



**Area Agencies on Aging (AAA)**  
**Operations Manual**  
**Senior Farmers' Market Nutrition Program**  
**2016 Season**



**June 13 – October 15**





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## Definitions

**AAA** – Area Agency on Aging

**CAP Agency** – Community Action Program Agency

**Eligible foods** – fresh, unprocessed, locally-grown fruits and vegetables.

**Farmers' Market** – a permanent location, often outdoors, where several growers gather to sell produce and goods to the public and is under set management with rules and requirements for farmers who participate.

**Farm stand** – a permanent location dedicated to the sale of a grower's produce and goods to the public that is under the ownership of one grower, a partnership of growers, or a not-for-profit cooperative.

**FMNP** – Farmers' Market Nutrition Program.

**FNS** – USDA Food and Nutrition Services.

**Grower** – a farmer who grows produce for purchase by the general public.

**Ineligible foods** – food items which may not be purchased with FMNP checks.

**ISDH** – Indiana State Department of Health.

**Locally-grown** – grown within the State of Indiana or an adjacent state's bordering counties.

**Market Master** – a person who manages, in an official capacity, one or more Farmers' Markets.

**SFMNP** – Senior Farmers' Market Nutrition Program

**USDA** – United States Department of Agriculture

**WIC** – Women, Infants and Children

**Nondiscrimination statement** – In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

**Proxy** – individual authorized to make purchases for a participant.

## Introduction

The FMNP is the Women, Infants, and Children (WIC) Farmers' Market Nutrition Program. SFMNP is the Senior Farmers' Market Nutrition Program. Because the rules and operation of both programs are similar, they are administered together.

Signed into law on July 2, 1992, Public Law 102-314 authorizes the operation of the WIC Farmers' Market Nutrition Program (FMNP) under the supervision of the United States Department of Agriculture Food and Nutrition Service (USDA-FNS).

In 2007, the SFMNP was transferred to USDA-FNS as a program under Senior Farmers' Market Nutrition Program regulations (*7 CFR Part 249*).

USDA-FNS and the State of Indiana provide funding for the administration of the Farmers' Market Nutrition Programs. The Indiana State Department of Health (ISDH), WIC Division, administers the Farmers' Market Nutrition Programs. Nationally, forty-six states or Indian Nations participate in the WIC/Seniors Farmers' Market Nutrition Programs.

The programs' goals are to:

- Improve the health of participants by providing access to fresh, nutritious, unprocessed, locally-grown fruits and vegetables.
- Raise awareness and increase the use of Farmers' Markets and farm stands.

*7 CFR 248.1*

This Handbook explains the roles and responsibilities of farmers (growers) and Market Masters; how to handle FMNP and SFMNP checks; and where you can get help if you have questions. ISDH is responsible for ensuring that Market Masters and growers follow the Handbook and utilizes an audit process to assess compliance.

*7 CFR 248.10*

*7 CFR 249.10*

## WIC

The Women, Infants and Children's Program (WIC) is a **supplemental** food and nutrition program funded by the U.S. Department of Agriculture (USDA). To be eligible for the WIC program, WIC participants must have a health or nutritional risk and meet income guidelines. The Indiana WIC program currently serves participants in every county through a statewide network of WIC clinics. The WIC clinics have sponsoring agencies which are under contractual agreements with the Indiana State Department of Health.

Only foods meeting USDA specified nutritional standards are provided through the WIC program (*7 CFR 246.12*). These supplemental foods are rich in five nutrients - vitamins A and C, calcium, iron and protein

which are frequently lacking in the diets of pregnant, postpartum, and breastfeeding women, infants, and children at nutritional risk who may be eligible for WIC services.

*7 CFR 246.10*

After the WIC health professional assesses the health screening information, nutrition and health behaviors, and selects a food package to meet the needs of each participant, food checks will be issued. Participants are advised on how they can redeem their food checks for these supplemental foods at authorized WIC retail vendors. Note: WIC issued Cash Valued Vouchers (CVV) for fresh or frozen fruits and vegetables may not be used to purchase fresh produce from Farmers' Markets or stands.

*7 CFR 246.11*

*7.CFR 248.9*

## **WIC FMNP**

The WIC FMNP provides a once-per-season benefit to qualifying households who wish to participate. WIC participants who are FMNP recipients receive nutrition education on how to improve and expand their diets by adding fresh fruits and vegetables, as well as educating them on how to select, store and prepare the fresh fruits and vegetables. WIC participants may be asked at a clinic appointment if they want to participate in in the WIC FMNP. Some WIC clinics do not offer the WIC FMNP.

In order to participate in WIC FMNP, one or more individuals in a household must be enrolled in WIC. Each eligible household receives a booklet of three (3) \$6.00 checks. Checks must be used during the market season. WIC participants may have proxies spend their checks for them.

*7 CFR 248.6(a)*

*7 CFR 246.12(1)*

## **Senior FMNP**

The Indiana Senior Farmers' Market Nutrition Program (SFMNP) began in 2002 under the Indiana WIC program. Indiana WIC partners with the Family and Social Services Administration Division on Aging and the local area agencies on aging (AAAs) or CAP agency to serve eligible seniors. The AAAs determine eligibility, provide nutrition education, and distribute checks to participating, income-eligible seniors. Interested seniors should contact their local AAA for information. Not every county participates in the SFMNP.

To be eligible for the SFMNP, one must be a senior 60 or over, or a designated disabled person enrolled at select Area Agency on Aging programs in Indiana. The Senior Farmers' Market Nutrition Program (SFMNP) provides income-eligible seniors with checks to purchase fresh produce at approved Farmers' Markets and stands. Each eligible senior receives a booklet of four (4) \$5.00 checks. Checks must be used during the market season. SFMNP participants may have proxies spend their checks for them.

The sixteen local agencies that participate in the SFMNP are listed in the table below.

7 CFR 249.9

7 CFR 249.6(a)(1)

7 CFR 249.6(f)

7 CFR 249.3(d)

Area	Agency	Phone	Service Area*
1	Northwest Indiana Community Action Corp.	219.794.1829 OR 800.826.7871	Lake, Porter, Newton, Jasper Pulaski, Starke
2	REAL Services, Inc.	574.284.2644 OR 800.552.7928)	La Porte, St. Joseph, Elkhart, Marshall, Kosciusko
3	Aging and In-Home Services of Northeast Indiana, Inc.	260.745.1200 OR 800.552.3662	Adams, Allen, Dekalb, Huntington, Lagrange, Noble, Steuben, Wells, Whitley
4	Area IV Agency on Aging & Community Action Programs, Inc.	765.447.7683 OR 800.382.7556	Benton, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren, White
5	Area Five Agency on Aging & Community Services, Inc.	574.722.4451 OR 800.654.9421	Cass, Fulton, Howard, Miami, Tipton, Wabash
6	LifeStream Services, Inc.	765.759.1121 OR 800.589.1121	Blackford, Delaware, Grant, Henry, Jay, Madison, Randolph
7	Area 7 Agency on Aging	812.238.1561	Clay, Parke, Putnam, Sullivan, Vermillion, Vigo
8	CICOA Aging and In-Home Solutions	317.254.5465 OR 800.432.2422	Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Shelby
9	Area 9 In-Home & Community Service Agency	765.966.1795 OR 800.458.9345	Fayette, Franklin, Rush, Union, Wayne
10	Area 10 Agency on Aging	812.876.3383 OR 800.844.1010	Monroe, Owen
11	Thrive Alliance	812.372.6918 OR 866.644.6407	Bartholomew, Brown, Decatur, Jackson, Jennings
12	LifeTime Resources, Inc.	812.432.6200 OR 800.742.5001	Dearborn, Jefferson, Ohio, Ripley, Switzerland
13	Generations, Vincennes University Statewide Services	812-888-5880 OR 800.742.9002	Daviess, Dubois, Greene, Knox, Martin, Pike
14	LifeSpan Resources, Inc. 33 State Street, Third Floor New Albany, IN 47151	812.948.8330 OR 888.948.8330	Clark, Floyd, Harrison, Scott
15	Lincoln Hills Development Corporation	812.547.3435	Crawford, Perry
16	SWIRCA and More 16 W. Virginia Street Evansville, IN 47737	812.464.7800 OR 800.253.2188	Gibson, Posey, Spencer, Vanderburgh, Warrick

**\* SFMNP is not available in all counties within a service area. Applicants should contact the local Area Agency on Aging for more information**

# 2016 Season

## State Contact Information

Mailing Address: Indiana WIC  
FMNP Coordinator  
2 North Meridian Street, 5<sup>th</sup> Floor  
Indianapolis, Indiana 46204

Email: [inwic@isdh.in.gov](mailto:inwic@isdh.in.gov)

Phone: (800)522-0874

## Important Dates

<b>May 16, 18, 19, 24, 27</b>	Conference calls for NEW growers and Market Masters
<b>April 12</b>	Conference calls for WIC local agencies and Area Agencies on Aging.
<b>June 1</b>	Last day applications are accepted for <b>NEW</b> markets
<b>May 15</b>	Completed renewal applications for growers and markets due to the Department of Health
<b>June 13 – September 30</b>	WIC and Senior FMNP participants receive checks
<b>June 13</b>	First day to spend WIC and Senior FMNP checks
<b>September 1</b>	Last day applications are accepted for <b>NEW</b> growers
<b>October 15</b>	Last day to spend WIC and Senior FMNP checks
<b>November 7</b>	Last day to deposit WIC and Senior FMNP checks

## 2016 Updates

- WIC FMNP checks will **lavender**.
- Senior FMNP checks will be **blue**.

# Program Overview

## Benefits

- Reinforces the message that eating more fruits and vegetables can improve health.
- Educates WIC families and seniors on nutrition and provides resources on the prevention of chronic disease.
- Promotes Indiana-grown produce.
- Increases sales for Indiana growers.

## Redemption

Eligible participants will receive checks sometime between June 1, 2015 and September 30, 2015. Each WIC clinic and local Area Agency on Aging determines the dates and times of check distribution within their service areas. Participants must use FMNP checks **no earlier than June 13, 2015** and **no later than October 15, 2015**.

Participants may use FMNP checks only at Farmers' Markets and farm stands that are authorized by the ISDH FMNP. Authorized markets and stands display an authorized vendor sign provided by the ISDH FMNP. In general, participants frequent growers who display the authorized vendor sign.

*7 CFR 248.10(a)(1)*

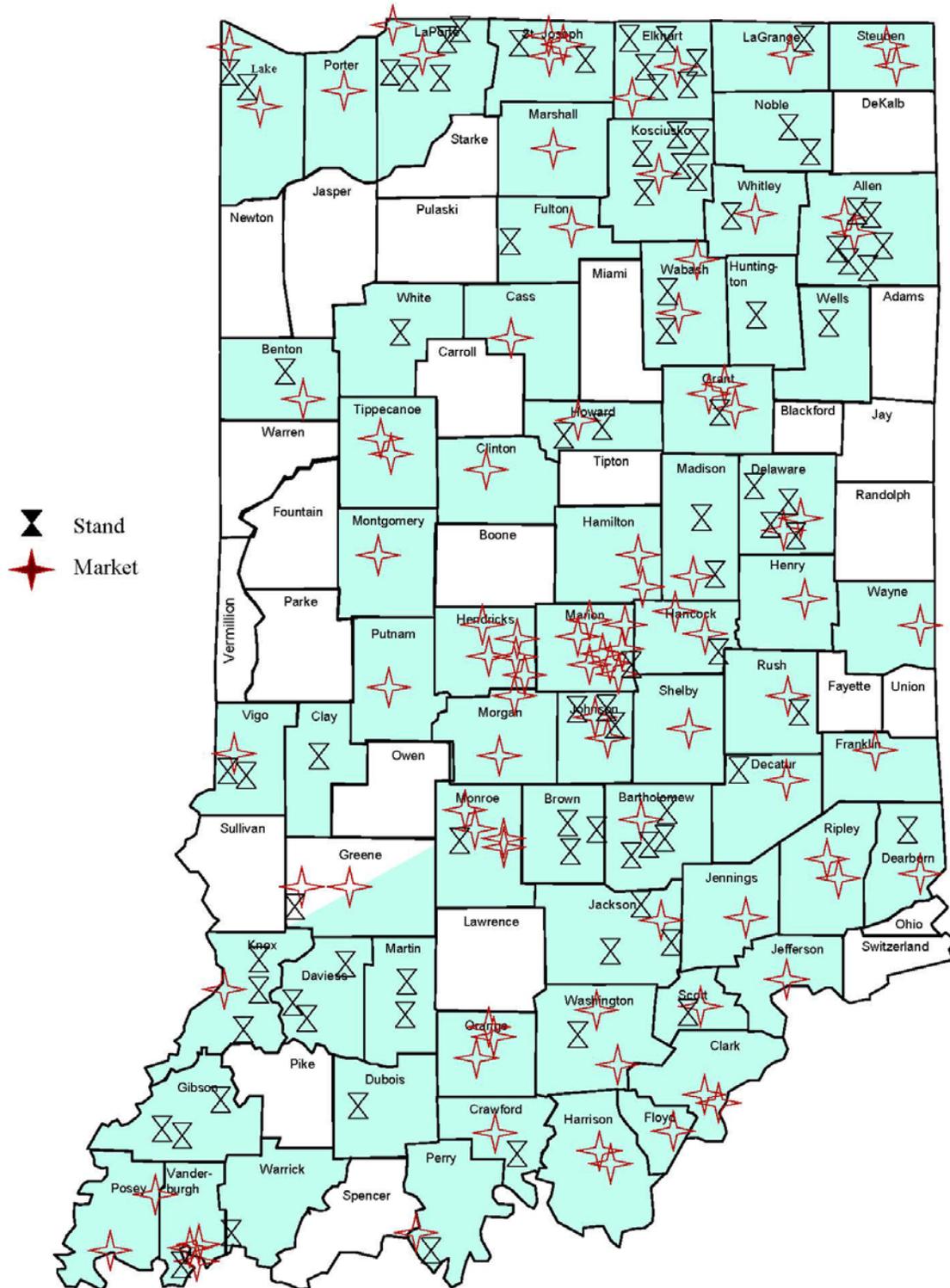
*7 CFR 249.10(a)(2)*

## Participation

For the 2015 FMNP season, there were **92** participating Farmers' Markets and **81** farm stands in **67** counties approved to provide eligible produce to WIC and Senior FMNP participants. **663** growers were approved to redeem WIC and Senior FMNP checks.

In 2015, **17,034** households spent **\$140,142** at Farmers' Markets and farm stands using WIC FMNP checks. **6,604** seniors spent **\$100,525** at local farmers markets and farm stands using Senior FMNP checks..

Counties with participating Farmers' Markets and/or farm stands:



# Roles, Responsibilities & Requirements

<p><b>Department of Health (ISDH)</b></p> <ul style="list-style-type: none"> <li>• Provide training to new Market Masters, growers, and local agency staff.</li> <li>• Manage and approve market and grower applications.</li> <li>• Assign identification numbers to authorized growers.</li> <li>• Provide market reports to markets, listing authorized growers.</li> <li>• Provide market and stand listings to local agencies and participants.</li> <li>• Provide technical assistance to Market Masters, growers and local agencies.</li> <li>• Monitor markets, farm stands, growers, and growing locations to ensure program compliance.</li> <li>• Ensure proper payment to authorized growers for properly stamped checks.</li> <li>• Provide information to Market Masters, growers, and local agency staff to facilitate collaboration.</li> <li>• Attend market meetings upon request.</li> </ul>	<p><b>Market Masters</b></p> <ul style="list-style-type: none"> <li>• Receive and provide training on FMNP.</li> <li>• Ensure that authorized growers comply with program rules at the market.</li> <li>• Notify ISDH FMNP of any changes such as days or hours of operation, opening, closing, location, or Market Master.</li> <li>• Understand roles and responsibilities.</li> </ul>
	<p><b>Growers</b></p> <ul style="list-style-type: none"> <li>• Display the FMNP sign clearly each day at the market or farm stand.</li> <li>• Sell only eligible foods to FMNP participants.</li> <li>• Separate eligible foods from ineligible foods.</li> <li>• Do not give cash or change for FMNP purchases.</li> <li>• Do not charge sales tax for FMNP purchases.</li> <li>• Stamp and endorse FMNP checks correctly using the provided, four-digit stamp.</li> <li>• Deposit FMNP checks by November 7.</li> <li>• Do not seek payment from FMNP participants for checks not paid.</li> <li>• Understand roles and responsibilities.</li> <li>• Notify ISDH FMNP of any changes such growing location.</li> </ul> <p>If applicable, notify ISDH FMNP of any change in days or hours of operation, opening, closing, or location of a farm stand.</p>

### **Local Agencies**

- Receive training from ISDH.
- Provide nutrition education to WIC or Senior FMNP participants that specifically targets fresh fruits and vegetables and addresses the special nutrition needs of the demographic.
- Provide instruction to WIC or Senior FMNP participants on program rules.
- Issue checks in sequential order.
- Complete check registers properly.
- Submit register pages to CSC as instructed.
- At the end of the season, submit all remaining register pages promptly.
- Receive, verify, and allocate checks and check registers.
- Keep checks and registers securely stored at all times.
- Maintain accurate and complete records of all activities.  
Provide data, reports, and feedback to ISDH upon request.

## Authorization – Markets, Stands, and Growers

In order to make access to fresh fruits and vegetables easier for WIC and Senior participants, Indiana authorizes growers to accept WIC and Senior checks at farm stands. Every grower intending to participate in the FMNP must belong to an authorized Farmers' Market or authorized farm stand. Growers authorized to accept WIC FMNP checks are automatically authorized to accept SFMNP checks at authorized markets and farm stands. Checks are processed in the same manner. All procedures, rules, violations, and sanctions apply to both programs.

The ISDH FMNP authorizes Farmers' Markets, farm stands, and growers. Both the location and the grower must be authorized in order to be able to accept checks.

7 CFR 248.10(a)(1)

7 CFR 249.10(a)(2)

## Farmers' Market

In order to become an authorized Farmers' Market, a market must have:

- A Market Master or representative who completes the Market Application at least every three years and serves as a contact person for State FMNP staff. **A new Market Master must attend a training session with State FMNP staff prior to the start of the season.**
- A minimum of 3 produce growers willing to participate in the FMNP, complete an application, attend training (unless already an authorized grower), and follow the FMNP Handbook.
- Defined days and hours of operation at a permanent location.
- Display authorized vendor poster.

7 CFR 248.10(a)(4)

7 CFR 249.10(a)(7)

7 CFR 248.10(a)(5)

7 CFR 249.10(a)(8)

## Market Master

The Market Master completes State form 52586 "Application and Agreement for Farmers' Market Nutrition Program (FMNP) Indiana Farmers' Market" to request authorization for the Farmers' Market to participate in the program. The Application Agreement section outlines the responsibilities of a Market Master to ensure the Farmers' Market follows federal regulations. This agreement is required by USDA and is necessary before the Farmers' Market may be authorized. Once approved by ISDH FMNP, the Agreement is valid for three seasons, unless a new Market Master is named. The Market Master agrees to:

- Assist the State and local WIC offices by helping local farmers learn how they may participate in the FMNP.

- Provide annual training to FMNP-authorized growers who participate in the market.
- Provide ISDH FMNP with the bylaws of the Farmers' Market upon request.
- Assist the state and local WIC offices with communication and documentation of training for growers.
- Ensure that growers comply with FMNP rules.

## Grower

The ISDH FMNP does not restrict the number of growers that can be authorized for the FMNP or require that the farmer reside within the same county where the Farmers' Market is located in order to be eligible for authorization. Authorized growers that consistently redeem less than \$50 a season will not be reauthorized.

### Eligibility Requirements and Application

In order to become an authorized grower, a farmer must:

- Reside within Indiana or in an adjacent county that borders Indiana.
- Grow a majority (51% over the season) of the produce (fruits, vegetable, and edible herbs) offered for sale. The 51% majority may include produce grown by the farmer, produce grown under the direction of the farmer, and produce grown under a cooperative program. Produce not grown in this manner (no more than 49%) must be purchased directly from another farmer who grows locally. Individuals, who exclusively sell produce grown by someone else, such as wholesale distributors, cannot be authorized to participate in the FMNP. A market's rule allowing brokered items does not affect this requirement.
- Attend a training session provided by a Market Master or State-designated representative designed to answer questions and address FMNP compliance (***new growers only***). Growers who have participated in the past may use this Handbook as the required annual training.
- Complete and sign the current version of state form 52585 "*Application and Agreement for Farmers to Participate in the WIC Farmers' Market Nutrition Program (FMNP)*" and return it to the address below. The Agreement section outlines responsibilities as a grower selling produce at either an approved Farmers' Market or an approved farm stand. Once approved by ISDH, the Agreement is valid for three seasons. Growers who submit completed applications, meet the criteria of the program, and receive a copy of the Agreement, signed by the Indiana WIC FMNP Representative, will be authorized to accept FMNP checks.
- Ensure that at the beginning of each day locally grown fruit and/or vegetable products are displayed and offered for sale in the grower's market stall or farm stand. Locally grown is defined as grown within Indiana or an adjoining state's bordering counties. Non-locally grown fresh fruits and

vegetables cannot be displayed or offered for sale unless the FMNP eligible produce is clearly marked as locally grown. An authorized farmer may operate other Farmers' Market stalls independent of the FMNP stall. **Only locally grown fruits, vegetables and edible herbs can be sold for FMNP or Senior FMNP checks.**

- Post the ISDH FMNP stall sign at the Authorized Farmers' Market and, if applicable, the grower's farm stand. This helps participants find authorized farmers.
- Only accept WIC and Senior FMNP checks at ISDH FMNP authorized markets or authorized farm stands. The FMNP checks can only be used at authorized markets and farm stands, and by authorized farmers. Authorized farmers may not redeem checks outside of the authorized Farmers' Market and/or authorized farm stand, i.e. at their personal farm stand (not authorized) or at an unauthorized Farmers' Market.

Upon approval, the grower will receive:

- an identification number stamp to use on checks submitted for payment, and
- an authorized vendor sign.

A grower is not authorized to accept checks until both of the above are in the grower's possession.

An approved Agreement with the State does not guarantee that a grower may participate in the FMNP at a Farmers' Market. Participation rests with the grower's compliance to the locally governed Farmers' Market rules. It is essential that contact be made with the Market Master or market sponsor for information on eligibility requirements for the specific local market.

### **Renewal Applications**

A grower who is renewing an application will not receive a new stamp. If a stamp and/or sign are lost, damaged, or stolen, please contact ISDH FMNP to request replacement.

*7 CFR 248.10*

*7 CFR 249.10*

Completed applications may be submitted by:

Mail: Indiana State Department of Health  
Attn: FMNP Coordinator2 North Meridian Street, 5th Floor  
Indianapolis, Indiana 46204

Fax: 317-233-5609

E-mail: [inwic@isdh.in.gov](mailto:inwic@isdh.in.gov) (please provide attachment in PDF format)

## **New Grower Training**

Growers play a vital role in the FMNP. All new growers are required to receive training prior to authorization to participate in the FMNP. The training must be documented. Documentation should include the date and time of the training, the agenda, and the names and signatures of those who attended. There are options for training:

- Attend a telephone conference training session provided an FMNP Representative.
- Attend a training session held by a local authorized market's Market Master.
- Arrange a one on one training session with a local Market Master or FMNP representative.

*\* If training is provided by a Market Master, verification of training should be submitted to the State FMNP Coordinator.*

*7 CFR 248.10(a)(4)*

*7 CFR 249.10(a)(7)*

## **Farm Stands**

Authorization of farm stands is based on need in a particular area where no or few Farmers' Markets are located. Farm stands can be authorized to provide WIC and Senior participants an opportunity to use their FMNP checks. Authorized farm stands that consistently do little or no FMNP business (less than \$50 a season) will not be reauthorized. Farm stand authorization will be assessed based on the following criteria:

- There is no authorized Farmers' Market within five miles of the farm stand.
- The local WIC clinic or AAA requests approval because it provides or enhances a benefit to participants (must be documented). The clinic or AAA may make the request by e-mail and should include justification for the request.

FMNP authorized farm stands must:

- Be located in Indiana, in participating counties.
- Be at least five (5) miles from the nearest authorized Farmers' Market (unless an override is granted by ISDH).
- Belong to an authorized grower.
- Be listed on the authorized grower's application.
- Grow and offer for sale a variety of FMNP eligible fruits, vegetables and edible herbs.
- Have a permanent location dedicated to the sale of a grower's produce and goods.
- Have defined hours of operation, which must be posted.
- Have a full time attendant during hours of operation as listed on the grower's application. The "honor system" may not be used during the days and times the grower provided to ISDH that the stand will be open to accept WIC and Senior FMNP checks.

# AAA Operations Manual for SFMNP

SFMNP checks may be accepted only by an authorized grower or his employee/family member for the purchase of eligible foods. Participants will present SFMNP checks, and sign them, after selecting the items they wish to purchase. Participating growers will compare the signature on the SFMNP check with the signature on the participant's ID. The final step in validating a check is to stamp it with the vendor stamp. This may be done any time prior to submitting it to the bank for deposit. Checks containing all necessary information may be deposited in the bank for payment. Important: checks must have the SFMNP participant's signature, or that of their authorized proxy, on each check in order for the grower to receive payment for the check.

## Check Management

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### **Consignment**

The quantity of checks printed for a particular season is based on budget constraints. Allocation to AAAs is based on prior year issuance.

State FMNP staff directs CSC on the production and shipment of checks to the local AAAs. CSC provides tracking data, number of checks, and number of check register pages (with ranges) at the time a consignment is shipped. State FMNP staff notifies local AAAs of their consigned quantity prior to shipment. Check sets are shipped to participating AAAs to arrive immediately prior to the start of the season.

### **Receiving**

The AAA should

1. verify shipment information and secure checks and registers pages.
2. Notify the State FMNP Coordinator, by e-mail, with the following information:
  - Total number of checks received.
  - Statement that check ranges and register pages have been matched.
  - Receiver's name.
  - Date received.

### **Site Allocation**

Checks are packaged in sets of 20 booklets. Each register page has 20 lines listing the corresponding check ranges. There is one register page for each packet of booklets. It is very important that the correct register page is allocated to a distribution site along with its specific packet.

AAAs may allocate check sets to distribution sites as they wish. The AAA will maintain a record of allocation that includes number and range of check sets and register pages, the distribution site, date of allocation, printed name and signature of the receiving staff or volunteer. This record will be sent, via e-mail, to the State FMNP Coordinator at the end of each season.

## Register Pages

The check register is a two-part carbonless form. When a register page is full,

- Mail the original to CSC, for data entry into the system. Send all FULL register pages **no less than weekly**.

Mail completed register pages to:

CSC

13401 W. 98<sup>th</sup> Street

Lenexa, KS 66215

- Retain the copy for agency records.

All pages remaining at the end of the season, full, partial, or blank, must be mailed to CSC no later than **Friday, October 7, 2016** so that all issuance information can be entered before deadline.

## End of Season

After September 30:

1. Check registers:
  - a. Write the word "VOID" on all unused lines of ALL remaining check register pages.
  - b. Send to CSC no later than Friday, October 7.
2. Remaining checks:
  - a. Record check numbers.
  - b. Shred checks and registers.
  - c. Send email to the State FMNP Coordinator with the following information:
    - i. Check numbers of those destroyed.
    - ii. Destruction date/s.
    - iii. Verification of destructions (a written statement that the checks were shredded).

## Check Issuance

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AAAs may begin distributing checks **on or after June 13, 2016**. Checks may not be issued before this date.

AAAs may choose the manner in which they distribute checks to eligible participants. Options are:

- At regular AAA activities;
- At a "SFMNP Day" at the distribution site, on a first-come, first-served basis;
- At a Farmers' Market or farm stand;
- At a farm stand located at /near the AAA;
- Any combination of the above.

**Checks and register pages must be secured at all times.**

1. Issue checks in sequential order to eligible seniors. It is the responsibility of the local AAA to determine which seniors meet the criteria for SFMNP participation. Eligibility is based on **household** income. There may be more than one eligible senior per household and each eligible senior may receive a booklet of checks. (To be eligible, a person must be at least 60 years old at the time of application AND household income must be at or below the current income guideline.) Please remember that income for all household members must be reported and that gross income must be used (income before any deductions for insurance, etc.).
2. Ensure that all information is recorded on the appropriate register page on the appropriate check range line and that it is legible.
  - a. CHECK NUMBER is pre-printed with the beginning and ending numbers of the range.
  - b. Enter the ISSUE DATE in the format “month / date”.
  - c. The CLINIC column does not apply to SFMNP and will be left blank.
  - d. **New in 2016: all participants must have ID numbers.** Enter the participant’s driver’s license or State ID card number in the ID NUMBER column.
  - e. The CATEGORY column applies only to WIC and should be ignored.
  - f. Print the initials of the staff or volunteer who issued the checks in the INITIALS column.
  - g. Print the name of the SFMNP participant to whom checks are issued in the PARTICIPANT NAME column.
  - h. The person receiving the checks (participant or proxy) will **sign** their name in the PARTICIPANT SIGNATURE column.

Please immediately report any discovered discrepancy between actual issuance and the check register page to the FMNP Coordinator.

### Re-issuing Returned Checks

On occasion, a participant may move out of state and choose to return their checks so they may be used. Since no change can be made to data already entered by CSC, there is a workaround. You may re-issue checks if you follow this procedure.

1. Make a copy of the register page that lists the check set you want to re-issue.
2. On the COPY, white out the distribution information and fill in the new recipient’s information.
3. Document the situation (who, what, when, where, why).
4. Attach the documentation and the copy with the new information to your carbon copy of the original register page.
5. Maintain on file for three years plus the current year.
6. DO **NOT** SEND THE UPDATE TO CSC.

Visual of Checks and Registers

Sample SFMNP check for 2016

Indiana State Department of Health Senior Farmers' Market Nutrition Program	United Community Bank Marietta, GA	84-1988 611	XXXXXXXXXX		
Accepted and Redeemable ONLY by authorized farmers' market vendors					
PAY TO THE ORDER OF		<b>1</b>	<b>\$ 5</b>		
INDIANA FARMERS' MARKET NUTRITION PROGRAM VENDOR		-----			
FIVE DOLLARS AND NO/100ths		NO CHANGE PERMITTED			
NO CHANGE SIN CAMBIO		AUTHORIZED PROGRAM VENDOR NUMBER:			
Use only for fresh fruits and vegetables. Usar sólo para las frutas y hortalizas frescas.		<b>3</b>			
<table border="1" style="display: inline-table;"> <tr> <td>First Day To Use</td> <td>Last Day To Use</td> </tr> <tr> <td>June 13, 2016</td> <td>October 15, 2016</td> </tr> </table>				First Day To Use	Last Day To Use
First Day To Use	Last Day To Use				
June 13, 2016	October 15, 2016				
		CUSTOMER SIGNATURE			
VENDOR NUMBER MUST BE ENTERED ABOVE					
@0000000000 061119684 2503217					

- 1 Amount per check. No change or cash can be given back.
- 2 First day and last day to use for the 2016 season.
- 3 Where to sign check.

Sample SFMNP check register for 2016

REPORT: FMPR020W	Indiana Senior Farmers Market 2016 Senior Farmers Market Check Register					DATE: 05/14/2016 TIME: 13: 40: 03
0000 Local Agency Name, Inc.						PAGE: 1
CHECK NUMBER	ISSUED	ID NUMBER	CATEGORY	CLINIC	PARTICIPANT NAME	PARTICIPANT SIGNATURE
10000001 - 10000003	/					
10000004 - 10000006	/					
10000007 - 10000009	/					
10000010 - 10000012	/					
10000013 - 10000015	/					
10000016 - 10000018	/					
10000019 - 10000021	/					
10000022 - 10000024	/					

## Participant Instruction

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Participants must be instructed on all items in this section.

- Authorized vendor sign: Authorized growers should display the “WIC & Senior Farmers’ Market Checks Accepted Here” sign each day they sell at a market or farm stand. Agencies should notify the State office of any reports or complaints regarding growers and markets. Older signs are 11” by 17”. Newer signs are 8.5” by 11”.
- Signing checks at the market: Each participant or their proxy must sign the SFMNP check at the time of produce purchase. The participant must provide ID if the farmer requests it.
- Valid dates for the checks: Checks may not be used before the “First Day to Use” listed on the face of the check. Checks may not be used after the “Last Day to Use” listed on the face of the check.
- How to spend the entire dollar amount: Participants may spend a check and also use cash in the same transaction. Many farmers will assist participants by explaining the benefits, uses, and preparation of the produce they have for sale. However, participants should be instructed on how to calculate costs, what produce is in season at various times, and what produce best satisfies the specific nutritional needs of the senior.
- Where to find participating farmers: Provide participants with the list of authorized markets and stands within the participant’s geographical area.
- Not receiving change or refunds: Farmers may not give change or refunds for SFMNP purchases.
- Tax: No tax may be charged on SFMNP purchases.
- Eligible foods: A list of eligible foods is contained in the Handbook. Explain to participants what they can and cannot buy at the market or stand.
- Lost/stolen/damaged check policy: SFMNP checks that are reported lost, stolen, or damaged will not be replaced.
- Participant abuse policy: AAA staff may notify participants of the policy and penalties for abuse of the program at SFMNP check issuance.
- Participant’s rights: Participants have the right to lodge a complaint about improper farmer/Farmers’ Market practices with regard to SFMNP responsibilities. Anyone who has a complaint regarding any aspect of the SFMNP may contact the Indiana FMNP coordinator at 1-800-

522-0874. Participants must be advised of their civil rights and the manner in which they may file such complaint. Refer to the Civil Rights section of this manual for the USDA civil rights statement.

- Nutrition education: Participants must receive SFMNP-specific nutrition education that emphasizes the nutritional and health benefits of fresh produce. AAAs have great latitude in choosing materials and methods that are most appropriate for the service area demographics. Staff and volunteers should discuss the various types of produce available within the geographic location, methods to prepare and use them, and provide suggestions on how to include more fresh produce in the senior's diet. Some suggested resources for nutrition education are:
  - How to preserve produce (canning and freezing)
  - SNAP information
  - National Council on Aging
  - MyPlate
  - EatRight.org (national nutrition month section)
  - Purdue Extension agents

## **AAA Program Monitoring**

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A FMNP representative will perform monitoring of AAAs. Criteria for monitoring include all elements of participant education and check management.

Each AAA receives notification of the results of the monitoring that may include questions, comments, findings, recommendations, and corrective action requirement.

# Indiana County Codes

County Code #: County (County Seat)

1: Adams (Decatur)	34: Howard (Kokomo)	67: Putnam (Greencastle)
2: Allen (Ft. Wayne)	35: Huntington (Huntington)	68: Randolph (Winchester)
3: Bartholomew (Columbus)	36: Jackson (Brownstown)	69: Ripley (Versailles)
4: Benton (Fowler)	37: Jasper (Rensselaer)	70: Rush (Rushville)
5: Blackford (Hartford City)	38: Jay (Portland)	71: St. Joseph (South Bend)
6: Boone (Lebanon)	39: Jefferson (Madison)	72: Scott (Scottsburg)
7: Brown (Nashville)	40: Jennings (Vernon)	73: Shelby (Shelbyville)
8: Carroll (Delphi)	41: Johnson (Franklin)	74: Spencer (Rockport)
9: Cass (Logansport)	42: Knox (Vincennes)	75: Starke (Knox)
10: Clark (Jeffersonville)	43: Kosciusko (Warsaw)	76: Steuben (Angola)
11: Clay (Brazil)	44: LaGrange (LaGrange)	77: Sullivan (Sullivan)
12: Clinton (Frankfort)	45: Lake (Crown Point)	78: Switzerland (Vevay)
13: Crawford (English)	46: LaPorte (LaPorte)	79: Tippecanoe (Lafayette)
14: Daviess (Washington)	47: Lawrence (Bedford)	80: Tipton (Tipton)
15: Dearborn (Lawrenceburg)	48: Madison (Anderson)	81: Union (Liberty)
16: Decatur (Greensburg)	49: Marion (Indianapolis)	82: Vanderburgh (Evansville)
17: DeKalb (Auburn)	50: Marshall (Plymouth)	83: Vermillion (Newport)
18: Delaware (Muncie)	51: Martin (Shoals)	84: Vigo (Terre Haute)
19: Dubois (Jasper)	52: Miami (Peru)	85: Wabash (Wabash)
20: Elkhart (Goshen)	53: Monroe (Bloomington)	86: Warren (Williamsport)
21: Fayette (Connersville)	54: Montgomery (Crawfordsville)	87: Warrick (Boonville)
22: Floyd (New Albany)	55: Morgan (Martinsville)	88: Washington (Salem)
23: Fountain (Covington)	56: Newton (Kentland)	89: Wayne (Richmond)
24: Franklin (Brookville)	57: Noble (Albion)	90: Wells (Bluffton)
25: Fulton (Rochester)	58: Ohio (Rising Sun)	91: White (Monticello)
26: Gibson (Princeton)	59: Orange (Paoli)	92: Whitley (Columbia City)
27: Grant (Marion)	60: Owen (Spencer)	93: Marion (Indianapolis)
28: Greene (Bloomfield)	61: Parke (Rockville)	94: Lake (Crown Point)
29: Hamilton (Noblesville)	62: Perry (Cannelton)	95A: Military/Special
30: Hancock (Greenfield)	63: Pike (Petersburg)	95B-Z: Marion (Indianapolis)
31: Harrison (Corydon)	64: Porter (Valpariso)	96: Lake (Crown Point)
32: Hendricks (Dansville)	65: Posey (Mt. Vernon)	97-99: Marion (Indianapolis)
33: Henry (New Castle)	66: Pulaski (Winamac)	

# FMNP Approved Food List

## Fresh Vegetables

Asparagus  
Beans  
Beets  
Bok Choy  
Broccoli  
Brussels sprouts  
Cabbage  
Carrots  
Cauliflower  
Corn  
Cucumbers  
Edible Soybeans  
Eggplant  
Garlic  
Greens (any variety)  
Herbs (cut/edible)  
Kohlrabi  
Leeks  
Lettuce (any variety)  
Lima Beans  
Mushrooms  
Okra  
Onions  
Parsnips  
Peas  
Peppers (any variety)  
Potatoes  
Pumpkins (edible)  
Radishes  
Rhubarb  
Rutabagas  
Scallions  
Spinach  
Sprouts  
Squash (any variety)  
Squash Blossoms  
Sweet Potatoes/Yams  
Tomatillos  
Tomatoes  
Turnips  
Watercress  
Zucchini

## Fresh Fruits

Apples  
Apricots  
Blackberries  
Blueberries  
Cantaloupe  
Cherries  
Currants  
Elderberries  
Gooseberries  
Grapes  
Honeydew  
Huckleberries  
Melons  
Nectarines  
Peaches  
Pears  
Persimmons  
Plums  
Raspberries  
Strawberries  
Watermelon

## Quick Checklist for FMNP

- Complete all lines of the form “WIC FMNP Authorized Farmers’ Application” If you are applying for 2015; note the application will be valid for three (3) seasons from the date of approval. To streamline communications, please provide an email address if you have one and check it regularly. The application applies to both the WIC and Senior Farmers Market Nutrition Programs.
- Applications from farmers are processed up to September 1 of each year.
- Applications for farm stands or markets are processed up to May 15 of each year.
- Return the completed application to ISDH FMNP.
- Post the laminated sign each time you are at the market or farm stand.
- Be certain each sign contains an authorization sticker with your 4-digit FMNP Identification Number.
- If this is the first time you have submitted the FMNP application a stamp will be sent to you with your 4-digit identification number and a sign. If you already have a stamp from last year, you will not be receiving another. Stamps may be re-inked. Stamps will not be replaced when it is out of ink.
- All FMNP checks must have the stamped farmer’s 4-digit FMNP I.D. number entered in the white box on the *face* of the check, before the checks are deposited.
- All FMNP checks must have the grower’s endorsement (signature) on the back.
- Deposit checks in a timely manner.

### At the market / stand

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- **Display your sign!**
- **Post prices.**
- **NO: sales tax, change, refunds.**
- **Separate eligible from ineligible or mark those WIC-approved.**
- **NO: meat, eggs, honey, cut produce, cheese, bread, milk.**
- **Keep this Handbook handy.**
- **Train your employees every year.**

On behalf of Indiana WIC and the Farmers’ Market Nutrition Program, thank you for your participation!