

# FMNP Electronic Solution Overview

## E-FMNP

April 06, 2023



# WIC & SENIOR

## Farmers Market Benefits WELCOME HERE!



& Washington State Sponsored  
Farmers Market Nutrition Program



**HONEY**  
MAY BE REDEEMED  
SENIORS



| Date       | Deadline                           |
|------------|------------------------------------|
| April 1    | Applications for returning growers |
| May 1      | Applications for new markets       |
| June 1     | FMNP/SFMNP season begins           |
| July 1     | Applications for new growers       |
| October 31 | Last day to accept FMNP benefits   |

# 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



| Applications             |     |
|--------------------------|-----|
| Growers in 2022          | 564 |
| Growers in 2021          | 639 |
| Total Apps Rec'd in 2023 | 414 |

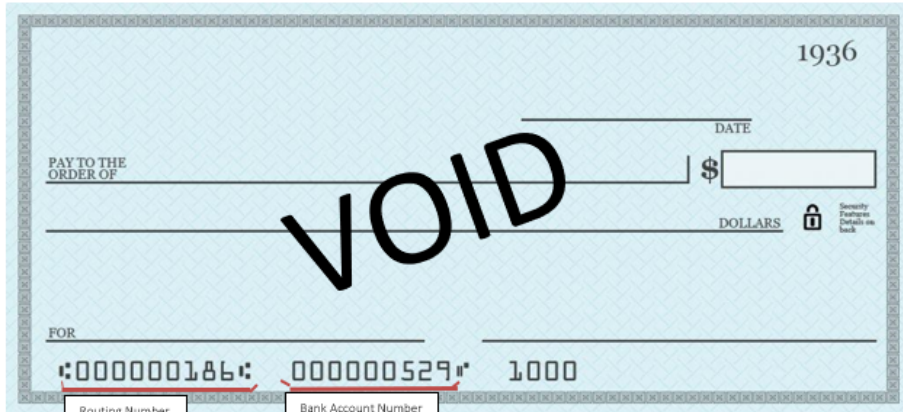
# CDP Merchant Agreement

## 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 *  |  |
| CITY *  | STATE *   | ZIP CODE *   |  |
| 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 <u>be</u> to whom the SSN has been assigned.</small>                                    |   |  |  |
| FEDERAL TAX ID OR SSN *   | <input type="text"/>  | Check one:<br><input type="checkbox"/> Federal Tax ID <input type="checkbox"/> SSN |  |
| TYPE OF BUSINESS *<br>(Check one)   | <input type="checkbox"/> Corporation <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Foreign Entity*<br><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 <a href="http://www.irs.gov/pub/irs-pdf/fw8ben.pdf">http://www.irs.gov/pub/irs-pdf/fw8ben.pdf</a></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

# Approval Timeline

Send in Grower Application → Receive confirmation of receipt by State

 State reviews Grower App (may take 1-2 weeks)

Receive the CDP Merchant Agreement from State after application review

Fill out CDP Merchant Agreement, send in pages 8-11 filled out plus **VOIDED CHECK**

Receive notice of approval from State with new Grower ID (x9)★

★(late April-May)



John Doe,  
123 Shady Lane,  
Yourtown, AA 12345. 3256

Date: \_\_\_\_\_

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ Dollars

Your Savings&Loan  
Anywhere USA,

For \_\_\_\_\_

⑆ 234567890 ⑆ 343949349 ⑆ 3256 ⑆

Routing Number 234567890  
(9 digits: begins with 01-12 or 21-32)

Account Number 343949349

Cheque Number 5337



# 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-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
- ❖ Check "remember my login" and/or bookmark the website to your phone/tablet and you will **NOT** need to re-log in for each transaction



**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!](#)

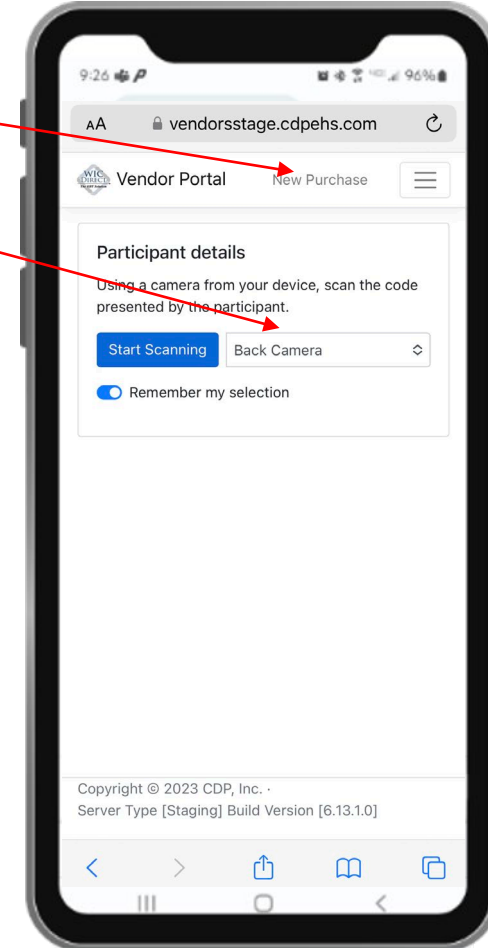


# Grower Portal-Transaction Interface

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

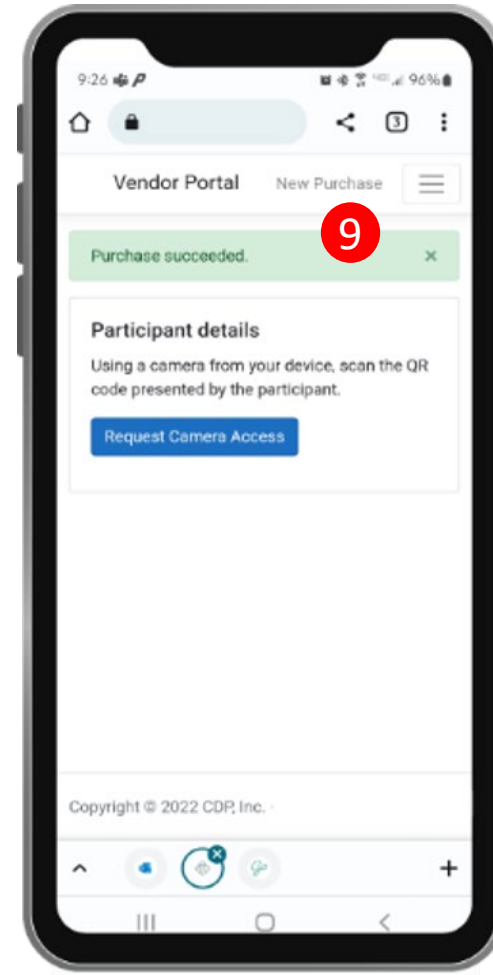
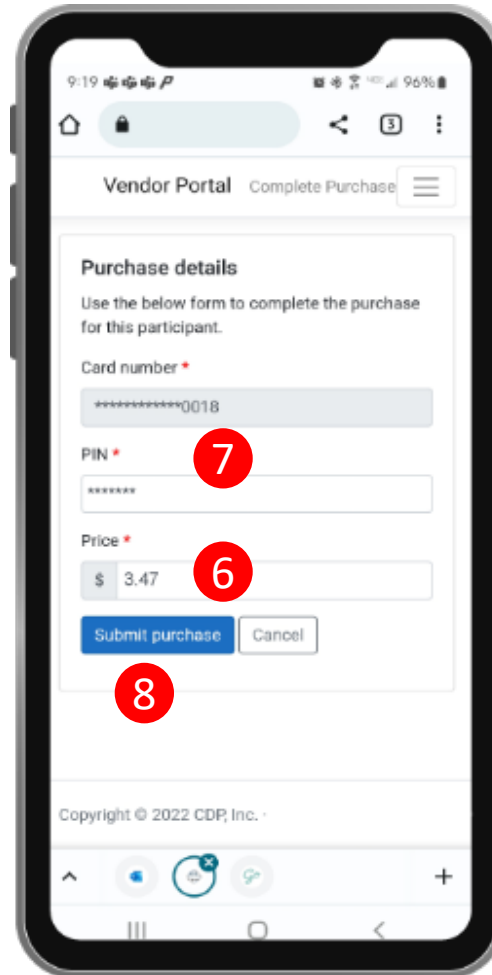
6. The grower enters the purchase price

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

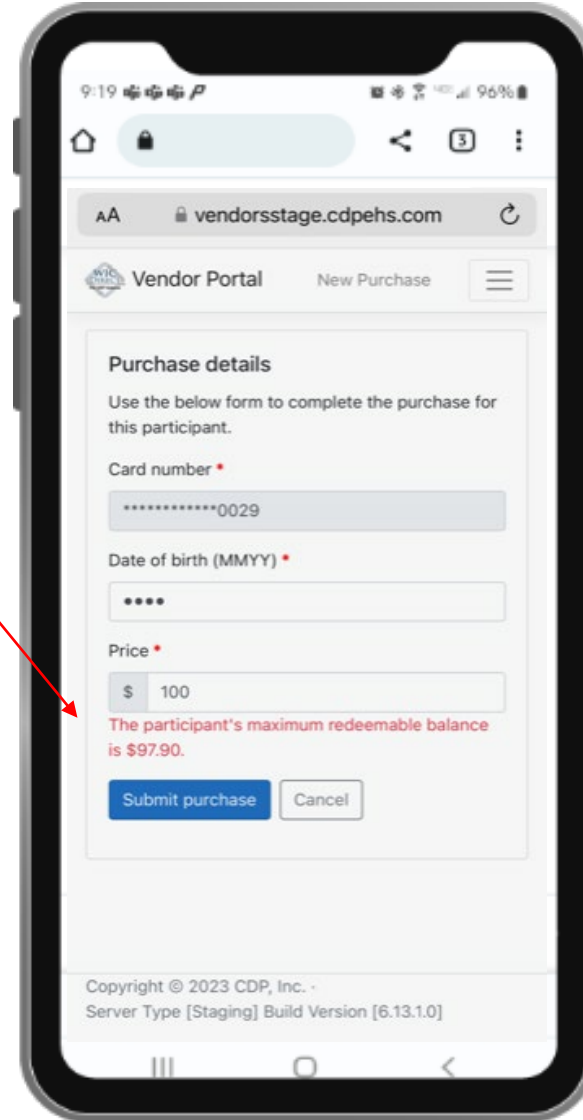


# Not Enough Benefits

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 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    |

- Growers can run reports on financial history

Vendor Portal Financial History Rhonda Lewis

Transaction voided.

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 |
|---------|------------------|--------------|-----------|---------|
| 8573318 | Purchase Void    | Nov 15, 2022 | -12.00    |         |
| 8573299 | Purchase Request | Nov 15, 2022 | +12.00    | 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. X

Settled 11/15/2022 Previous Next

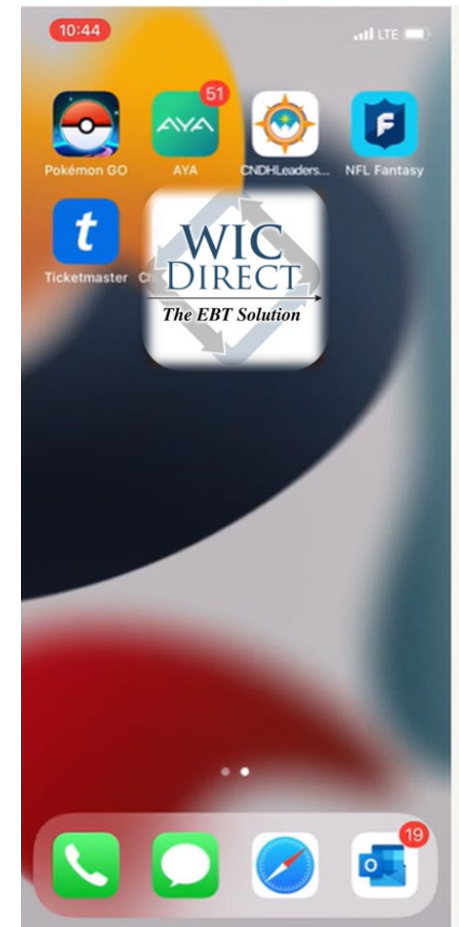
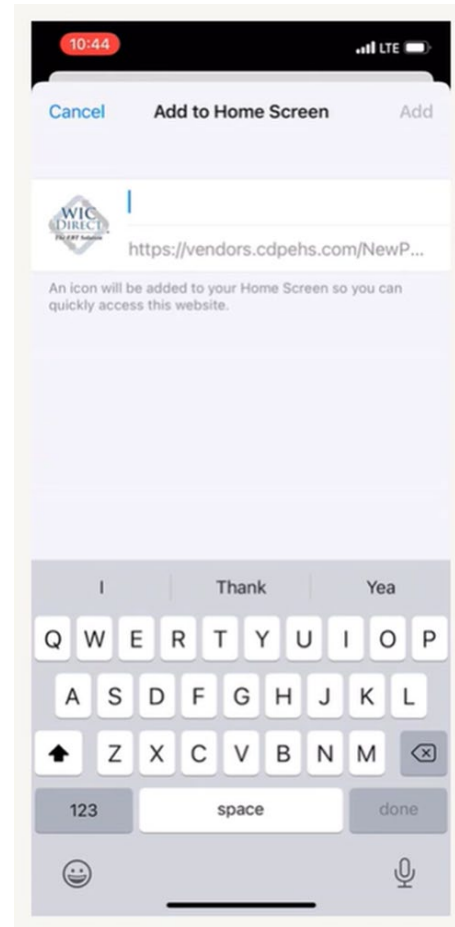
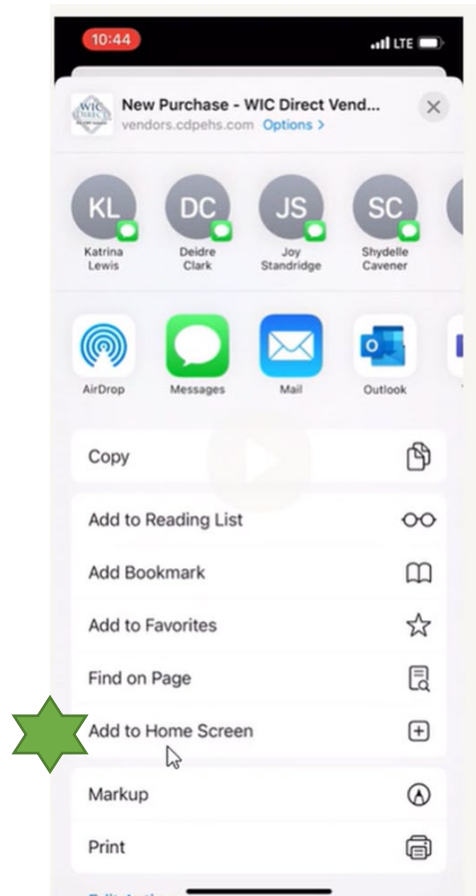
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# Save Address to Phone/Tablet (Apple)

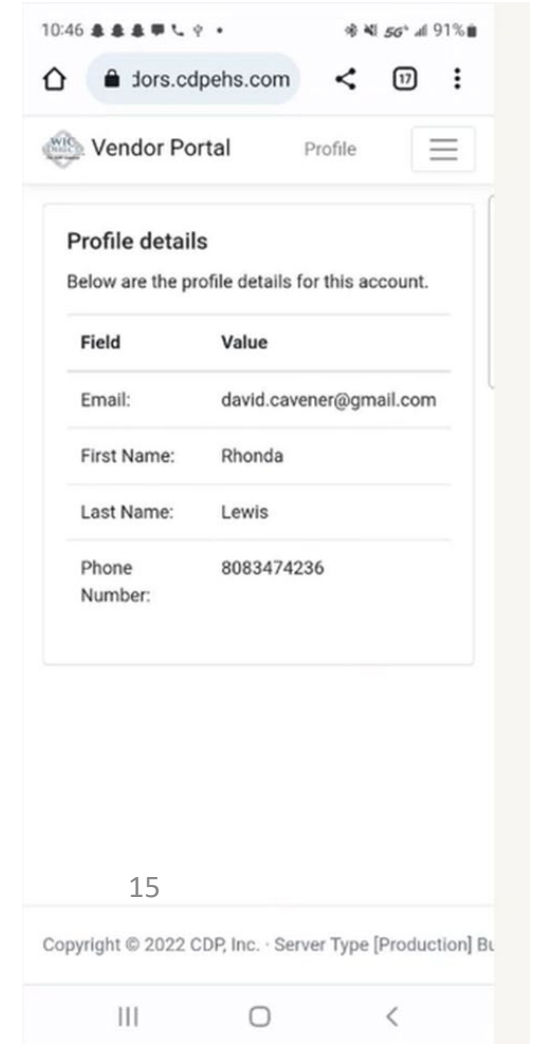
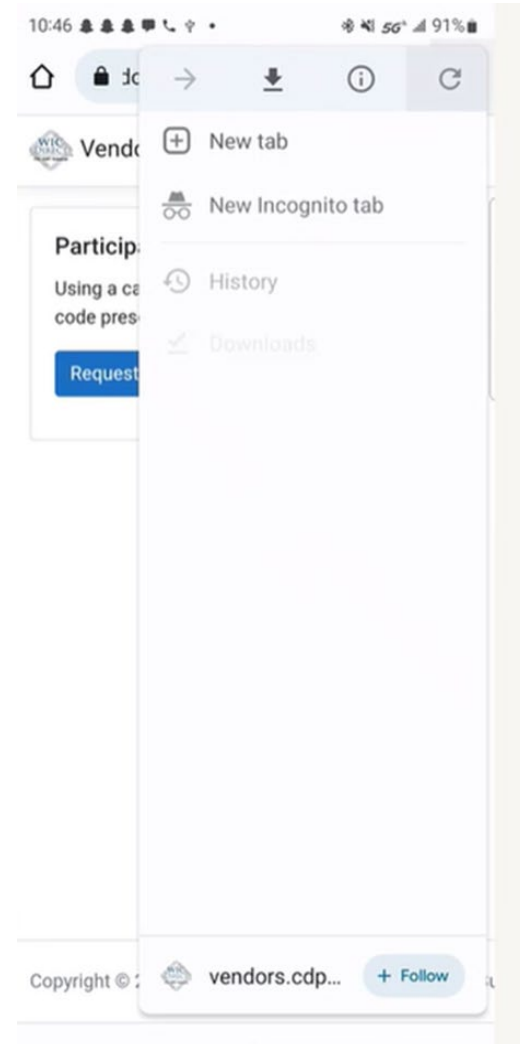
1. While viewing the website, tap in the menu bar to save it on your Home Screen <https://vendorsstage.cdpehs.com/> ★
2. Scroll down the list of options, then tap Add to Home Screen (like you are trying to share it via email or text)





## Save Address to Phone/Tablet (Android)

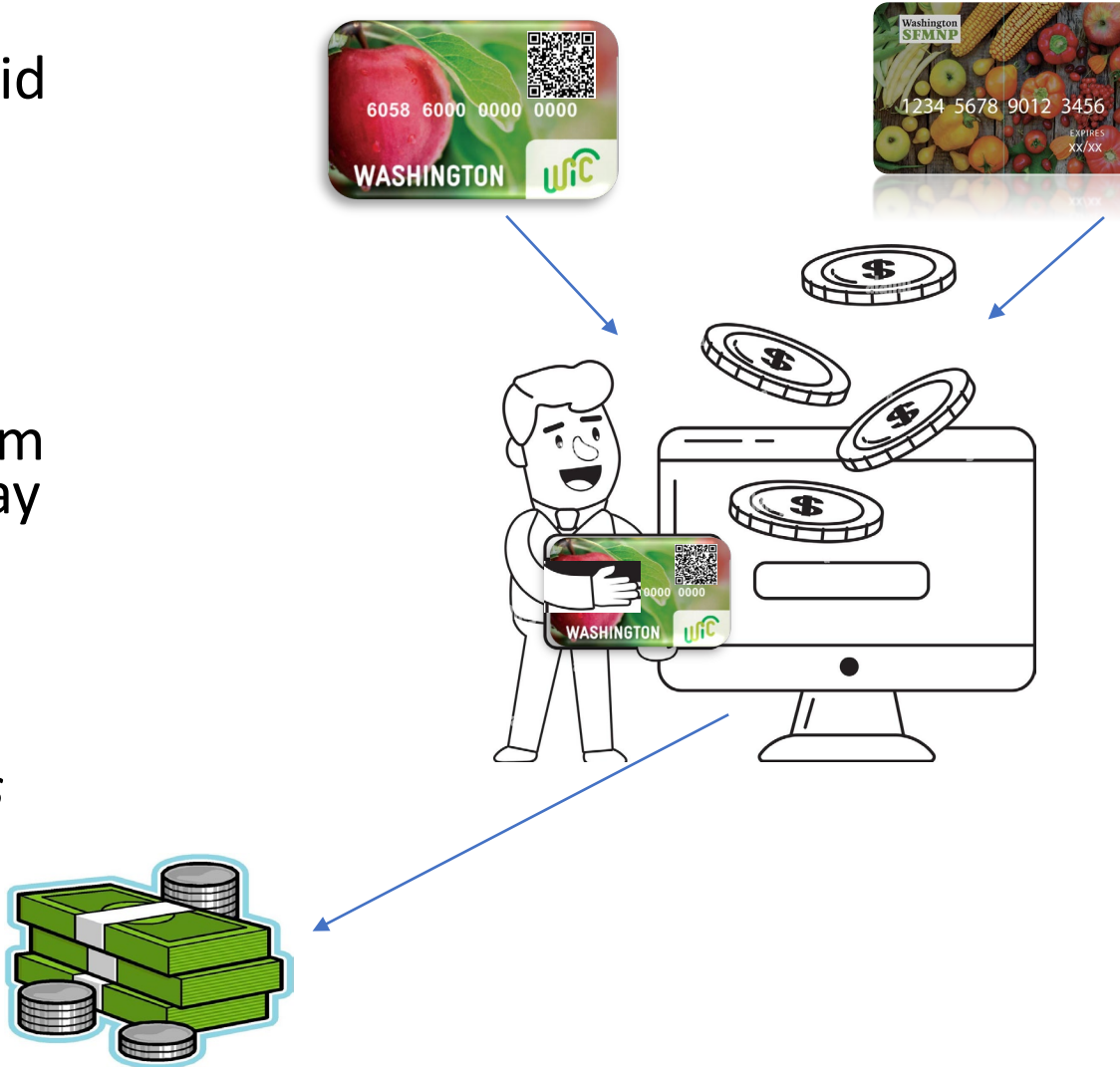
- While viewing the website, tap in the menu bar to save it on your Home Screen <https://vendorsstage.cdpehs.com/>
- Tap the menu icon (3 dots in upper right-hand corner) and tap **Add to Home screen**
- And then save it the same way as iPhones
- Don't have to relog, it takes growers directly to the 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*





# FAQ



1

## Will we be able to see our sales divided by market?

- No, the current version of the web-based solution does not have the capability to separate sales by market (coming in later versions)

2

## What if a QR code is damaged/lost?

- First, a participant can take a picture of their own QR code as a backup on their phone. Or print it out/copy it on separate piece of paper
- Second, a state staff member can re-generate the QR code and text/email the code to participant

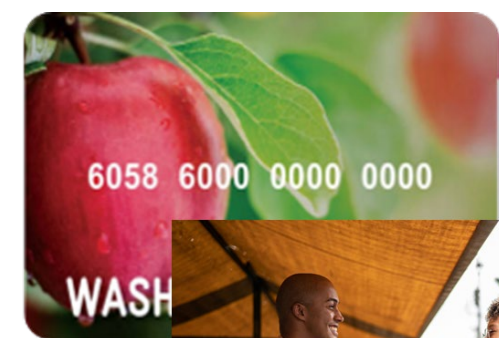


3

## Is it required to be connected to Wi-Fi for transactions?

- No, Wi-Fi is not required
- All growers must have reliable cell service to process transactions
- If no reliable cell service, a hotspot or market Wi-Fi may be needed





## Trainings for Growers

- **April 6**
- **April 20**
  - 10:30am-12:00pm
    - ❖ Both will have similar content to March 30 training

### **After Hours Training!**

- April 27th, 7pm-8:30pm
  - For growers who cannot attend daytime trainings
  - Another chance for live Q&A

## Recorded Webinars

<https://doh.wa.gov/you-and-your-family/wic/farmers-market/growers-markets-and-farm-stores>



## Resources for Growers

- [Grower application \(PDF\)](#)
- [Grower agreement \(PDF\)](#)
- [Authorized markets ID list \(PDF\)](#)
- [FMNP Webinar March 2023-Electronic Solution Overview \(YouTube\)](#)

# Mandatory Training Market Managers

- **March 16 WSFMA -Food Access Forum**

- **Recording**

- WSFMA – [www.wafarmersmarket.org](http://www.wafarmersmarket.org)

Under Food Access ➡ Farmers Market Nutrition Program (WIC & Senior) ➡ FM Training

<https://wafarmersmarkets.org/wp-content/uploads/2023/03/2023FMNPMandatoryTrainingMarketManagers-1.pdf>

- Contact us to get credit for the training.



# FMNP Contacts

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WIC- FMNP

1

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