FARMERS MARKET NUTRITION PROGRAM (FMNP)
2016 MARKET MANAGER TRAINING
Training Outline

- Program Background
- What’s New in 2016
- How FMNP Works
- Grower Application
- Market Application
- Starting the Season
- 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 client can receive up to $20
- 25,150 clients served in 2015

**Senior FMNP:**
- Administered by the Washington State Dept. of Social and Health Services (DSHS)
- Part of the USDA Senior Nutrition Program
- Each senior participant can receive up to $40
- 21,991 seniors served in 2015
What’s New in 2016

- All returning and new Growers must apply to participate
- Updated Grower agreement
- WIC Check design
How Senior FMNP Works

Senior Nutrition Providers

Area Agencies on Aging

SENIOR FMNP (DSHS)

DOH

Contracts with Growers & Markets

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

- 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
- Will receive a Grower ID with the contract
- Will find the Grower ID in the upper right hand corner of their signed contract
- Refer to the WIC and Senior FMNP Information Manual for Market Managers and Growers at: 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, 2016**
- Market managers will receive their Farmers Market 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 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
- Let a new grower know they can apply and direct them to the FMNP website
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?
Displaying Signs:

- Make sure signs are well displayed for customers to identify them as authorized growers.

- Let us know if you run out of signs at FMNPTeam@doh.wa.gov or 1-800-841-1410.
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
- Locally produced honey can be purchased with the Senior FMNP checks only
- Honey growers must register and follow rules of the Washington State Dept. of Agriculture
## Farmers Market Report

**Name of the Farmers Market**  
**ID # 0000**

**Authorized Growers As Of**  
6/01/2016

Growers Count: 7

<table>
<thead>
<tr>
<th>Farm Name</th>
<th>Grower Name</th>
<th>Grower ID</th>
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<tbody>
<tr>
<td>ABUNDANTLY GREEN</td>
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<tr>
<td>DAVIS FARM</td>
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<tr>
<td>FARMER AL'S PEONIES &amp; OTHER FLOWERS</td>
<td>MOTTI, ALLEN F</td>
<td>8910</td>
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<tr>
<td>GNARLY GARDENS</td>
<td>KIRKHAM, HELEN</td>
<td>XXXX</td>
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<tr>
<td>GREEN SPOT FARM</td>
<td>RICHARDS, LESLIE &amp; KAREN</td>
<td>XXXX</td>
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<tr>
<td>HAYTON ORGANICS</td>
<td>HAYTON, ANGELICA</td>
<td>XXXX</td>
</tr>
<tr>
<td>PHEASANT FIELDS FARM</td>
<td>JOHANSON, NIKKI</td>
<td>XXXX</td>
</tr>
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Handling Checks

WIC FMNP (Pink)

Senior FMNP (Bluish-green)

Coming soon
Handling Checks

Stamping Checks

- Stamper must have eight adjustable numbers
- Stamp numbers in the blank stamp ID box at the bottom of the checks
- Stamp numbers clear and easy to read at the end of each market day
Handling Checks

- Both WIC and Senior FMNP are $4
- Customers can buy any eligible food on the list
- **Only** customers using Senior FMNP checks can buy honey
- No change or token is given for FMNP checks
- Store FMNP checks in a safe place
**Handling Checks**

**Depositing Checks**

- Growers can use the Banking Memo on our website ([www.doh.wa.gov/farmersmarket](http://www.doh.wa.gov/farmersmarket)) to show their bank they are authorized to deposit these checks.

- Grower’s banks:
  - 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

- Must stamp all FMNP checks clearly, using the correct market and grower ID numbers. If not, checks will be rejected and will incur rejection fees.

- **Must** deposit all FMNP checks on or before **November 15th 2016**
Handling Checks

Most Frequent Check Rejections

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

- Farmers Market season: June 1, 2016 through October 31, 2016
- Use only for eligible fresh fruits, fresh vegetables, and fresh cut herbs
- Use only where the WIC and Senior FMNP sign is posted by growers at authorized Farmers Markets and Farm Stores
- Call for information: 1-800-841-1410

Stamp authorized 8 Digit FMNP ID here

Stamp is not clear or is missing numbers
Civil Rights Requirements

- Civil Rights 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
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

- 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 1st** – deadline for returning Growers

- **May 1st** – deadline for new Markets

- **July 1st** – deadline for all New Growers

- FMNP Staff will send letters to growers with contracts ended Dec 2015
WIC FMNP Contacts

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Senior FMNP Contacts

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Aging and Long Term Support Administration
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Fax Line: 360-438-8633
Toll Free: 1-800-422-3263
Questions...