FARMERS MARKET NUTRITION PROGRAM (FMNP)
2017 MARKET MANAGER TRAINING
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

- WIC Clinics
- Markets
- WIC FMNP (DOH)
- Growers
- Senior FMNP (DSHS)

Area Agencies on Aging Contractors

Contracts
Banking
Training
Monitoring
Program Support
How Senior FMNP Works

Senior Nutrition Providers

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

Area Agencies on Aging

SENIOR FMNP (DSHS)

Contracts with Growers & Markets

DOH
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: **ww.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](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?
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 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
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

<table>
<thead>
<tr>
<th>Farm Name</th>
<th>Grower Name</th>
<th>Grower ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABUNDANTLY GREEN</td>
<td>HOLT, MARILYN</td>
<td>1234</td>
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<tr>
<td>DAVIS FARM</td>
<td>DAVIS, MARILYN</td>
<td>4567</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>
</tr>
<tr>
<td>GREEN SPOT FARM</td>
<td>RICHARDS, LESLIE &amp; KAREN</td>
<td>XXXX</td>
</tr>
<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>
</tbody>
</table>
Handling Checks

WIC FMNP (Yellow)

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

- 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

First Day to Use | Last Day to Use
-----------------|-------------------
June 01, 2017   | October 31, 2017

Payment denied if stamp ID is missing or incorrect.

Stamp authorized 8-Digit FMNP ID number here

Senior FMNP (Lavender)

Washington State Senior Farmers Market Nutrition Program
Department of Social and Health Services
Aging and Long-Term Support Administration

FIRST DAY OF USE | LAST DAY OF USE
-----------------|-------------------
June 01, 2017   | October 31, 2017

THE ORDER OF Washington SFMNP Authorized Grower

FOUR DOLLARS AND -----------------NO/100
TAX EXEMPT

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

Authorized Grower - Redeem check by 11/15/17

Sponsored by the Washington State Department of Social & Health Services and the U.S. Department of Agriculture
Stamping Checks

- Stamper must have eight adjustable numbers

- 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 15th 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

**FMNP doesn’t reimburse banking fees**
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

- 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

First Day to Use | Last Day to Use
-----------------|------------------
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
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
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)
REMINDEORS

- 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
- November 15th – last day to deposit FMNP checks
WIC FMNP Contacts

Katherine Flores
Program Lead
DOH
Katherine.Flores@doh.wa.gov
or 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
or 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
Direct Line: 360-725-2466
Fax Line: 360-438-8633
Toll Free: 1-800-422-3263

Washington State Department of Health
Questions...