





WIC Farmers' Market Nutrition Program (FMNP) Training





Agenda

- What is WIC?
- Goals of FMNP
- Civil Rights
- Farmer Eligibility
- Market Managers Responsibilities
- Rules and Procedures for both Farmers' Market Nutrition Program (FMNP) and Fruit and Vegetables Checks
- Approved/Unauthorized Items
- Monitoring and Investigations
- Check and Banking Procedure
- FMNP Checks & Stamp Security
- Training & On-Line Exam
- Senior Farmers Market Nutrition Program (SFMNP)
- Questions and Answers



What is WIC?

- Special Supplemental Nutrition Program for Women, Infants, and Children
- Provides nutrition education, food vouchers, and program referrals
- Available to pregnant, post-partum up to six months, breastfeeding women; infants birth to one year, and children up to age 5



WIC Objective

- Provides foods that support WIC nutrition education and reinforces key nutrition messages
 - Eat more fruits and vegetables.
 - Increase whole grains and fiber.
 - Lower saturated fat and cholesterol.
 - Drink less juice and sugar-sweetened beverages.
 - Strengthen breastfeeding promotion and support .





FMNP Goals

- To provide resources in the form of fresh, nutritious, unprepared fruits and vegetables from farmers' markets to eligible WIC participants
- To expand the awareness, use of, and sales at farmers' markets



Civil Rights

USDA is an Equal Opportunity Provider

Issues, Complaints or Concerns

- Related to Participant: Contact the State WIC Program FMNP Coordinator directly at (401) 222-4630
- Related to the WIC Program: Contact USDA directly
- Related to SFMNP: Contact DEM's Division of Agriculture at (401) 222-2781

-
- ❖ All State and Local Agencies must comply with USDA regulations on nondiscrimination.
 - ❖ USDA Complaint Forms (AD-3027) may be found online.
 - ❖ Participating farmers should not discriminate against check recipients in price, quality, race, color or disabilities.
 - ❖ Farmers should always provide good customer service.



Civil Rights Continued

Contact **USDA** directly:

USDA

Director, Office of Civil Rights
Room 362-W, Whitten Building
1400 Independence Avenue, SW
Washington, DC 20250-9410

http://www.ascr.usda.gov/complaint_filing_cust.html

Email: program.intake@usda.gov.



Everyone must adhere to the federal regulations for
non-discrimination



We Want.....



...healthier families.



Today's WIC FMNP Participant

- All WIC participants are under 185% of poverty level.
- Participants want to buy more fruits and vegetables that require little time to prepare.
- Participants state that location and later hours of operation are very important in order for them to use their FMNP and Fruit and Vegetables checks.



Farmer Eligibility





Who is an eligible farmer?

- A bona fide Rhode Island farmer, who individually sells fresh fruit, vegetables, and fresh cooking herbs at a farmers' market.
- A member of a farmers' market that has been approved by the WIC Program as a FMNP sponsor.
- To qualify as a WIC farmer's market, a market must have at least two farmers.



Who is an eligible out-of-state farmer?

- Farmers from bordering states (if within by-laws of the market) may be considered a bona fide FMNP farmer under the following circumstances:
 - The market site serves a border community that straddles state lines (RI/CT or RI/MA), and there is reciprocal authorization for Rhode Island farmers to accept neighboring state's FMNP checks at that site.



Who is not an eligible farmer?

- An individual who exclusively sells produce grown by someone else, such as wholesale distributors, cannot be authorized.
- Farm stands
- Roadside stands



Eligibility – How do I begin

- Check for availability with the market manager at the market where you want to sell.
- Contact WIC FMNP Coordinator at RIDOH.
- *Farmer Participation Agreement* (Application) must be completed before the beginning of the season.
- Training is mandatory for all new Farmers.
- A Crop plan must be submitted.



Supplementing

- If market rules permit a farmer to purchase locally grown produce for resale, the farmer must grow or intend to grow at least 10% (by volume) of the produce offered for sale at any given time.

10 %



Approved Produce



www.shutterstock.com - 523867156

- Locally grown fresh fruits and vegetables grown on Rhode Island farms or adjacent states
- May not be processed or prepared beyond their natural state (except for cleaning)



Approved Fresh Vegetables

Asparagus	Endive	Peas	Tomatoes
Beans	Eggplant	Peppers	Turnips
Beets	Garlic	Pumpkins	Yams
Broccoli	Green beans	Parsnips	Zucchini
Brussels sprouts	Fresh herbs	Radishes	
Cabbage	Kale	Rhubarb	
Carrots	Leeks	Rutabaga	
Cauliflower	Lettuce	Scallions	
Celery	Mushrooms	Spinach	
Collard greens	Okra	Squash	
Corn	Onions	Swiss chard	
Cucumbers	White potatoes	Sweet potatoes	



Approved Fresh Fruits

Apples
Blueberries
Blackberries
Cantaloupes
Cherries
Cranshaw melon
Elderberries
Gooseberries
Grapes



Honeydew melon
Mulberries
Peaches
Pears
Plums
Raspberries
Strawberries
Watermelon



Fruit and Vegetable Checks (F&V)

Approved Fruits and Vegetables

Any fresh fruit or vegetable





Farmers' Market Check Non-Approved Produce

- Out of season
- Not locally grown
- Citrus and Tropical fruits

Banana

Grapefruit

Lemon/Lime

Mango

Orange/Tangerine

Pineapple





Always Non-Approved FM Checks and F&V Checks

- Baked goods
 - Cheese
 - Cider
 - Dried and potted herbs
 - Eggs
 - Flowers
 - Gourds
 - Honey
 - Jams and jellies
 - Salad bars and party trays
 - **Herbs and spices** (allowed only with farmers market check)
- Maple syrup
 - Meat
 - Medicinal herbs
 - Milk
 - Nuts
 - Painted pumpkins
 - Plants
 - Seafood
 - Seeds
 - Dried fruits



Farmer's Responsibilities

- POST *We Accept 'WIC Farmers' Market and Fruit and Vegetable Checks.*
- Provide information as the State agency may require for periodic reports to the Food and Nutrition Services (FNS).
- Assure that FMNP and F&V checks are redeemed only for eligible foods.
- Provide eligible foods at the current price or less than the current price charged to other customers.
- Accept checks within valid dates.
- Offer FMNP participants the same courtesies as other market customers.
- Display prices and how product is sold (pound, bag, bunch, each, etc.)



Farmer Shall NOT

- Collect sales tax on FMNP purchases.
- Seek restitution from FMNP participants for checks not paid by the State agency.
- Issue change for purchases less than the value of the FMNP and F&V check.
- Accept or exchange FMNP checks from a non-WIC Approved Farmer.
- Redeem checks on behalf of unauthorized vendors or non-farmers vendors.



Withdrawing from WIC FMNP Program

- If you no longer wish to continue accepting WIC FMNP contact the RIDOH WIC Program.
- Stamp must be returned to RIDOH WIC Program if the business closes or there is a change in ownership.
- All FMNP & F&V checks must be deposited at your banking institution before your WIC FMNP stamp is returned to us. (Check the dates, signatures and amounts on the checks).
- The FMNP stamps are the property of the State of Rhode Island and must be returned upon request.



Market Managers Responsibilities

- Accommodate additional farmers in the market, in accordance with market rules or practices, if space permits.
- If a market decides to close prior to October 31, the market manager must inform the RIDOH WIC Program.
- Post closing date at the market site at least two weeks in advance.
- Return completed and signed agreement to RIDOH .
- New market managers must attend a FMNP training.
- To assist the Farmer with any questions or problems they may be having.



Monitoring

- Farmers Market
 - New to the RIDOH WIC Program
 - At least once every other year, per regulation
 - When necessary, based on complaints
- Farmer
 - New to the RIDOH WIC Program
 - 10% of total each year, per regulation
 - When necessary, based on complaints
 - If in a high-risk category



Sanctions

- Most Common Violations
 - WIC sign not posted
 - Prices not posted
 - Not requesting ID folder
 - Not comparing signatures
 - Selling unauthorized foods
 - Accepting pre-signed checks



The State MAY:

- Terminate an agreement for cause after providing advance written notification.
- Disqualify a farmer/market for FMNP abuse.
- Deny payment to the farmer for improperly redeemed FMNP and F&V checks and may demand refunds for payments already made on improperly redeemed checks.



Fair Hearing Process

- Everyone must adhere to the federal regulations for non-discrimination
- Farmers, Farmers' Markets, and participants may appeal disciplinary action
- Appeals must be sent in writing with all contact information to RIDOH
- Results of the review will be sent, in writing, to the appealing party within 14 days



Training

- The RIDOH WIC FMNP Program shall ensure that a face-to-face training is conducted prior to start up of the first year of FMNP participation of a farmers' market and individual farmer.
- After the first year of operation, the RIDOH WIC FMNP Program have discretion over the method of delivering training information.
- You, as the farmer, are responsible for training of the RIDOH WIC FMNP procedures to anyone acting on behalf of your farm that sells at the farmers market.
- Onsite training is available to new and existing farmers at the farmers market.
- Farmers & Farmers Market Managers can request additional training from RIDOH WIC Program. New Farmers and New Market Managers must attend a training located at RIDOH WIC Program.



Fruit & Vegetable/FMNP Checks

All checks are a fixed dollar amount

- **FMNP: \$7**
- **Fruit and Vegetable (F&V): \$4, \$9, \$11, \$16 & \$17**
- **FMNP and F&V Checks cannot be combined**
- **Checks are for purchase of only fresh fruits, vegetables, and fresh cooking herbs**
- **Only accept checks once you have been approved as a WIC farmer**

Cash back is not allowed.



Transaction of Checks

- All checks must be **UNSIGNED** and participant must present signed ID folder.
- Match the participant ID number on the WIC ID folder.
- Checks must be used within the *first day to use* and the *last day to use*.
- Price entered on the check cannot exceed the maximum cash value amount.
- Total amount of the sale must be entered before the participant signs the check.
- Signature on the check must match one of the signatures on the WIC ID folder.
- Participants can pay the difference if total amount exceeds the cash value.



11 31983406 1:09191248 21: 806215



Fruit and Vegetable Check

Rhode Island Department of Health WIC Program



**Pay To The
Order of**

The Authorized Rhode
Island WIC Vendor
Stamped Below.



Payable Through
SOLUTRA

75-1248
919

Citizens Alliance Bank
Howard Lake Branch
Cora City, MN 56222

Account #
806207

00148545
WIC ID No.

WIC SHOPPER

Name of Participant

001/001

31982079

AG / CL

BUYING, SELLING, OR OTHERWISE MISUSING WIC BENEFITS IS A CRIME. TO REPORT
SUSPECTED ABUSE, CALL 800-424-9121 OR VISIT www.usda.gov/sig/hotline.htm.

QTY	DESCRIPTION (NO SUBSTITUTIONS ALLOWED) FOR THESE ITEMS, SIZES, QUANTITIES ONLY	WIC USE ONLY	FIRST DAY TO USE	DATE USED	LAST DAY TO USE
008	DOLLARS OR LESS OF FRESH FROZEN AND/OR CANNED FRUITS AND VEGETABLES XXX END OF ORDER XXXX	31982079	JUN 2, 2014		JUL 1, 2014
		VENDOR MUST DEPOSIT WITHIN 30 DAYS OF LAST DAY TO USE		ACTUAL \$ AMOUNT	
				APPROVED PRICE CORRECTION	
		VENDOR PLACE RHODE ISLAND WIC STAMP HERE			
		X			

MP

THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND, A VOID PANTOGRAPH AND MICROPRINTING IN THE SIGNATURE LINE. THE REVERSE CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW.

31982079 091912482 806207



FMNP Checks & Stamp Security

It is farmers responsibility to store FMNP Stamp and F&V Checks in a safe place

- Keep checks and stamp in a locked box or small safe as you would do for cash and other checks.
- If you lose your FMNP stamp, contact the RIDOH WIC Program for a replacement stamp.
- Contact the RIDOH WIC Program to report any lost or stolen checks. Lost or stolen checks cannot be replaced.



Rhode Island Senior Farmers Market Nutrition(SFMNP) Program

892808 _ 892810

Farm Market Fresh for Seniors

by: Provided by a grant from USDA Food and Nutrition Service and administered

- Rhode Island DEM/Division of Agriculture
- Rhode Island Department of Elderly Affairs
- Rhode Island Department of Health



Rhode Island Senior Farmers Market Nutrition Program

Rhode Island Senior Farmers Market Nutrition Program
Rhode Island Department Environmental Management
Division of Agriculture
235 Promenade Street
Providence, RI 02908
(401) 222-2781
use only at authorized RI SFMNP Farmers

ADCT. 803145
75-1248/919

892808

2017

FARMER STAMP HERE

STAMP WITH BLACK INK ONLY

VALID DATES OF USE
June 1, 2017 – October 31, 2017
SOME MARKETS MAY CLOSE EARLIER

NOT TO EXCEED \$5.00

\$ 5.00

NO CHANGE GIVEN

GET FRESH BUY LOCAL

May be used for locally grown, unprocessed fresh fruits, vegetables and herbs only.

SOLUTRAN
CITIZENS ALLIANCE BANK
HOWARD LAKE BRANCH
CLARA CITY, MN 55222

PARTICIPANT'S SIGNATURE

C892808C A091912482A

803145C

- These checks are non-negotiable and may not be used for any other purpose than to purchase food under this program.
- No change given. Must be used in increments of \$5.
- Use Only SFMNP Stamp for these checks.
- If you suspect fraud or abuse of this program, please call 401-222-2781.



Before you go to your bank





Before you deposit a FMNP check...

ID number on the check must match
the ID number on the ID Folder

Write the date
accepted by
participant

Rhode Island Department of Health
WIC Program

Pay To The
Order of

The Authorized Rhode
Island WIC Vendor
Stamped Below.

WIC

00152733 ANN X SHADE 001/001 31983406

WIC ID No. Name of Participant AG / CL

Payable Through
SOUTRAN

75-1248-910

Citizens Alliance Bank
Howard Lake Branch
Clara City, MN 55222

Account #
806207

WIC USE ONLY
31983406

FIRST DAY
TO USE JUN 28, 2016

DATE USED

LAST DAY
TO USE OCT 31, 2016

SHOPPER INITIALS FOR
PRICE CORRECTION

VENDOR MUST DEPOSIT WITHIN 30 DAYS OF LAST DAY TO USE

ACTUAL \$ AMOUNT

APPROVED PRICE CORRECTION

VENDOR PLACE RHODE ISLAND WIC STAMP HERE

X

MP

FARM FRESH CHECK
GOOD FOR FRESH FRUITS AND VEGETABLES
USE ONLY AT FARMERS MARKET
VALUE \$7.00

QTY DESCRIPTION (NO SUBSTITUTIONS ALLOWED) FOR THESE ITEMS, SIZES, QUANTITIES ONLY

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11 31983406 0919124821 806215

\$7 or
amount
purchased

Apply black inked
WIC stamp

Participant must
sign in front of
farmer

Must read *Farm Fresh Check* Value \$7



Before you deposit a F&V Check

ID number on the check must match
the ID number on the ID Folder

Rhode Island Department of Health
WIC Program

Pay To The Order of

The Authorized Rhode Island WIC Vendor Stamped Below.

00148545 WIC SHOPPER 001/001 31982079

WIC ID No. Name of Participant AG / CL

Payable Through SOLUTRA 75-1248-919 Account # 806207

Citizens Alliance Bank Howard Lake Branch Chaska City, MN 56222

BUYING, SELLING, OR OTHERWISE MISUSING WIC BENEFITS IS A CRIME TO REPORT SUSPECTED ABUSE. CALL 800-424-9121 OR VISIT www.usda.gov/oig/hotline.htm.

QTY	DESCRIPTION (NO SUBSTITUTIONS ALLOWED) FOR THESE ITEMS, SIZES, QUANTITIES ONLY	WIC USE ONLY	FIRST DAY TO USE
008	DOLLARS OR LESS OF FRESH FROZEN AND/OR CANNED FRUITS AND VEGETABLES XXX END OF ORDER XXXX	31982079	JUN 2, 2014
		SHOPPER INITIALS FOR PRICE CORRECTION	DATE USED
			LAST DAY TO USE JUL 1, 2014
		VENDOR MUST DEPOSIT WITHIN 30 DAYS OF LAST DAY TO USE	ACTUAL \$ AMOUNT
			APPROVED PRICE CORRECTION
		VENDOR PLACE RHODE ISLAND WIC STAMP HERE	

PAYEE or PROXY SIGN HERE ONLY AFTER PRICE IS ENTERED X

THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND, A VOID PATTERN, AND MICROPRINTING IN THE SIGNATURE LINE. THE REVERSE CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW.

31982079 091912482 806207

Write the date
accepted by
participant

\$4, \$9, \$11,
\$16, or \$17,
or amount
purchased

Maximum value
of check

Must read *Fruit and
Vegetable Check*

Participant must sign
in front of farmer

Apply black inked
WIC stamp



Procedures to Accept Farmers Market & F&V checks

- Check the following:
 - ID # on checks with the ID # on the ID Folder
 - First date to use and last date to use on all checks (F&V checks are monthly).
 - Check are **unsigned** (Participant must sign the check in front of the farmer)
- Write following on the check:
 - Date of the transaction
 - Amount purchased (Amount must not exceed value of the check)
 - If a price correction is needed, cross out amount and write corrected price (participant must be present and must initial the price correction)
- Participant must sign the check in front of the farmer
- Match the signature on the check with the signature on the ID Folder (**BOTH MUST MATCH**)
- Before deposit, apply black inked FMNP stamp on all checks

Deposit checks at your Banking Institution within 30 days of the last date to use on each check. All FMNP checks must be deposited by November 30th.



First Deposit of the Season

- Notify your Banking Institution that you have enrolled in the WIC FMNP
- Make your first deposit EARLY in the season
- Deposit two or three FMNP and F&V checks
- Checks must be stamped with the FMNP stamp in the appropriate area
- We suggest writing the FMNP stamp number on the inside of the check next to or above the barn throughout the season, in case stamp is not readable
- Your FMNP Stamp is used for Farmers Market checks and F&V checks ONLY
- Do not use this stamp for the Senior Farmers Market Checks
- Call WIC FMNP Coordinator with any questions or concerns



Problem with a check?

- Talk to your Market manager.
- Call WIC FMNP Coordinator **BEFORE** you deposit the check.
- **DO NOT ATTEMPT** to contact the participant.



What do I do with a returned check?

1. Carefully read the bank's reason stamp
 - Ex. unreadable stamp, invalid stamp, missing farmer stamp number, improper price correction, over maximum amount, Stale dated
2. **DO NOT** attempt to contact the participant
3. If bank's reason does NOT say do not re-deposit, call us and we will advise you.
4. Call WIC FMNP Coordinator **BEFORE** you re-deposit the check.



End of Season – To-Dos

- Ensure all FMNP checks are deposited at your Banking Institution no later than November 30.
- F&V checks must be deposited within 30 days from the last date of use.
- Safely store FMNP stamp for next season unless you wish to withdraw from the program.
- Complete the FMNP survey and submit it.
- Contact WIC FMNP Coordinator for any updates through the off season.



Common Misconceptions

- Participants will be allowed to use FMNP checks at the grocery markets.
- F&V checks and FMNP checks are the same.
- Fruit and Vegetable checks are only for farming season, June 1 – October 31.
- FMNP stamp and SFMP stamp may be used on both checks.



Promote Market Activities





Things To Remember

- **May 1** – Last day to submit *Farmer Participation Agreement*
- **October 31** – Last day to accept FMNP checks
- **November 30** – Last day to deposit FMNP checks
- **WIC EBT** – It's coming!!



WIC FMNP Contact Information

Kathy Guilmette, WIC FMNP Coordinator

Preet Kaur, WIC FMNP/Vendor Manager

RI Department of Health

3 Capitol Hill – Room 302

Providence, RI 02908

Phone: Kathy (401) 222-4630

Preet (401) 222-4633

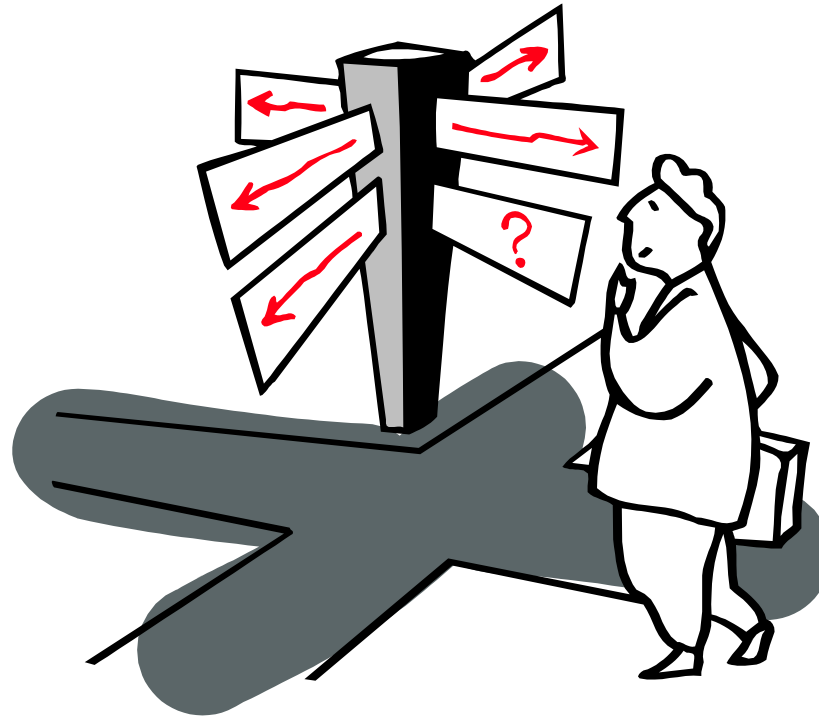
Fax: (401) 222-1442

Email: kathy.guilmette@health.ri.gov

Health Information Line: 222-5960



THANK YOU!





WIC FMNP Program
Farmers' Market Training
Rhode Island Department of Health