



WASHINGTON STATE
FARMERS MARKET
ASSOCIATION

ROADMAP TO WIC & SENIOR FARMERS MARKET NUTRITION PROGRAM IN 2023

February 24, 2023



WIC & SENIOR
Farmers Market Benefits
WELCOME HERE!

& Washington State Sponsored
Farmers Market Nutrition Program

HONEY
MAY BE REDEEMED
SENIORS

Overview

- Program goals
- Background
- General review of upcoming changes to FMNP
- Electronic benefits
- Application process
- Vendor Portal
- Settlement
- What to expect



Farmers Market Nutrition Program-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



Program Background

FMNP:

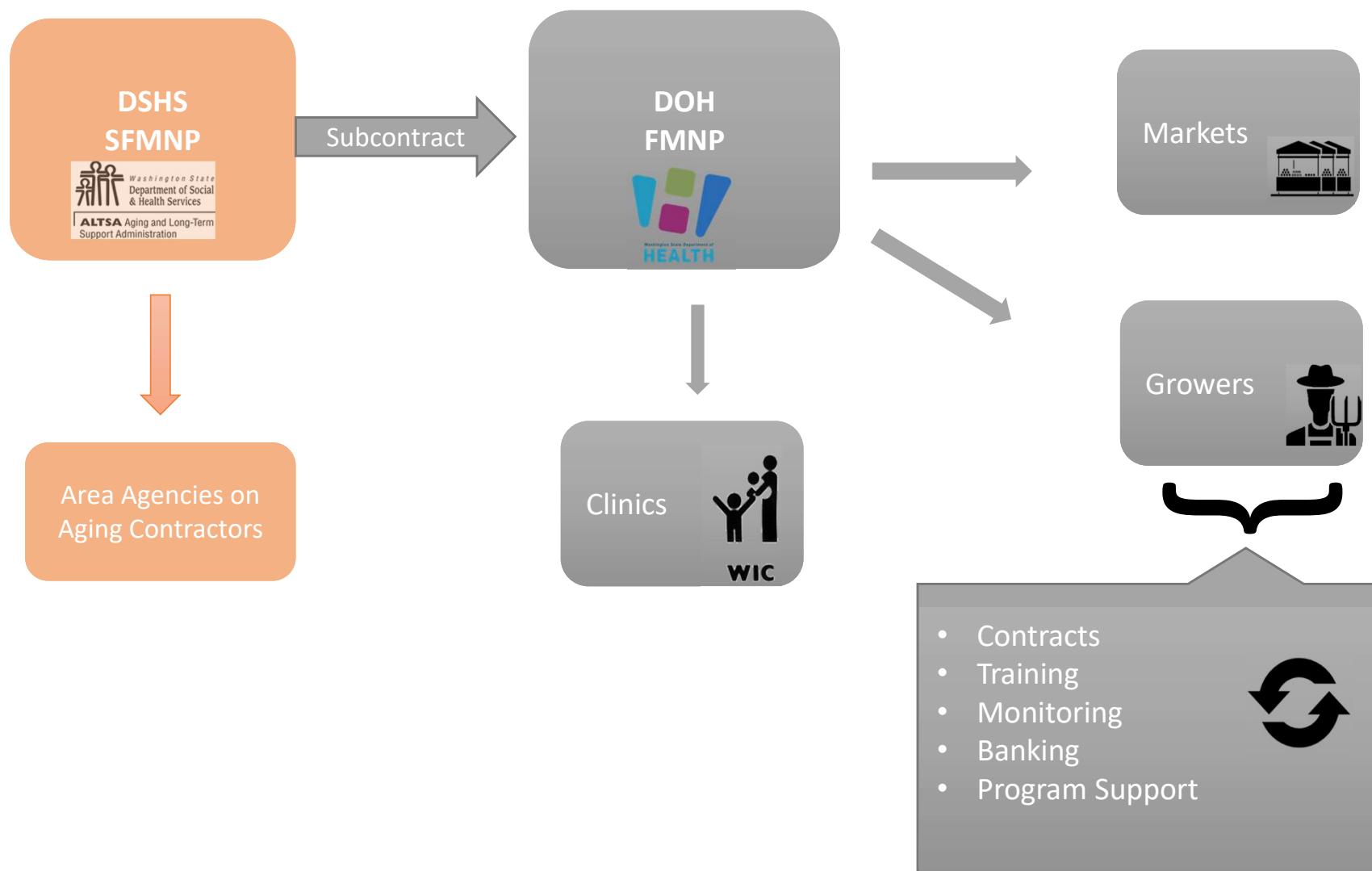
- Administered by DOH
- Participant receives \$28
- Served 35,173 participants
- In 2022 season \$440,076 food benefits

SENIOR FMNP:

- Administered by DSHS
- Participant receives \$80
- Served 27,220 participants
- In 2022 season \$1,634,848 food benefits



Program Administration-DSHS and DOH Roles



FMNP Situation

- Nationwide, banking contractors announced that 2022 is the last season they will be processing paper checks.
- State programs are required to find alternate providers or transition to in-house check/coupon processing.
- WA FMNP has identified an electronic solution provider to support both FMNP, SFMNP programs and WIC Cash Value Benefits (CVB) bringing three separate funding streams to authorized growers and markets statewide.



How e-FMNP Solution will work

Electronic Farmers Market Nutrition Program(e-FMNP)

- Replacing paper checks with electronic benefits issued to participants.
- FMNP and SFMNP benefits accessed on WIC and Senior participant cards using QR code.
- Solution allows authorized growers to scan a participant's QR code to access either FMNP, SFMNP and CVB benefits during transactions.
 - CVB benefit redemptions allowed for the first time by growers at Farmers Markets
- Growers reimbursed directly to their bank account.
 - Weekly settlements to reduce number of deposits



Steps

1

What

- Electronic benefits issued to participants. saved to QR code (sticker) on WIC card.
- Growers scan QR code with mobile device.
- Payments made via direct deposit to Grower bank accounts, Tax forms required.

2

Who

Who will be affected:

- WIC & Senior eligible participants
- Local WIC Agencies (LA's)- clinics and Local Agencies on Aging
- Authorized growers and farmers markets and farm stores

3

When

- FMNP benefits:
2023 FMNP season
 - June 1st to October 31st of 2023
- CVB's:
 - Year round for CVB's



Approval Process

1. Complete Grower or Market Agreement
 - a. Grower Application: <https://doh.wa.gov/sites/default/files/2022-02/960-198-WICSeniorFMNPGrowerApplication.pdf?uid=63d957789c563>
 - b. Market Application: <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/963-123-WICSeniorFMNPMarketAgreement.pdf?uid=63d957789d945>
2. Complete CDP Merchant Agreement
FMNP staff will send CDP Merchant Agreement upon approval of application



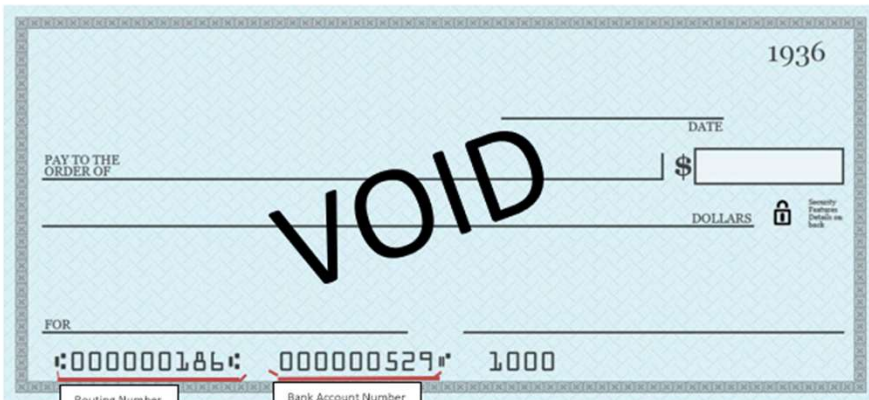
CDP Merchant Agreement

MERCHANT FINANCIAL INFORMATION

For electronic settlement of transactions (per Terms and Conditions, Section 2.1 Merchant Account of this agreement), Merchant must maintain a *checking* account that can accept ACH Debits and Credits.

CDP will verify your financial institution and account information using the codes at the bottom of your check.

1. Write VOID on a business check.
2. BEFORE faxing (or mailing) the printed copy of the Agreement, tape top edge of voided check over the image below.



Required information

Bank Routing Number *	Merchant's Bank Account Number *
<input type="text"/>	<input type="text"/>

SECTION ONE: MERCHANT INFORMATION

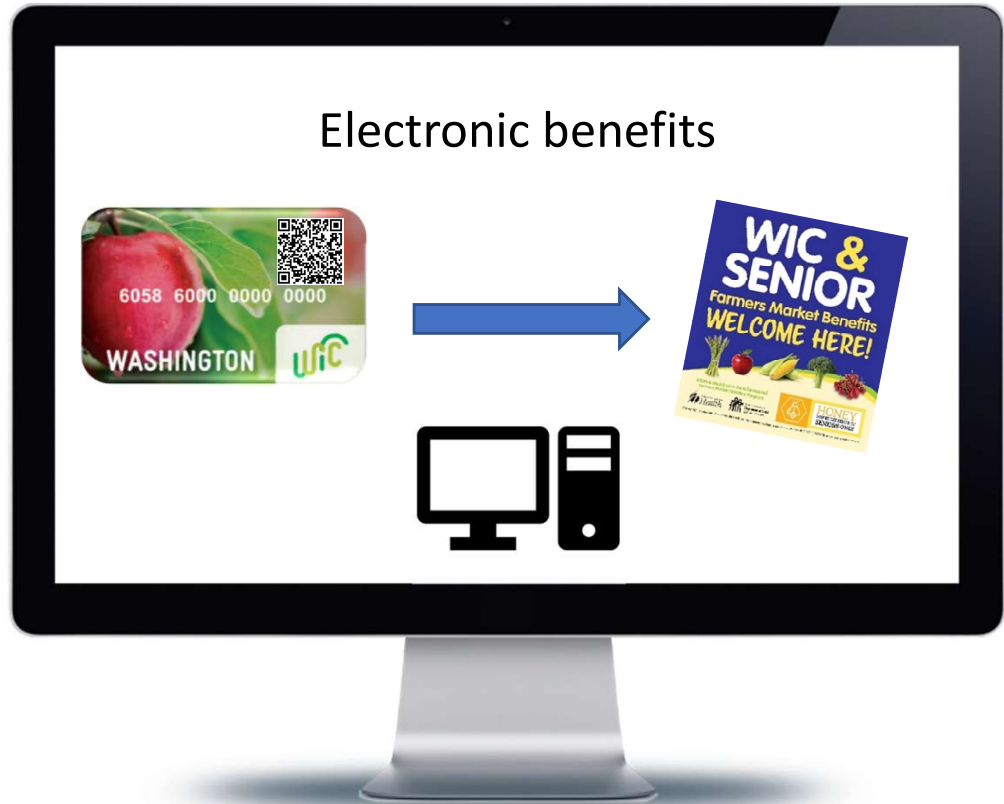
* Required information

Merchant Information			
MERCHANT NAME *	<input type="text"/>		
PHYSICAL ADDRESS *	<input type="text"/>	PRIMARY PHONE *	<input type="text"/>
CITY *	STATE *	ZIP CODE *	<input type="text"/>
IRS LEGAL FILING NAME *	<input type="text"/>		
<small>Print the legal name of your enterprise as shown on your income tax return. If filing with a social security number, the IRS Legal Filing Name cannot be the name of the company. The IRS Legal Filing Name must be to whom the SSN has been assigned.</small>			
FEDERAL TAX ID OR SSN *	<input type="text"/>	Check one:	<input type="checkbox"/> Federal Tax ID <input type="checkbox"/> SSN
TYPE OF BUSINESS * (Check one)	<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> Partnership <input type="checkbox"/> Foreign Entity*
	<input type="checkbox"/> LLC	<input type="checkbox"/> Government Entity	<input type="checkbox"/> Non-Profit/Tax Exempt**;
<small>* If you select Foreign Entity, you must complete and provide CDP with a signed Form W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. Download from http://www.irs.gov/pub/irs-pdf/fw8ben.pdf.</small>			
<small>** If you select Non-Profit/Tax Exempt, you must include your <u>Tax Exempt</u> number.</small>			

Need to scan/attach voided check

After CDP Merchant Agreement Approval

- CDP will confirm if bank account can accept deposit
- Growers must fill out a W-9 in order to provide their Tax Identification Number (TIN) that is required for providing their 1099-K.
- Grower will be assigned unique ID (not FMNP Grower ID) for registration and payment



WIC Direct Vendor Portal

<https://vendorsstage.cdpehs.com/>



Login

Enter your local login credentials.

Logging in to: WIC Direct Vendor Portal

Username *

Password *

Remember my login


[Forgot password?](#)

[Don't have an account? Register here!](#)

Grower Portal-Registration



1. Grower must register for the Vendor Portal to establish account.

 **Vendor Portal**
Registration: Step 2

Username *

Email *

Password * Confirm password *

First name Last name

Phone number

Grower Portal Profile Screen

Profile details

Below are the profile details for this account.

Field	Value
Email:	david.cavener@gmail.com
First Name:	Rhonda
Last Name:	Lewis
Phone Number:	8083474236



Grower Portal-Login



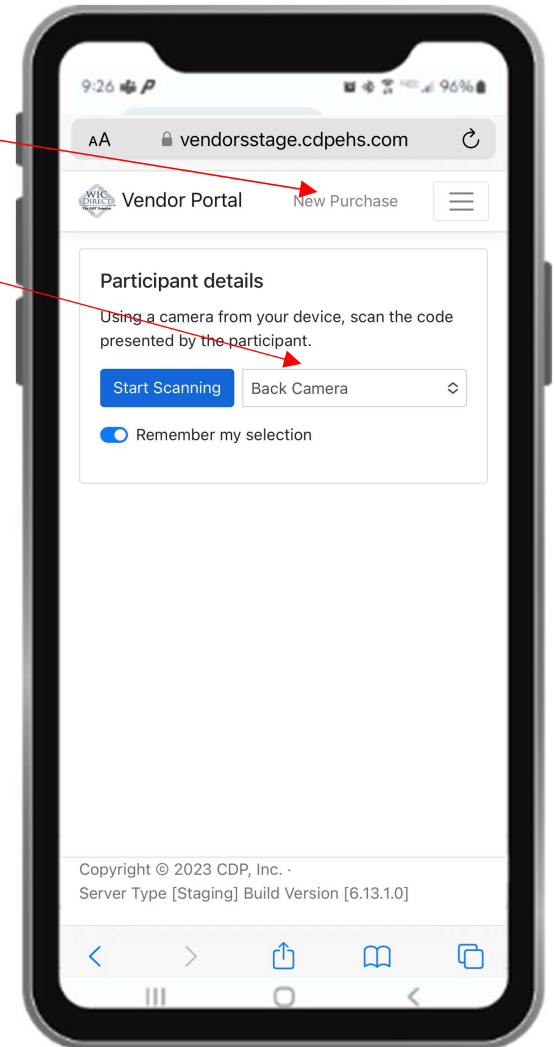
2. Once registered- The grower logs into the Vendor Portal using a mobile smart device with their user id and password.

- Growers can have multiple users log-ins under same grower ID
 - This is to support selling at multiple markets
- Each user will have their own username and password selling under the same grower ID

A screenshot of the WIC Direct Vendor Portal login page. The page has a light blue background. At the top, it says "Login" in bold, followed by "Enter your local login credentials." and "Logging in to: WIC Direct Vendor Portal". There are two input fields: "Username *" with the text "Valleyarket" and "Password *". Below the password field is a "Remember my login" toggle switch. At the bottom, there are "Login" and "Cancel" buttons, a "Forgot password?" link, and a "Don't have an account? Register here!" link.

Grower Portal-Transaction Interface

- 3. Grower needs to go New Purchase and request Camera access
- 4. The participant presents the card/QR code to the authorized grower when they are ready to pay for the transaction.
- 5. The grower scans the QR code with their smart device to begin the transaction. The QR code accesses the WIC or senior participant's account



Grower Portal-Transaction Interface

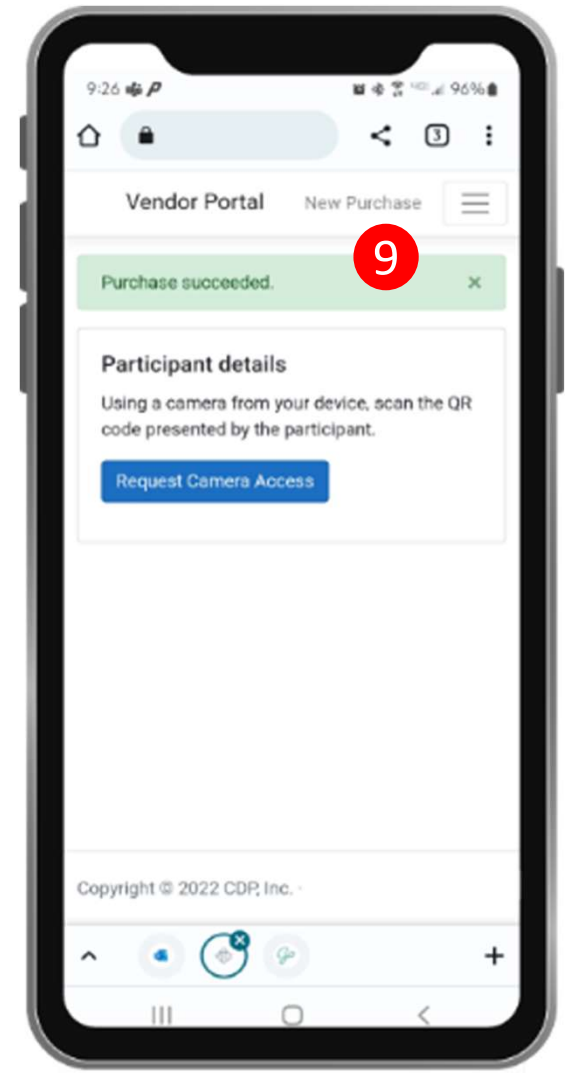
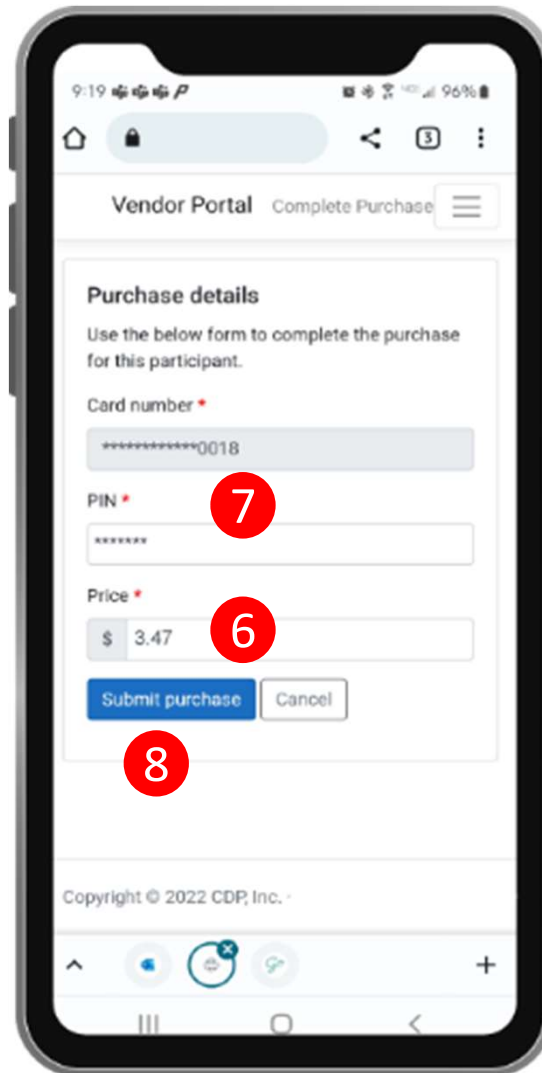
6. The grower enters the purchase price

7. The participant enters their PIN on the grower's smart device to authorize the transaction.

There is no need for \$4 increments anymore

8. Grower submit purchase

9. Successful transaction

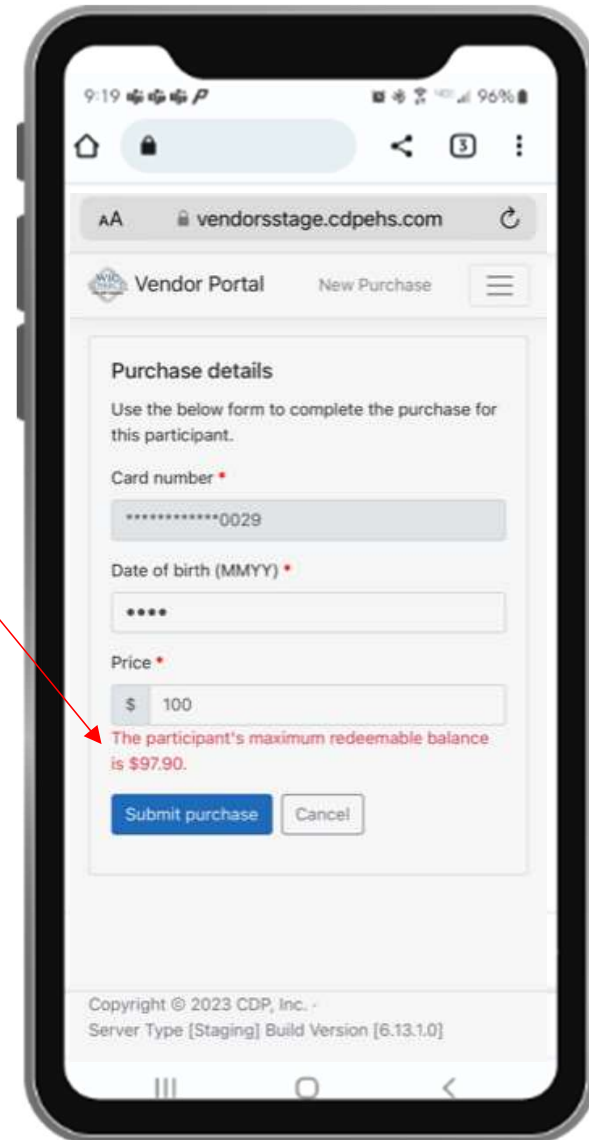


Not Enough Benefits

If the participant doesn't have enough benefits, you will see the following screen

Options:

- A. Modify the price transaction and participant can cover the rest with:
 - cash
 - credit/debit according to grower capability
- B. Participant can return what the benefits doesn't cover



Grower Transactions History Detail

- Growers can look at transaction history in portal anytime

Vendor Portal Financial History Rhonda Lewis ▾

Settled Previous Next

Settlement is not yet complete for Nov 15, 2022. Settlement total will be available soon.

Number	Type	Settled	Paid (\$)	Actions
8573299	Purchase Request	Nov 15, 2022	+12.00	<input type="button" value="Void"/>

- Growers can run reports on financial history

Vendor Portal Financial History Rhonda Lewis ▾

Transaction voided.

Settled Previous Next

Settlement is not yet complete for Nov 15, 2022. Settlement total will be available soon.

Number	Type	Settled	Paid (\$)	Actions
8573318	Purchase Void	Nov 15, 2022	-12.00	
8573299	Purchase Request	Nov 15, 2022	+12.00	<input type="button" value="Void"/>



Void Transactions

How to void the transaction

- The grower will go into financial history
- Find the transaction on the correct date, click "VOID" under Actions
- *Only void if charging the incorrect amount or at that moment of the purchase to return the produce.*

Vendor Portal Financial History Rhonda Lewis

Settled 11/15/2022

Previous Next

Settlement is not yet complete for Nov 15, 2022. Settlement total will be available soon.

Number	Type	Settled	Paid (\$)	Actions
8573299	Purchase Request	Nov 15, 2022	+12.00	Void

Vendor Portal Financial History Rhonda Lewis

Transaction voided.

Settled 11/15/2022

Previous Next

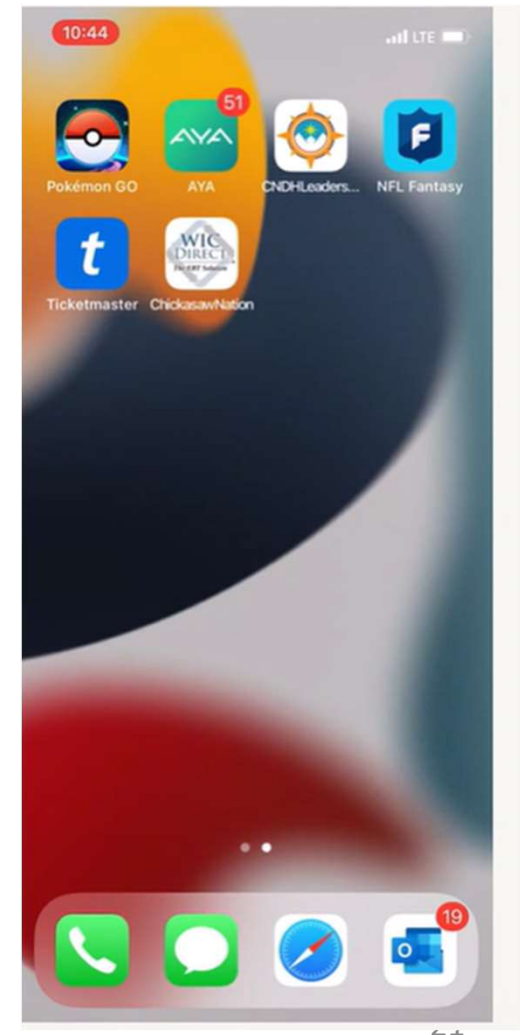
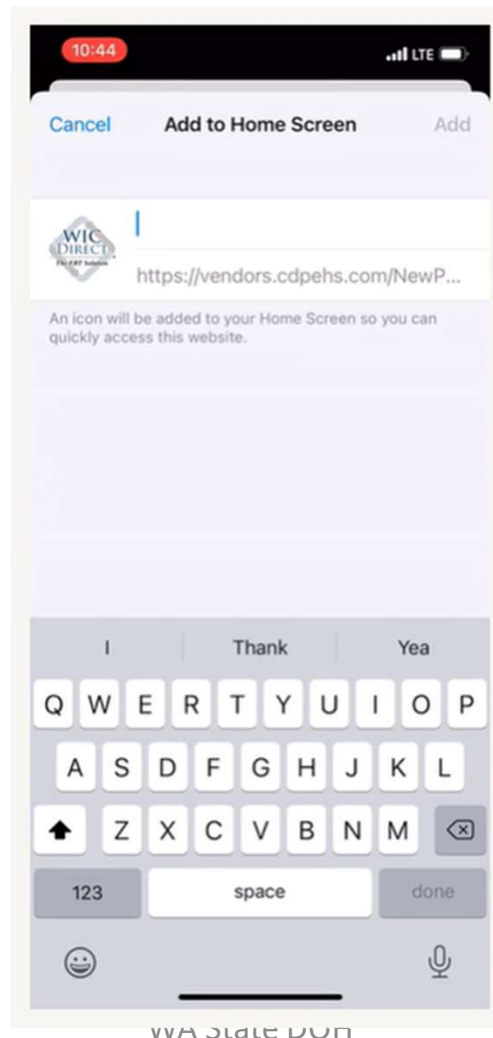
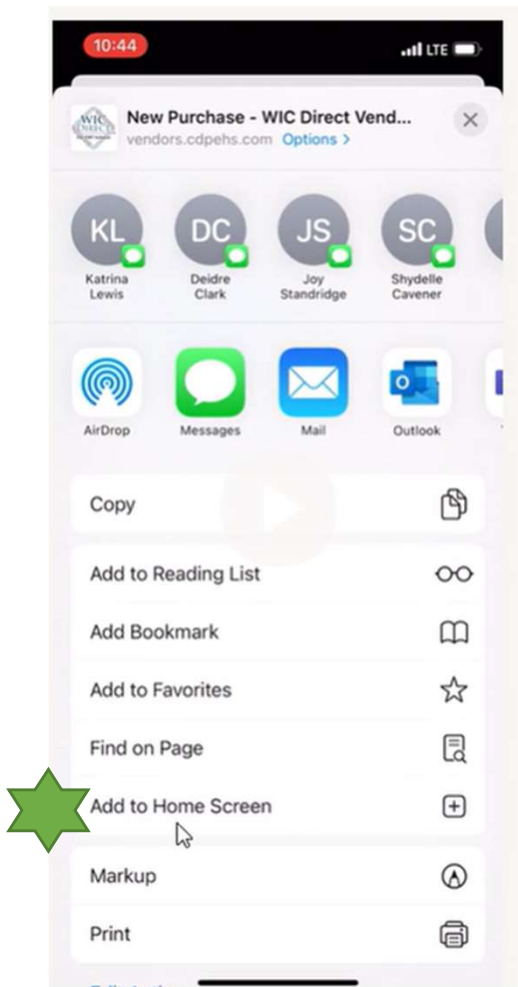
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8573318	Purchase Void	Nov 15, 2022	-12.00	
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Save Address to Phone/Tablet (Apple)

Save website address on your Home Screen 

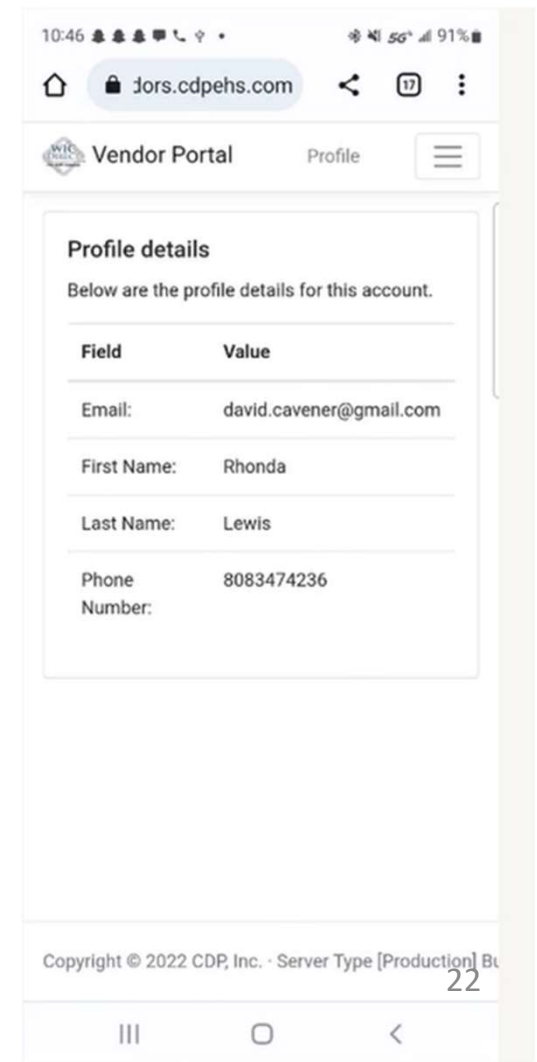
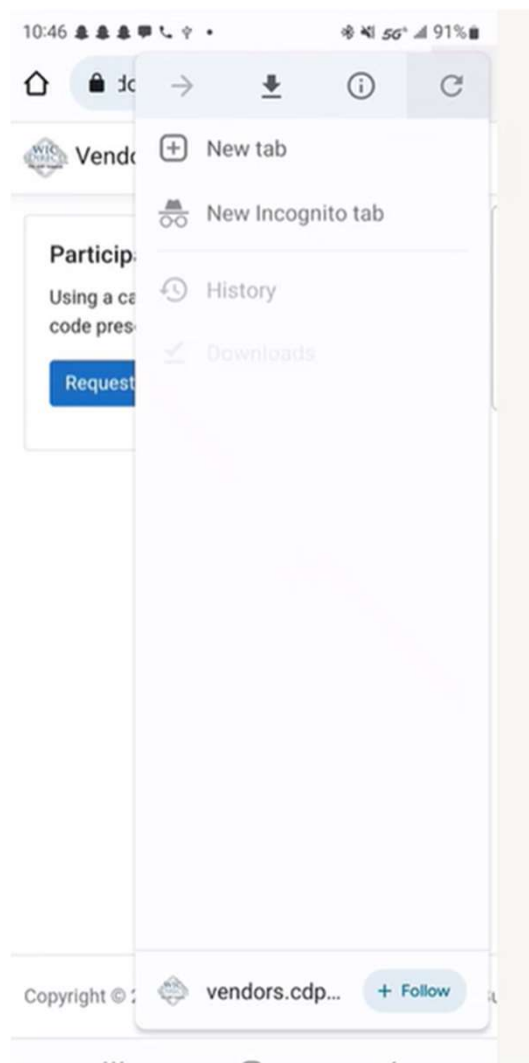
Click upload and then you will be able to share it via email or text





Save Address to Phone/Tablet (Android)

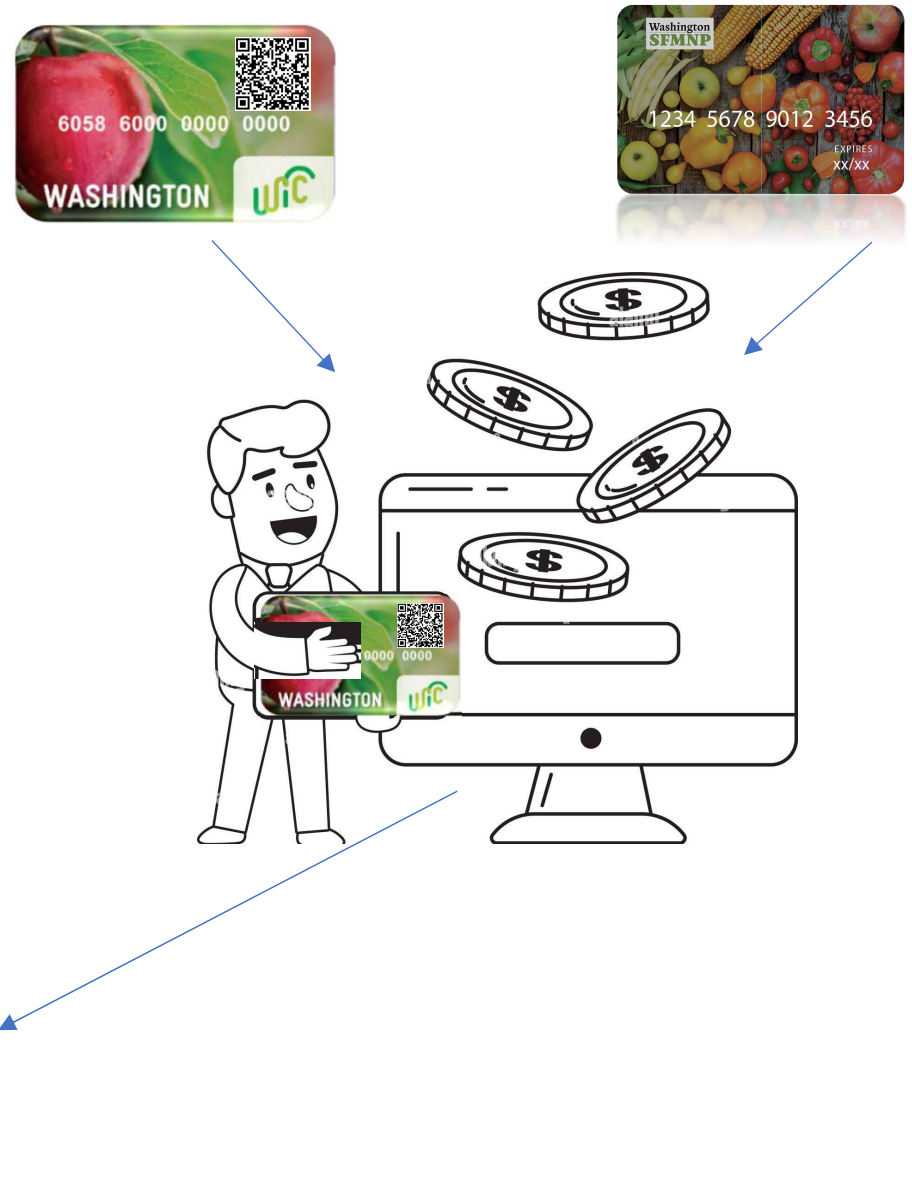
- The 3 dots are at the top and then at the bottom
- And then save it the same way as iPhones
- Don't have to relog, it takes growers directly to the purchase screen, don't have to login again



Settlement

- Growers will get paid weekly, every **Tuesday night**
- Will be paid based off transactions from previous Wednesday through that same Tuesday

This is to avoid potential banking fees



What To Expect

- Webinars every 2 weeks
 - Next dates
 - March 2
 - **March 16 No webinar**
 - March 30
 - April 6
 - April 20
- Content of training will change each month
- March – April trainings: User functionality, details of transaction process
- **Mandatory Training** – Food Access Forum March 16



Customer/Grower Support



- Help Desk days/hours being expanded for support
- Grower and participant support- Available 7 days a week
 - Schedule times still being worked out
- Grower banking/settlement support- Available Mon-Fri
- Staff will be at the markets the first months of FMNP to support



Important Dates-Mark your Calendars



Date	Deadline
February 28, 2023	Markets Update Form (survey)
April 1, 2023	Applications for returning growers
May 1, 2023	Applications for new markets
June 1, 2023	FMNP/SFMNP season begins
July 1, 2023	Applications for new growers
October 31, 2023	Last day to accept FMNP benefits

FMNP Contacts

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AL TSA Aging and Long-Term
Support Administration

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