and Senior FMNP checks are \$4.00
- Participants can buy any eligible food on the list
- Only participants using Senior FMNP checks can buy honey
- Store FMNP checks in a safe place



# Depositing Checks

- Growers can use the FMNP Banking Memo on the website to show their bank they are authorized to deposit these checks
- Must stamp all FMNP checks clearly, using the correct market and grower ID numbers to prevent rejections and banking fees
- Must deposit all FMNP checks on or before **November 15<sup>th</sup> 2017**
- Grower's bank:
  - ❖ May not recognize the FMNP checks
  - ❖ May not allow growers to deposit into a personal account
  - ❖ May charge fees for depositing checks over a maximum

**Grower Bank DEPOSIT**

CHECKING   
SAVINGS   
LIQUID

Today's Date \_\_\_\_\_ R/T 500001020

Customer Name (Please Print) \_\_\_\_\_

**DEPOSIT**

Sign Here (If cash is received from this deposit) \_\_\_\_\_

X \_\_\_\_\_

N13060-CH (Rev. 07/12) 30485161 10/13

▼ Start your account number here \_\_\_\_\_

CASH ▶

CHECK ▶

TOTAL FROM OTHER SIDE ▶

SUBTOTAL ▶

CASH BACK ▶


TOTAL \$ \_\_\_\_\_

⑈ 293965900 ⑆ 500001020 ⑆

FMNP *doesn't* reimburse banking fees

# Handling Checks

## Most Frequent Check Rejections

 WA State WIC Farmers Market Nutrition Program  
Washington State Department of Health  
P.O. BOX 47886 Olympia, WA 98504-7886

United Community Bank 64-1968  
Marietta, Georgia 611 XXXXXXXXXXXX

Pay to the order of: **1**  
Washington WIC FMNP Authorized Grower----- \$4.00  
FOUR DOLLARS and no/100 ----- Tax Exempt

First Day to Use	Last Day to Use <b>2</b>
June 01, 2017	October 31, 2017

Payment denied if stamp ID is missing or incorrect.

Stamp authorized 8-Digit FMNP ID number here

**Stamp is not clear or is missing numbers** **4**

- Use only for eligible fresh fruits, fresh vegetables, and fresh cut herbs
- Use only where the WIC and Senior FMNP signs are posted by growers at authorized Farmers Markets and Farm Stores
- Call for information: 1-800-841-1410
- Stamp and redeem check by November 15, 2017 **3**



# Don't accept ~~WIC~~ Stores Check

- WIC stores checks are for fresh fruit/or vegetables
- You won't get paid if you accept the "BLUE" WIC checks

**WIC** WASHINGTON STATE DEPARTMENT OF HEALTH  
P.O. BOX 47886 OLYMPIA, WA 98504-7886  
1-800-841-1410

"Quit Smoking, 1-800-Quit-Now" United Community Bank 64-1968  
611 1291006146

Client ID#: 000112619 Name: Evans,  
Pay To: Any Washington WIC Approved Store

First Day To Use <b>Nov 04, 2016</b>	Transaction Date <b>2</b>	Last Day To Use <b>Dec 04, 2016</b>
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**1** 11 dollars fresh fruits and/or vegetables  
ATTN Checkers: The price you enter on the check must not exceed the dollar amount printed on the check  
The Client can pay any extra amount

Actual Purchase Price \$ <b>3</b>	5
--------------------------------------	---

November 2016  
1450 / 20161027

Retailer Stamp ID Here

Retailer must deposit this check within 60 days of "First Day To Use"

Customer Signature - Show ID to match name below  
X **4**

Evans,  
 Rogers,

# Civil Rights Requirements



- Definition:
  - No person shall on the basis of race, color, national origin, age, sex or handicap be excluded from participation, denied benefits, or otherwise be subjected to discrimination
- Offer FMNP participants the same courtesies as other customers
- Any FMNP participant, clinic staff, grower or market manager can file a complaint
- Detailed procedures and a complaint form are on our website: [www.doh.wa.gov/farmersmarket](http://www.doh.wa.gov/farmersmarket)

# REMINDERS

- Market and Grower application/contracts are online at:  
[www.doh.wa.gov/farmersmarket](http://www.doh.wa.gov/farmersmarket)
- Applicants can request mailed copies if unable to access the Internet:  
Call [1-800-841-1410](tel:1-800-841-1410)
- Fill out and sign the application/contract and mail to:  
**WA State Dept. of Health**  
**Farmers Market Nutrition Program**  
PO Box 47886  
Olympia, WA 98504-7886
- **April 1<sup>st</sup>** – deadline for returning Growers
- **May 1<sup>st</sup>** – deadline for new Markets
- **July 1<sup>st</sup>** – deadline for all New Growers
- **November 15<sup>th</sup>** – last day to deposit FMNP checks

# WIC FMNP Contacts



**Katherine Flores**

**Program Lead**

DOH

[Katherine.Flores@doh.wa.gov](mailto:Katherine.Flores@doh.wa.gov)

or [FMNPteam@doh.wa.gov](mailto:FMNPteam@doh.wa.gov)

Direct Line: 360-236-3721

Fax Line: 360-236-2345

Toll Free: 1-800-841-1410

**Marie Hruban**

**Banking**

DOH

[Marie.Hruban@doh.wa.gov](mailto:Marie.Hruban@doh.wa.gov)

or [FMNPteam@doh.wa.gov](mailto:FMNPteam@doh.wa.gov)

Direct Line: 360-236-3710

Fax Line: 360-236-2345

Toll Free: 1-800-841-1410

# Senior FMNP Contacts



**Rosemary Biggins**

**Aging and Long Term Support Administration**

DSHS

[Biggire@dshs.wa.gov](mailto:Biggire@dshs.wa.gov)

Direct Line: 360-725-2466

Fax Line: 360-438-8633

Toll Free: 1-800-422-3263



# Questions...

