



WIC and Senior Farmers Market Nutrition Program (FMNP)

Market Manager and Grower Information and Training Manual 2018

WIC & Senior



**FARMERS
MARKET**

Checks Welcome Here

USDA and Washington State Sponsored Farmers Market Nutrition Program



DOH 964-001 Mar 2018



ALISA Aging and Long-Term
Support Administration

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Welcome to the FMNP

Welcome to the Farmers Market Nutrition Program!

The U.S. Department of Agriculture (USDA) created the Washington State WIC and Senior Farmers Market Nutrition Programs (FMNP) 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 stores.

Together we make an important difference by helping people in our communities eat healthier.

I'm excited to introduce myself as the new Washington WIC Director and Director of the Office on Nutrition Services at the Washington State Department of Health. Our previous Director Janet Charles recently retired and I'm grateful for the work that she has done. I am passionate about opportunities to support local economies through the Farmers Market Nutrition Program, markets, growers and farm stores around the state to provide healthy food to our WIC and Senior participants.

This Manual will help you understand your roles and responsibilities, how to handle FMNP checks, and where you can get help if you have problems. We want you to be successful and we have tried to make it easy to understand. Please read it carefully. We are required to make sure market managers and growers follow the rules of the program. We try to help growers who have trouble following the rules, but major or repeated problems may result in fines or disqualification.

As participants get FMNP checks at WIC clinics, locally designated sites, or by mail, they learn how and where to use the checks. But they may also need your help. You may even want to share recipe ideas, your blogs, social media pages, websites or talk to them about how you grow your produce. It is an opportunity for both of you.

We appreciate your being a part of this valuable nutrition program.

If you have any questions or comments about the FMNP please call us Monday through Friday between 8:00am and 5:00pm at 1-800-841-1410. You can also email us at: FMNPteam@doh.wa.gov.

Sincerely,



Paul Throne,
Director, Office of Nutrition Services
Washington State Department of Health

Washington State Contacts

For all questions about being a market manager or grower:

WIC FMNP and Senior FMNP

FMNP Team, Office of Nutrition Services, Department of Health (DOH)
Phone: 1-800-841-1410 • Email: FMNPteam@doh.wa.gov



Important Dates

April 1	Completed application for returning growers and markets
May 1	Completed Market Application/Contract due to the DOH for NEW markets
June 1	WIC and Senior FMNP starts
June 1–September 30	Participants use their checks
July 1	Completed Grower Application/Contract due to the DOH for NEW growers
October 31	Last day to spend WIC and Senior FMNP checks
November 15	Last day to deposit WIC and Senior FMNP checks

2018 Updates

- WIC and Senior FMNP both start on June 1 this year.
- WIC and Senior FMNP checks are both \$4.
- WIC and Senior FMNP checks are different colors.
- WIC FMNP checks color (orange), Senior (yellow-green).
- Market agreement period for markets can be from 1–3 years, depending on which year markets apply.



Overview of Program

Purpose

- 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 stores.

Benefits

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

Participant Information

In addition to getting FMNP checks and learning how to use them, participants in both programs also get:

- Nutrition information,
- Helpful tips about how to eat more fruits and vegetables,
- Information on how to store and prepare fruits and vegetables bought at farmers markets,
- Information about WIC FMNP and how to get checks.

WIC Participants can call the FMNP Team at 1-800-841-1410. Senior FMNP participants can call 1-800-422-3263 or using the Local Area on Aging Contacts coordinators listed on the DSHS website:

<https://www.dshs.wa.gov/altsa/home-and-community-services/senior-farmers-market-nutrition-program-contacts>.



Comparing WIC FMNP and Senior FMNP

Both programs help low-income participants get fresh fruits and vegetables, raise awareness, and increase sales at farmers markets. The programs are similar, but serve different people and have some other important differences.

Managing agency in Washington State	Department of Health (DOH)	Department of Social and Health Services (DSHS)
Who is eligible?	Women and children certified to receive WIC Program benefits.	Low-income seniors, at least 60 years old, with household incomes less than 185% of Federal poverty guidelines.
Where participants get FMNP checks	At local WIC clinics	At locally designated sites or by mail.
FMNP check value	\$4.00 per check; participants get \$20.00 for the season	\$4.00 per check; participants get \$40.00 for the season
When FMNP checks can be used and deposited	-Use between: June 1 to October 31 -Deposit or cash by November 15	Use: June 1 to October 31 Deposit or cash: By November 15
Where FMNP checks can be used	-Authorized farmers markets with authorized growers -Authorized farm stores	<ul style="list-style-type: none"> • Authorized farmers markets with authorized growers • Authorized farm stores • Authorized roadside stands
Foods people can buy with FMNP checks	Local, fresh, and unprocessed: <ul style="list-style-type: none"> • Fruits • Vegetables • Cut herbs 	Local, fresh, and unprocessed: <ul style="list-style-type: none"> • Fruits • Vegetables • Cut herbs • Honey
Foods and other things participants can't buy with FMNP checks	<ul style="list-style-type: none"> • Honey • Dried or preserved fruits, vegetables, and herbs • Juices • Nuts and seeds • Baked goods • Eggs, seafood, meat, milk, cheese • Potted plants or cut flowers • Nonfood items 	<ul style="list-style-type: none"> • Dried or preserved fruits, vegetables, and herbs • Juices • Nuts and seeds • Baked goods • Eggs, seafood, meat, milk, cheese • Potted plants or cut flowers • Nonfood items



Frequently Asked Questions (FAQs) for Managers

Q: Do all market managers need to be trained or just new managers?

A: All managers should review the FMNP training annually for any new information. New FMNP managers, should schedule training with DOH, or the previous manager can provide training using FMNP materials.

Q: Do market managers train anyone else?

A: Yes, managers must train authorized growers selling at their market, as well as employees and volunteers. Use this manual and the Power Point presentation on the FMNP website.

Q: How do I know who my growers are?

A: DOH sends market reports the week before the FMNP season starts, then only when new growers are added. *Each market day, you are responsible for checking growers* and reporting discrepancies to the DOH.

Q: Why is stamping FMNP checks correctly so important?

A: It's important because it ensures authorized growers get paid.

Q: How do I promote my market?

A: You can work with local WIC clinics, Area Agencies on Aging, and Senior FMNP Coordinators to provide information on what is fresh at the market each week.

Q: Can anyone buy honey?

A: No. Only seniors can purchase unprocessed, locally-produced honey with Senior FMNP checks.

Q: Can I give change for FMNP checks?

A: No. Cash, change, or token can't be given.

Q: Can a participant use other means to pay for produce when it's more than the value of the FMNP checks?

A: Yes, whatever grower accepts, like cash, EBT, debit/credit or tokens.

Q: What should I do if a non-authorized grower accepts FMNP checks?

A: contact the state office to report and then after state approval, void the FMNP checks by punching holes on the check or stamp void on the check.

Q: How do I get email updates and contact FMNP staff?

A: Send an email to: FMNPteam@doh.wa.gov

Q: How does the Department of Health monitor my market?

A: FMNP staff visit your market to verify market managers and growers are following their roles and responsibilities, address issues, provide professional consultation, and follow-up on complaints or violations.



Frequently Asked Questions (FAQs) for Growers

Q: Can my market manager sign me up for FMNP?

A: No. Growers must complete and sign their own application/contract. Sign and mail to the DOH address listed on the application. Ask the market manager how to get a copy or download the application from the DOH Website:

<http://www.doh.wa.gov/YouandYourFamily/WIC/FarmersMarket>

Q: Do all growers need to sign a new contract and get trained?

A: Yes. Growers need to apply for a new contract when their current contract expires, and need to review the new information for the coming season.

Q: Can I accept FMNP checks or use my grower identification number before I hear back from the DOH?

A: No. You can only accept FMNP checks when you get your signed contracts and grower ID number from the DOH.

Q: What does locally grown mean?

A: It means grown in Washington, and in bordering counties of Idaho or Oregon.

Q: Do growers train anyone else?

A: Yes, growers must train their employees and volunteers.

For Both Market Managers and Growers

Q: What should I do if I stamp the wrong number on the check?

A: Follow these steps:

1. Use a black ink pen and draw one line through the incorrect numbers.
2. Stamp the right market/grower ID or farm store/grower IDs in the box.
3. Initial the correction.
4. Deposit the check.
5. If a second mistake happens, contact the DOH for further instructions by email at FMNPTeam@doh.wa.gov or phone 1-800-841-1410.

Q: What should I do if I deposit a check and it's returned by the bank?

A: Follow these steps:

1. The bank will return a legal photocopy of the check to you. It will be printed with the message: "This is a legal copy of your check".
2. If the check stamp says: "One Redeposit", correct the legal photocopy and follow instructions for "What should I do if I stamp the wrong number on the check?"
3. Deposit the corrected legal photocopy. (Note: For each rejected and redeposit check, your bank may charge you a check processing fees.)
4. Call the DOH with questions at 1-800-841-1410.

Q: What should I do if I have a question not answered in this manual?

A: Call the FMNP at: 1-800-841-1410 or email at FMNPTeam@doh.wa.gov.



Eligible and Ineligible Foods

CAN purchase with FMNP checks

Fruits	Vegetables	Cut Herbs
<ul style="list-style-type: none"> • Apples • Apricots • Asian pears • Blackberries • Blueberries • Boysenberries • Cantaloupes • Cherries • Currants • Red and black figs • Gooseberries • Grapes • Ground cherries • Huckleberries • Kiwi • Loganberries • Marionberries • Melons • Muskmelon • Nectarines • Peaches • Pears • Plums • Raspberries • Seaberries • Strawberries • Tayberries • Watermelons 	<ul style="list-style-type: none"> • Alfalfa sprouts • Amaranth greens • Artichoke • Arugula • Asparagus • Beets • Bok Choy • Broccoli • Brussels sprouts • Cabbage • Carrots • Cauliflower • Celery • Chinese cabbage • Collard greens • Corn • Cucumber • Eggplant • Garlic • Green beans • Green onions • Kale • Kohlrabi • Leeks • Lettuce • Mizuna • Mushrooms • Mustard greens • Onions • Parsnips • Peas • Peppers • Potatoes • Pumpkins • Radishes • Rhubarb • Rutabagas • Shallots • Spinach • Squash • Swiss chard • Tatsoi • Tomatillos • Tomatoes • Turnips • Watercress • Yellow waxed beans • Yu Choy • Zucchini • Other edible greens • Other edible sprouts 	<ul style="list-style-type: none"> • Basil • Cilantro • Chives • Dill • Fennel • Parsley • Microgreens • Other edible cut herbs <p>Sell to Senior only</p> <ul style="list-style-type: none"> • Honey

CANNOT purchase with FMNP checks

NO

- Dried fruits, vegetables, or herbs
- Jams or jellies
- Fruit juice or cider
- Nuts or seeds
- Eggs
- Baked goods (for example: bread, cookies, pastries)
- Seafood or meats
- Milk or cheese
- Potted herbs or other plants
- Flowers



Honey (Seniors Only)

Senior FMNP checks can be used to buy unprocessed, locally-produced honey. Locally-produced refers to farmers in Washington, and bordering counties of Oregon and Idaho.

Honey producers must comply with the Washington State Department of Agriculture rules for producing and selling honey. For more information about producing and selling local honey please use this link:

<http://agr.wa.gov/Marketing/SmallFarm/greenbook/docs/31.pdf>.

Allowed

- **Comb honey:** Honey that comes exactly as it was produced in the hive.
- **Cut comb honey:** Liquid honey that may have added honey comb chunks in the jar.
- **Liquid honey:** 100 percent pure honey, free of visible crystals, extracted directly from the honey comb.
- **Naturally crystallized honey:** Honey spontaneously crystallizes.
- **Kosher/wild/organic honey:** 100 percent pure, conventionally-produced honey free of chemicals, drugs, and antibiotics.
- **Honey sticks:** Liquid, unflavored honey in a straw.

Not Allowed

- **Whipped/sugared/creamed honey:** Honey whipped into a crystallized state.
- **Dried honey:** Honey dehydrated and mixed with other ingredients.
- **Flavored/fruited honey:** Honey with fruit, coloring, or flavoring added.
- **Pasteurized honey:** Liquid honey heated to a very high temperature.
- **Infused honey:** Honey flavored with herbs, spices, or peels.



Visual Comparison of Checks

As an authorized FMNP grower, you can accept both WIC and Senior FMNP checks, unless you only sell honey. Each program issues its own FMNP checks. The checks look a little different from each other, and are printed in two different colors. This is to help you tell them apart and remember the different program rules.

Be sure you know the FMNP check colors for the current season. For 2018: WIC (orange) and Senior (lavender). If you accept checks from a previous season you can't receive payment for them.

Look for the "First Day to Use" and the "Last Day to Use" dates on the checks to assure you have the correct year.

Important: DON'T accept the blue WIC Nutrition Program checks for fruits and vegetables. The blue checks are NOT part of FMNP and are only good in grocery stores. If you accept the blue WIC fruit and vegetable checks we can't pay you for them.

Sample WIC FMNP Check (2018, orange)

WA State WIC Farmers Market Nutrition Program
Washington State Department of Health
P.O. BOX 47886 Olympia, WA 98504-7886

United Community Bank
Marietta, Georgia 64-1968 611 XXXXXXXX

1 Pay to the order of:
Washington WIC FMNP Authorized Grower — \$4.00
FOUR DOLLARS and no/100 — Tax Exempt

2 First Day to Use Last Day to Use
June 01, 2018 October 31, 2018

3 Use only for eligible fresh fruits, fresh vegetables, and fresh cut herbs
• Honey is not an eligible food for WIC
• Use only where the "WIC and Senior FMNP Checks Welcome Here" sign is posted by growers at authorized Farmers Markets or Farm Stores
• Call: 1-800-841-1410 for FMNP information
• Authorized Grower Stamp and redeem check by November 15, 2018

4 Payment denied if stamp ID is missing or incorrect, or if the ID is handwritten.
Stamp authorized 8 Digit FMNP ID number here

- 1 Amount per check. No change, token or cash can be given back.
- 2 First day and last day to use for 2018 market season.
- 3 Last day for grower to deposit at bank.
- 4 Where to stamp check with authorized eight-digit number.

Sample Senior FMNP Check (2018, yellow-green)

Washington State Senior Farmers Market Nutrition Program
Department of Social and Health Services
Aging and Long-Term Support Administration

UNITED COMMUNITY BANK
Marietta, Georgia 64-1968 611 XXXXXXXX

FIRST DAY OF USE LAST DAY OF USE
June 01, 2018 October 31, 2018

1 THE ORDER OF Washington SFMNP Authorized Grower — \$4.00
FOUR DOLLARS AND — NO/100 TAX EXEMPT

2 Good for only fresh fruits, vegetables, approved honey and herbs.
Not Good at Grocery stores. Valid only at Authorized Farmers Markets and Farm Stands. No change will be given. For information, call 1-800-422-3263

3 Authorized Grower - Redeem check by 11/15/2018

4 STAMP AUTHORIZED ID NUMBER HERE

Sponsored by the Washington State Department of Social & Health Services and the U.S. Department of Agriculture

Payment will be denied without the Washington Farmers Market Authorized ID Stamp



Training Materials

Displaying the FMNP Sign

Growers: Display the “WIC & Senior Farmers Market Checks Welcome Here” sign each day you sell at the market or farm store.



Stamping (Validating) FMNP Checks

Who can stamp?

- Growers or market managers.
- If the market manager is stamping checks for growers, use the market report to find the grower’s assigned ID number (see Appendix 1) and then return the stamped checks to the grower the same day.

What to stamp?

- An assigned eight-digit number must be stamped on all checks.
- Anyone stamping the checks must have an adjustable number stamp capable of stamping eight-digits.
- First four numbers are the market’s ID, next four are the grower’s ID. (See Appendix 2)

When to stamp?

- Each day a grower is at a market, or sells at their farm store.
- Before November 15.

Where to stamp?

- Stamp in the blank box at the bottom of the check. Use the right combination of ID numbers.
- Make sure the stamped ID number is dark, clear, and easy to read.

Why should I stamp the checks properly?

- If the check isn’t properly stamped, growers won’t get paid.
- Checks may be rejected if the bank can’t read the stamp.
- Grower’s bank or credit union may charge a fee for returned checks.

Depositing FMNP Checks

Deadline

Deposit checks frequently. Checks must be deposited by November 15, 2018. Before depositing, treat checks like cash and store in a secure, locked location. Checks won’t be replaced if lost or stolen.

Expired checks

- Won’t be paid.
- A legal photocopy of the check will be returned by the bank with the message, “Do not redeposit.”

Sanction Table

Complaints are rare, and can be avoided by understanding your roles and responsibilities. FMNP participants can file a complaint with the local WIC clinic, local Senior FMNP Coordinator, or state FMNP Coordinators (see the FMNP website and search for Online Resources).

When complaints are filed or violations are reported, there are three levels of action taken, depending on how serious the problem.

Sanction Table

Type	Action	Example of Violations
Class 1	Verbal warning	<ul style="list-style-type: none"> • Failure to display the FMNP sign.
Class 2	Written notice	<ul style="list-style-type: none"> • Failure to charge FMNP participants the same price as all other participants. • Failure to allow other forms of payment along with the FMNP check. • Committing a Class 1 violation twice.
Class 3	Suspension or termination	<ul style="list-style-type: none"> • Discriminating against a FMNP participants. • Committing a Class 1 violation more than twice or Class 2 violation more than once.



For Market Managers

Roles and Responsibilities

At the market

- Train employees and volunteers.
- Provide employees and volunteers access to this manual.
- Assure an on-site market manager or other trained market staff is available every market day.

With your growers

- Train authorized growers.
- Use the market report to verify only authorized growers accept FMNP checks.
- Assure authorized growers sell FMNP eligible foods.
- Assure authorized growers charge FMNP participants the same price as all other participants.
- Help new growers get the application on the FMNP website.
- Follow the procedure for check handling and stamping. Verify FMNP checks are stamped using an eight-digit stamper.
- Verify checks are not expired, and are deposited by November 15.
- Display the “WIC & Senior Farmers Market Checks Welcome Here” sign each market day.

With the Department of Health

- Participate in training or professional consultation on FMNP requirements.
- Agree to be monitored for compliance with FMNP requirements, and cooperate with FMNP staff during monitoring.
- Provide information needed to monitor your market.
- Notify FMNP staff when there is a change in the market manager, market location, hours of operation, if the market closes early in the season, or if the market goes out of business.
- Report any suspected abuse or non-compliance with FMNP requirements.
- Comply with corrective actions required by FMNP identified during a monitor.

With your participants

- Treat FMNP participants with the same courtesies as other non-FMNP participants.
- Comply with state and federal regulations pertaining to civil rights and non-discrimination (Chapter 49.60 RCW; 42 USC, section 12101 et seq.).
- Keep participant information confidential.



Market Manager Checklist

Did you:

- Mail your completed, dated, and signed application to DOH by April 1?
- Receive your signed contract back from DOH?
- Receive training from DOH?
- Purchase an approved stamp?
- Get black ink for your stamp?
- Train your growers and employees?
- Download and print the Market Manager and Grower Information and Training Manual?

Do you know?

- How to stamp FMNP checks?
- Where to stamp FMNP checks?
- You must notify the DOH when there is a change in the market manager, market location, hours of operation, market closes early in the season, or if the market goes out of business.
- You or FMNP participants can file a complaint with the local WIC clinic, local Senior FMNP Coordinator, or state FMNP Coordinators.

Are you ensuring?

- Only authorized growers are accepting FMNP checks each market day?
- Growers sell only FMNP eligible foods?
- Growers display their FMNP sign each market day?
- No cash, change, or token is given back for FMNP purchases or in exchange for FMNP check?
- Participants can use other kinds of payments along with their FMNP check for purchases
- Checks are handled and stamped correctly?
- FMNP participants are treated the same as other market participants?



For Growers

Roles and Responsibilities

At the market

- Receive training from the market manager on FMNP procedures.
- Accept FMNP checks between June 1 and October 31 at authorized farmers markets or farm stores.
- Follow the procedure for check handling and stamping. Verify FMNP checks are stamped using an eight-digit stamper.
- Verify checks are not expired, and are deposited by November 15.

With your staff

- Train employees and volunteers with FMNP responsibilities.
- Ensure they know how to file a complaint.

With the Department of Health

- Participate in training or professional consultation on FMNP requirements.
- Pay back FMNP for any checks transacted in violation of your contract.
- Agree to be monitored for compliance with FMNP requirements, and cooperate with FMNP staff during monitoring.
- Provide information needed to monitor the market.
- Notify DOH if you are no longer in business.
- Report any suspected abuse or non-compliance with FMNP requirements.
- Comply with corrective actions required by FMNP identified during a monitor.

With your participants

- Charge FMNP participants the same price as all other participants.
- Provide the full amount of eligible food for the value of each check.
- Participants can use other forms of payment growers accept along with the FMNP check in order to pay the extra cost over the \$4.00 check value.
- Some forms of payment may include: their own cash, EBT, credit or debit card.
- Provide the same quality of eligible food to FMNP participants as to other participants.
- Display the “WIC & Senior Farmers Market Checks Welcome Here” sign each market day.
- Treat FMNP participants with the same courtesies as other participants and comply with state and federal regulations pertaining to civil rights and non-discrimination (Chapter 49.60 RCW; 42 USC, section 12101 et seq.).
- Keep participants information confidential.



Grower Checklist

Did you:

- Mail your completed, dated, and signed application to the DOH by April 1? Or by July 1 for new growers?
- Receive your signed contract back from the DOH?
- Receive training from your market manager?
- Purchase an approved stamp if the market manager is not stamping the checks for you?
- Get black ink for your stamp?
- Train your staff and volunteers?
- Deposit or cash all checks by November 15?

Do you know?

- How to stamp your FMNP checks?
- Where to stamp your FMNP checks?
- If you have problems, you or FMNP participants can file a complaint with the local WIC clinic, local Senior FMNP Coordinator, or state FMNP Coordinators.

Are you:

- Depositing your stamped FMNP checks at the bank regularly?
- Only selling honey to seniors with FMNP checks?
- Ensuring no cash, change, or token is given back for FMNP purchases?
- Ensuring participants can use their own cash, EBT or other forms of payment you accept in order to pay extra cost of the produce if it goes over the limit of the FMNP check value?
- Ensuring checks are secured in a safe place, handled and stamped correctly?
- Ensuring FMNP participants are treated the same as other non-FMNP participants?
- Using your FMNP 2018 bank memo in case your bank has questions about the program?



Online Resources

Learn more about the Farmers Market Nutrition Program:

<http://www.doh.wa.gov/YouandYourFamily/WIC/FarmersMarket>

- Senior FMNP Local Coordinators list
<https://www.dshs.wa.gov/altsa/home-and-community-services/senior-farmers-market-nutrition-program-contacts>
- FMNP Washington Administrative Code (WAC) 246.780
<http://apps.leg.wa.gov/wac/default.aspx?cite=246-780>
- Growers Application
<https://www.doh.wa.gov/Portals/1/Documents/Pubs/960-198-WICSeniorFMNPGrowerApplication.pdf>
- Grower Agreement
<https://www.doh.wa.gov/Portals/1/Documents/Pubs/964-005-WICSeniorFMNPGrowerAgreement.pdf>

Print the following resources for training and reference:

- Farmers Market and Grower Information and Training Manual 2018
<https://www.doh.wa.gov/Portals/1/Documents/Pubs/964-001-MarketManagerGrowerTrainingManual.pdf>
- Letter to Bank
<https://www.doh.wa.gov/Portals/1/Documents/Pubs/964-013-BankingMemo.pdf>
- Complaint Form
<http://www.doh.wa.gov/Portals/1/Documents/Pubs/964-001-FarmersMarketComplaintForm.pdf>

Call the FMNP Team with additional questions: 1-800-841-1410 or Email at FMNPTeam@doh.wa.gov.



Appendix 1: Sample Market Report

Farmers Market Name – 0000

Authorized Growers as of 05/29/2018

Growers Count: 5

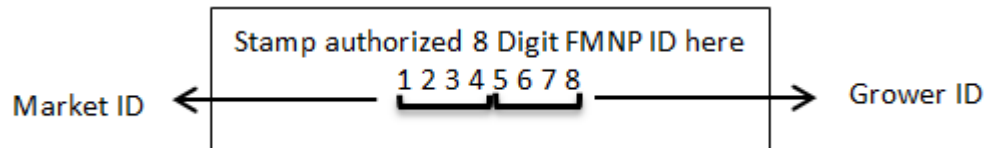
Farm Name	Grower Name	Grower ID
John Doe Farm	Holt, Marilyn	1234
Jane Doe Farm	Davis, Marilyn	4567
The John Doe Family Farm	Motti, Allen F	8910
The Jane Doe Family Farm	Kirkham, Helen	XXXX
The Doe's Farm, Inc.	Richards, Leslie & Karen	XXXX



Appendix 2: Stamper Information

The stamper you use to stamp FMNP checks is very important. The stamper must have eight adjustable numbers.

- First four numbers = market's ID
- Second four numbers = grower's ID



- Stamp numbers in the blank stamp ID box at the bottom of the checks
- Make sure numbers are clear and easy to read
- Correctly stamp checks at the end of each market day
- Stamp checks on a flat surface to get a good stamp

Stamper Description

- Self-inking
- 3/16" characters
- Eight adjustable bands (numbers)
- Individually rotate to change the stamp character
- Black ink
- The least expensive and most available stamper model is a Trodat # 5558



PUBLIC HEALTH

**ALWAYS WORKING FOR A SAFER AND
HEALTHIER WASHINGTON**

WIC Nutrition Program doesn't discriminate.

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, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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:

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

Email: program.intake@usda.gov

Fax: (202) 690-7442

This institution is an equal opportunity provider.
Washington State WIC Nutrition Program doesn't discriminate.