2018 Market Manager Training
Renton Community Center
3/12/2018

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

- Washington State Farmers Market Association
- Local WIC clinics
- Senior Nutrition Providers
- Area Agencies on Aging
- Growers
- Market managers
- Advocates
Program Background

**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
- 112,739 clients served in 2017
- $563,696 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
- 72,889 seniors served in 2017
- $728,896 food dollars
How FMNP works

- WIC Clinics
- Markets
- Growers
- WIC FMNP (DOH)
- Senior FMNP (DSHS)
- Area Agencies on Aging Contractors

Contracts
Banking
Training
Monitoring
Program Support

WA State DOH | 6
Grower Sign-up

- Must produce a portion of the eligible foods they sell
- Farm Store must locate on property where food is grown
- Cannot exclusively sell produce grown by others

**After approval**

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

- 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
Market Sign-up

New Markets
- FMNP will consider a new market only if there is participant access need
- Must be in operations for at least one year prior to submitting an application

Returning Markets
- Must redeem at least $250 combined WIC & Senior FMNP food dollars annually
FMNP Season June 1st – October 31st

Starting the Season

• 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:
  o Display the FMNP sign
  o Accept FMNP checks
  o 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
Each Market Day
during FMNP Season

Check in with each grower:
✓ Are they on your FMNP report?
✓ Do they have a signed agreement?
✓ 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 need more signs at FMNPTeam@doh.wa.gov or 1-800-841-1410.
Eligible Foods

- 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
  - Cash, EBT, credit or debit card
- Exclusively Honey producer can only take Senior FMNP
- Grower can’t give cash back or tokens for FMNP checks
Farmers Market Report

List of authorized growers who can accept FMNP checks at your market

Name of the Farmers Market    ID # 0000
Authorized Growers As Of 6/01/2018
Growers Count :5

<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>
</tr>
<tr>
<td>DAVIS FARM</td>
<td>DAVIS, MARILYN</td>
<td>4567</td>
</tr>
<tr>
<td>FARMER AL’S PEONIES &amp; OTHER FLOWERS</td>
<td>MOTTI, ALLEN F</td>
<td>8910</td>
</tr>
<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>
</tbody>
</table>
2018 FMNP Checks

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
- Honey is not an eligible food for WIC
- Use only where the “WIC and Senior FMNP Checks Welcome Here” sign is posted by growers at authorized Farmers Markets or Farm Stores
- Call: 1-800-841-1410 for FMNP information
- Authorized Grower Stamp and redeem check by November 15, 2018

First Day to Use | Last Day to Use
June 01, 2018 | October 31, 2018

Payment denied if stamp ID is missing or incorrect, or if the ID is handwritten.
Stamp authorized 8 Digit FMNP ID number here

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

THE ORDER OF Washington SFMNP Authorized Grower —--------------NO/100
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 11/15/2018

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

Payment will be denied without the Washington Farmers Market Authorized ID Stamp
Stamping Checks

- Stamper must have eight adjustable numbers, black ink

- 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
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
Canceling FMNP Checks

- As a manager you can cancel or void FMNP checks in case you need it
  - By punching holes on the check
  - Rubber-stamping

- In case a non-authorized vendor accepts FMNP checks and contact state office to report
Depositing Checks

- Grower 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 2018.

- 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

*Note: FMNP doesn’t reimburse banking fees.*
Most Frequent Check Rejections

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• Call: 1-800-841-1410 for FMNP information
• Authorized Grower: Stamp and redeem check by November 15, 2018

Payment denied if stamp ID is missing or incorrect, or if the ID is handwritten.

Stamp authorized 8 Digit FMNP ID number here

Stamp is not clear or is missing numbers
Don’t accept WIC Store Checks

- WIC stores are for fresh fruit/or vegetables
- You won’t get paid if you accept the “BLUE” WIC check
Civil Rights Requirements

Definition:
❖ In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

❖ 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/agreement

www.doh.wa.gov/farmersmarket
or Call 1-800-841-1410 ext. 3667

Mail the signed completed application to:

WA State Dept. of Health
Farmers Market Nutrition Program
PO Box 47886
Olympia, WA 98504-7886

FMNP Season
- June 1st through
- October 31st
<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Application for returning growers and markets</td>
</tr>
<tr>
<td>May 1</td>
<td>Application for new markets</td>
</tr>
<tr>
<td>June 1</td>
<td>FMNP season starts</td>
</tr>
<tr>
<td>July 1</td>
<td>Application for new growers</td>
</tr>
<tr>
<td>October 31</td>
<td>Last day to accept FMNP checks</td>
</tr>
<tr>
<td>November 15</td>
<td>Last day to deposit FMNP checks</td>
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</tbody>
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FMNP Contacts

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Katherine.Flores@doh.wa.gov
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Direct Line: 360-236-3721
Fax Line: 360-236-2345
Toll Free: 1-800-841-1410

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
This institution is an equal opportunity provider. Washington State WIC Nutrition Program doesn’t discriminate.