

# WIC and Senior Farmers' Market Nutrition Program Handbook



## Market Masters & Growers

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..



# 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 Coordinator  
2 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.

# Training Material

FMNP checks may be accepted only by an authorized grower or his employee/family member for the purchase of eligible foods. Participants will present FMNP checks, and sign them, after selecting the items they wish to purchase. Compare the signature on the FMNP check with the signature on the participant’s ID folder (WIC) or ID (SFMNP). The final step in validating a check is to stamp it with your 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: You must have a WIC or Senior FMNP participant’s signature on each check in order to receive payment for the check. It may be difficult or impossible to locate the participant later, so it is critical to get the signature when the participant is present and you are accepting the check.

## Displaying the FMNP Sign

Display the “WIC & Senior Farmers’ Market Checks Accepted Here” sign each day you sell at a market or farm stand.

7 CFR 248.10(a)(5)

7 CFR 249.10(a)(8)

**WIC & Senior Farmers' Market Checks Accepted Here**

**Indiana Farmers' Market Nutrition Program**

Indiana State Department of Health

USDA

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment, or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For more information, call 1-800-522-0874 or visit [www.wic.in.gov](http://www.wic.in.gov)

## Stamping (Validating) FMNP Checks

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Place the State-issued vendor (grower) stamp in the lower right corner on the front of the check. Ensure the impression is made right-side up.

All checks must be stamped before depositing into your bank.

**NO HANDWRITTEN NUMBERS!** If your stamp is lost, stolen, or damaged, request a new one from the State FMNP Coordinator.

Checks may be rejected by our banking partner if the number is handwritten or cannot be read.

## Depositing FMNP Checks

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### **Deadline**

FMNP checks may be deposited any time after the participant signs the checks, and it is stamped and endorsed by the farmer.

**Please note: Some banks require you to have a business account to cash ANY type of WIC check.**

All checks must have an authorized vendor stamp issued by the Indiana State Department of Health, FMNP program and the grower's signature. Stamp numbers should be clearly legible, or they will not scan at the bank. Please stamp properly to avoid having your checks rejected.

Deposit checks frequently, preferably no less than every two weeks.

- All checks must be deposited by **November 7**.
- Before depositing, treat checks like cash and store them in a secure, locked location.
- Checks will not be replaced if lost or stolen.

### **Expired Checks**

- Will not be paid or accepted.
- Will be returned with the message, "Do not redeposit."

## Cancelling

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To ensure a check may not be depositing if it needs to be voided:

- Punch holes in the check or
- Rubber stamp it to make it illegible.

## Program Guidance

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**Only eligible foods** may be purchase with FMNP checks.

Eligible for sale:

- Fresh;
- Locally grown;
- Not processed or prepared beyond their natural state except for the usual harvesting and cleaning processes;
- fruits, vegetables, edible herbs.

Unusual fruits, vegetables or edible herbs not listed may be sold with the permission of the State. If a grower, Market Master, or a local agency office has a question regarding the eligibility of an item, then contact the State FMNP Coordinator (see State Contact Information on page 8. The list of eligible fruits and vegetables is at the end of this Handbook.

Not eligible for sale:

- Non-locally grown fresh fruits and or/vegetables.
- Processed fruit or vegetable products such as jams, jellies, syrups, popcorn, juices/ciders, and baked goods of any kind, including fruit pies and breads. (Processing includes anything other than the normal harvesting and cleaning of produce.)
- Other ineligible items: dried beans/peas, flowers, honey, eggs, milk, cheese, ornamental corn, miniature pumpkins, gourds, nuts, and plants.

**Cash, change, credits, or refunds are not allowed.** FMNP checks are never to be exchanged for cash. Change, credits, or refunds are never to be given to a customer using only FMNP checks. Do not give change if the purchase price is under \$6.00 (WIC) or under \$5.00 (Seniors). Participants using a combination of checks and cash may be given change directly related to the amount of cash used. Any purchase for more than the amount of the FMNP check(s) must be paid by the participant.

Growers may assist FMNP participants to maximize the use of their FMNP checks by offering additional fruits and vegetables if the total purchase is less than the FMNP check.

FMNP authorized growers are prohibited from cashing FMNP checks accepted by a non-authorized farmer or exchanging checks for money.

**Mark or post current prices** clearly either on the foods or on a sign next to or in front of foods.

**No sales tax** on FMNP purchases.

**Practice nondiscrimination.** FMNP growers shall maintain nondiscriminatory sales transaction procedures, including, but not limited to acceptance of FMNP checks in the same manner as required of all customers using personal checks.

*7 CFR 248.10(d)*

*7 CFR 249.10(d)*

## **Visual Comparison of Checks**

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As an authorized FMNP grower, you can accept checks from both the WIC and Senior FMNP. Each program issues its own FMNP checks. The checks look slightly different from each other, and are printed in two different colors to help eliminate confusion. **For the 2016 Season, WIC checks are lavender and worth \$6.00 each. Senior checks are blue and worth \$5.00 each.** Checks from previous seasons will not be paid. Make sure checks accepted are for the current season.

**Important: DO NOT accept the pink WIC cash value vouchers for fruits and vegetables.** The pink cash value vouchers are not FMNP checks and are only good at grocery stores.

Sample WIC FMNP check for 2016

Indiana State Department of Health WIC Farmers' Market Nutrition Program	United Community Bank Marietta, GA	64-1968 611	XXXXXXXXXX				
Accepted and Redeemable ONLY by authorized farmers' market vendors							
PAY TO THE ORDER OF <b>INDIANA FARMERS' MARKET NUTRITION PROGRAM VENDOR</b> <b>SIX DOLLARS AND NO/100ths</b> -----		<b>1</b> \$ <b>6</b>	NO CHANGE PERMITTED AUTHORIZED PROGRAM VENDOR NUMBER: <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; text-align: center; line-height: 40px;"><b>3</b></div> VENDOR NUMBER MUST BE ENTERED ABOVE				
<b>NO CHANGE SIN CAMBIO</b> Use only for fresh fruits and vegetables. Usar sólo para las frutas y hortalizas frescas.		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> CUSTOMER SIGNATURE					
<table border="1"> <tr> <th>First Day To Use</th> <th>Last Day To Use</th> </tr> <tr> <td>June 13, 2016</td> <td>October 15, 2016</td> </tr> </table>	First Day To Use	Last Day To Use	June 13, 2016	October 15, 2016	<b>2</b>		
First Day To Use	Last Day To Use						
June 13, 2016	October 15, 2016						

⑆00000000⑆ ⑆061119684⑆ 2072103761⑆

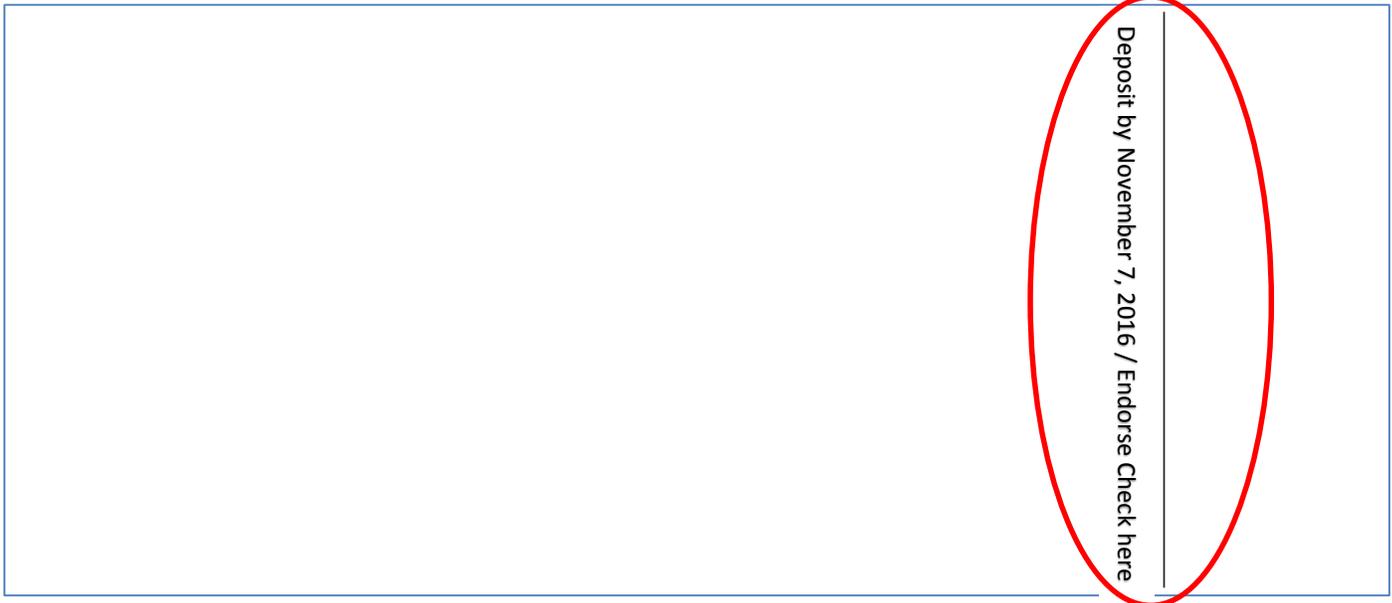
- 1 Amount per check. No change or cash can be given back.
- 2 First day and last day to use for the 2016 season.
- 3 Where to stamp check with authorized four-digit number.

Sample Senior FMNP check for 2016

Indiana State Department of Health Senior Farmers' Market Nutrition Program	United Community Bank Marietta, GA	64-1968 611	XXXXXXXXXX				
Accepted and Redeemable ONLY by authorized farmers' market vendors							
PAY TO THE ORDER OF <b>INDIANA FARMERS' MARKET NUTRITION PROGRAM VENDOR</b> <b>FIVE DOLLARS AND NO/100ths</b> -----		<b>1</b> \$ <b>5</b>	NO CHANGE PERMITTED AUTHORIZED PROGRAM VENDOR NUMBER: <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; text-align: center; line-height: 40px;"><b>3</b></div> VENDOR NUMBER MUST BE ENTERED ABOVE				
<b>NO CHANGE SIN CAMBIO</b> Use only for fresh fruits and vegetables. Usar sólo para las frutas y hortalizas frescas.		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> CUSTOMER SIGNATURE					
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First Day To Use	Last Day To Use						
June 13, 2016	October 15, 2016						

⑆00000000⑆ ⑆061119684⑆ 2503217⑆

*Back side of all FMNP checks for 2016*



**IMPORTANT: Remember to sign the check on the back, as you would any other check, before depositing into the bank.**

*7 CFR 248.10(h)(3)*

*7 CFR 249.10(h)(3)*

## Participant and Grower Complaints

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Anyone (participant, Market Master, grower) who has a complaint regarding any aspect of the FMNP may contact the Indiana FMNP Coordinator at 1-800-522-0874.

Market Masters and growers must refer all FMNP participants who have complaints about the Farmers' Market, farm stand, or grower to the local WIC office ISDH FMNP.

7 CFR 248.10(j)

7 CFR 249.10(j)

## Program Monitoring

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A FMNP representative will visit local Farmers' Markets and farm stands unannounced to identify any problems or misunderstandings as well as to determine if additional guidance may be needed by growers, Market Masters, or participants. If noncompliance is discovered, the non-compliant authorized grower will be notified in writing by ISDH FMNP. "Compliance buys" will be used as a means of identifying growers who violate the program requirements by overcharging, providing change, selling unauthorized foods, and/or providing non-food items in exchange for FMNP checks.

If fresh fruits and vegetables are displayed and/or offered for sale in an authorized grower's stall or farm stand and the point-of-origin is in question (whether or not it is locally grown produce), an on-site inspection of the production area may be conducted by FMNP staff. If an inspection is required, the authorized vendor will be required to comply with the following:

- When produce is declared to have been grown by an authorized grower, he/she shall provide directions to the growing site, and grant permission for FMNP staff to conduct an inspection of the site.
- When produce is purchased for resale or on consignment from another local producer, valid records containing the following information: name, address, and phone number of the producer; date of purchase or consignment; location of the growing site; and quantity of each item purchased or consigned shall be presented upon request.

7 CFR 248.10(e)

7 CFR 249.10(e)

## Program Violations

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Failure to adhere to program rules can result in non-payment, warning, suspension or disqualification from participation in the FMNP. Growers and Market Masters who are identified and documented as having violated the program rules will receive *"Indiana Farmers' Market Nutrition Program (FMNP/SFMNP) Notice of Disqualification, Suspension, or Non-approval"*

There are three levels of violations and associated sanctions:

### **Class I**

- Failure to appropriately display the vendor FMNP sign.

Class I violations will result in a **warning** from ISDH FMNP to the grower.

### **Class II**

- Noncompliance with FMNP rules and procedures as outlined in the FMNP Handbook or Application and Agreement, which are not specifically identified as Class I or III.
- Abusive treatment of WIC participants, family, and WIC staff (i.e. verbal, and other).
- Accepting FMNP checks at a location other than an authorized Farmers' Market or authorized farm stand.
- Not identifying non-locally produced fresh fruits or vegetables for sale at a FMNP identified stall.
- 2 (Two) Class I violations.

Class II violations will result in a citation of non-compliance from ISDH FMNP to the grower.

### **Class III**

- Failure to permit or comply with procedures regarding inspection of evidence when local production is in question.
- Accepting FMNP checks for non-locally grown fruits and/or vegetables or other ineligible items.
- Cashing FMNP Checks for a non-authorized vendor.
- Charging WIC participants more than the posted price for any item charging for items not received or participating in other discriminatory practices.
- Continued participation in the FMNP during a period of suspension, including acceptance or evidence of intent to accept FMNP checks.
- Failure to treat participants, their families, local agency staff, or FMNP representative(s) in a respectful manner.
- Failure to provide truthful information.
- Two Class II violations.

Class III violations will result in suspension and possible disqualification from the program.

## Warning

A warning is a written notification of an observation made during a monitoring visit so that the grower may correct the deficiency. (Example: failure to display the FMNP vendor sign.)

## Suspension

Suspensions will be in force for a maximum of 15 days and will be used to insure the grower has adequate time to appeal Class III violation notices. If the event leading to the suspension is substantiated, the grower will be automatically disqualified at the conclusion of the suspension period. If the event leading to the suspension is not substantiated, the suspension is immediately lifted. During the period of suspension, the cited grower will refrain from participating in the FMNP anywhere within the State.

## Disqualification

Disqualification will follow the suspension period if a Class III violation is substantiated. The disqualified grower is required to return his/her vendor ID stamp and stall sign(s) to ISDH FMNP within 15 days of receipt of the disqualification notice.

A grower who has been disqualified at any point in the season will be disqualified from program participation for the remainder of that season and the following full season.

At the conclusion of any disqualification period, the grower may reapply for authorization.

Upon reauthorization, the vendor will serve in a probationary status for one full program season.

Any single substantiated Class II or Class III violation obtained during the probationary period will serve as grounds for automatic disqualification.

## Right of Appeal and Appeal Procedure

The WIC FMNP program provides vendors/growers certain rights, which include:

- The right to voluntarily withdraw from the FMNP at any time except if it is to avoid disqualification resulting from program violations.
- The right to file a complaint against a WIC or Senior participant or another authorized vendor/grower.
- The right to receive advance notice of a suspension, termination, or non-approval.
- The right to request a hearing on an adverse action allowable under CFR 246.18.
- The right to be represented by counsel.

A written request for appeal must be sent to the WIC Director, Indiana State Department of Health, 2 North Meridian St., Section 5E, Indianapolis, IN 46204 within 15 days of your receipt of a “*Notice of Disqualification, Suspension, or Non-approval*”. Hearings will take place in Indianapolis before an Administrative Law Judge. Hearings will be conducted in an informal manner during which the vendor/grower and the FMNP representative are allowed to present their cases. The Administrative Law Judge’s decision will be based on the oral and documentary evidence presented and the statutory and regulatory provisions governing the WIC FMNP.

7 CFR 248.10(k)

7 CFR 249.10(k)

## Civil Rights

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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

7 CFR 248.7

7 CFR 249.7

# 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!