A logo for a farmers association

Description automatically generated

www.wafarmersmarkets.org

April 2024

**FOOD ACCESS PROGRAMS**

**Information Management Templates for Farmers Markets**

**Handy Tips for Ongoing Operations & Transitions**

# Need Help?

The WSFMA and our “Regional Leads” are available to help with any food access questions. There is a Regional Lead assigned to every County. Please search Food Access materials and Regional Leads on www.wafarmersmarkets.org, email foodaccess@wafarmersmarkets.org or call (206) 706-5198 for help.

# Your Farmers Market’s Food Access Programs

Participating in the Washington state food assistance programs is voluntary. *Note if and when your market has participated in any of these programs to log your market’s history.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **Year this FM started offering** | **Currently offering?** | **Who is managing program for market** |
| FMNP WIC and Senior |  |  |  |
| SNAP EBT |  |  |  |
| SNAP Market Match |  |  |  |
| Fresh Bucks (City of Seattle) |  |  |  |
| Power of Produce (POP) |  |  |  |
| *Add other programs* |  |  |  |

Many of these programs have required, annual trainings and it is helpful to know where training materials are stored, who attended, and when.

# Key Contacts and Program Managers

## Farmers Market Nutrition Program

**General email:** FMNPteam@doh.wa.gov

**General phone:** (800) 841-1410

www: https://doh.wa.gov/public-health-provider-resources/public-health-system-resources-and-services/local-health-resources-and-tools/wic/training/training-materials/farmers-market-training-materials

**Katherine D. Flores**

Farmers Market Nutrition Program Lead and WIC FMNP

Office of Nutrition Services

Washington State Department of Health

Katherine.Flores@doh.wa.gov

(360) 236-3721

**Cameron Akita**

Senior Farmers Market Nutrition Program Manager

State Unit on Aging, Aging and Long-Term Support Administration

Washington State Department of Social and Health Services

cameron.akita@dshs.wa.gov

(360) 725-2466

## SNAP EBT

**Sharon Hill-LaGuerre**

EBT /EFT Lead Program Manager

Community Services Division | Economic Services Administration

Washington State Department of Social and Health Services

Sharon.Hill-LaGuerre@dshs.wa.gov

(360) 870-9316

**Amber Foister**

EBT Retail & Security Program Manager / Community Services Division

Economic Services Administration

Washington State Department of Social and Health Services

amber.foister1@dshs.wa.gov

(360) 790-1055

## SNAP Market Match

**Amanda J. Weyrauch**

Farmers Market Specialist

SNAP Market Match

Fruit & Vegetable Incentive Program

Washington State Department of Health

amanda.weyrauch@doh.wa.gov

(360) 485-6430 cell

## SNAP EBT Equipment

Managing SNAP EBT and credit/debit card Point of Sale (POS) equipment can be a challenge. There are many types and programs that farmers markets use. Having your SNAP EBT equipment information in one place is helpful when calling customer service and logging your inventory.

|  |  |
| --- | --- |
| **Company** |  |
| **Card Reader: Make and Model** |  |
| **Serial Number** |  |
| **Customer or Tech Support Phone** |  |
| **Email** |  |
| **Web support** |  |
|  |  |
| **When acquired** |  |
| **Where acquired** |  |
| **History of issues?** |  |

* Account Number:
* Length of Contract/Grant Funding, if applicable:
* Date of Contract Signing:
* Contact/Signer on the Account (Full Name & Title):
* Email Address associated with account:
* PCI Compliance (Expiration/Notes):
* Expected/Anticipated Costs (Annual/monthly fees):
* How do you receive monthly statements and where are they sent?:

## SNAP Bank Account Information

|  |  |
| --- | --- |
| Name of bank |  |
| Last 4 digits of bank account number |  |
| How are statements received? What email or physical address are they sent to? |  |
| Notes |  |

**Authorized Signers on the SNAP Bank Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Phone** | **Email** |
|  |  |  |  |
|  |  |  |  |

## SNAP FNS Permit

To offer SNAP at your farmers market, you need to become an Authorized SNAP Retailer. This requires submitting an application and getting a permit from the USDA Food and Nutrition Service (FNS). Keeping track of FNS Permit information is very important. All information should be noted exactly as the information is listed on your SNAP permit. Any changes must be reported to USDA FNS by calling (877) 823-4369. The USDA’s **SNAP Retailer Service** Center has more information: Fns.usda.gov/snap/RSC.

|  |  |
| --- | --- |
| **Information** | **Your Permit** |
| Where is the FNA Application and Approval Letter stored? |  |
| 7-digit FNS Permit Number |  |
| Location name |  |
| Location of SNAP Site |  |
| Full name and title of signer of application “owner” |  |
| Contact information for “owner” |  |
| Full name and title of signer any other “owners” listed in application |  |
| Contact information any other “owners” listed in application |  |
| Date of the application was submitted |  |
| Mailing address listed in application |  |
| Email address listed in application |  |

## SNAP & CREDIT/DEBIT TOKENS

Tokens are real currency and should be managed with the same care as money.

|  |  |
| --- | --- |
| Supplier |  |
| Cost of tokens |  |
| Token details (size, material, ink color, denominations) |  |
| How many have been printed (quantity and value)? |  |
| Storage location? |  |
| Who is responsible for token management? |  |
| Notes |  |

## SNAP Market Match

Farmers markets that offer SNAP can apply to participate in the Department of Health’s SNAP Market Match program. This is an incentive program to provide matching funds to buy produce.

Program website: https://doh.wa.gov/you-and-your-family/nutrition-and-physical-activity/healthy-eating/snap-match-programs/snap-market-match/farmers-market-information

## Market Incentives Manager

*If your farmers market has created its own incentive program or added to SNAP Market Match, note here.*

|  |  |
| --- | --- |
| Name of Incentive |  |
| Currency used |  |
| Amount given |  |
| When given |  |
| When can be used: All season? Limited time? |  |
| What can it be used to buy |  |
| Funders |  |
| Key contacts |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Funder/Partner** | **Phone** | **Email** |
|  |  |  |  |
|  |  |  |  |

## Market Currencies Manager

*If your farmers market has created its own currency or is using a currency from another program, like KERNEL or POP, then note the name(s) of the person who is in charge of the program(s) here.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Currency** | **Phone** | **Email** |
|  |  |  |  |
|  |  |  |  |

## Food Access Signage Check List

Not only is food access signage required by the program, it is vital to ensure your shoppers can easily navigate your farmers market. *If you see signage on this list that you do not have, use the contact information to order or re-order signage for your market.* *Add any additional signs that your market uses: Fresh Bucks, POP, KERNEL, etc.*

| **Program** | **Image** | **Placement** | **Notes & Tips** | **Where to Get Signs** |
| --- | --- | --- | --- | --- |
| **WIC & Senior Farmers Market Nutrition Program** (FMNP) | A poster with text and images of vegetables  Description automatically generated A blue and yellow poster with text  Description automatically generated | * Grower Booth ***required*** if grower is authorized to accept FMNP * Info Booth *recommended* | There are directions for signs on the back of them. The Senior FMNP sign is for HONEY vendors only.  Tip: Have extras on hand for farms that forget their signs*.* | From the FMNP Team:  fmnpteam@doh.wa.gov  (360) 236-3721 or (800) 841-1410  You can order as many signs as needed. |
| **WIC Fruit and Vegetable Benefit** | A poster with vegetables arranged in a heart shape  Description automatically generated | * Grower Booth *recommended* * Info Booth *recommended* | This program started at farmers markets in 2023 and is still new to growers and shoppers. | Same as FMNP |
| **SNAP EBT**  A-board | A fruit and vegetables in a basket  Description automatically generated | * At farmers market entrance(s) *recommended* | More than one A-board may be needed and should be available. | Amanda Weyrauch  SNAP Market Match  amanda.weyrauch@doh.wa.gov  (360) 485-6430  Or the WSFMA |
| SNAP EBT  Banner | A close-up of a card  Description automatically generated | * At Info Booth *recommended* | Measures 2 feet x 10 feet | Same as the SNAP EBT A-board. |
| **SNAP EBT** “Accepted Here | A yellow sign with black text  Description automatically generated | * Info Booth, ***required*** | There are a variety of these signs that can work. Important thing is to be sure to have one of them. | USDA Food and Nutrition Services (FNS). |
| **SNAP Market Match** | A logo for a grocery store  Description automatically generated | * Stick on SNAP EBT A-board, *recommended* | This is an 8-inch sticker | Amanda Weyrauch  SNAP Market Match  amanda.weyrauch@doh.wa.gov  (360) 485-6430 |
| *Add any other food access programs your market manages here!* |  |  |  |  |

Please note that the abundance of signage from all the different food access programs can be confusing to your market volunteers, shoppers, and growers. Best Practice: Promote your food access programs as a bundle rather than individually. This makes it easier for your shoppers, volunteers, market staff and growers to see everything you offer in one place.

Recommended resource: “Guide to Fresh Produce Signage Standards and Organic Integrity” from the WSFMA. Available as hard copy from the WSFMA and on WSFMA website (In Vendor Resources) in English and Spanish.

**A logo with text on it

Description automatically generated** “SUN Bucks” is a new, permanent version of the “Summer EBT” program which provides $120 in benefits that can be spent at farmers markets. They also can be matched by SNAP Market Match. School age youth who are participate in free and reduced lunch will be automatically enrolled in SUN Bucks. The signage for SUN Bucks is not yet designed. Updates to follow as soon as any information is available.