

WIC & Senior Farmer's Market Nutrition Program

# Training Tool Kit



This institution is an equal opportunity provider.



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# Training Tool Kit

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## WIC & Senior Farmer Market Nutrition Program

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State of California—Health and Human Services Agency  
California Department of Public Health



KAREN L. SMITH, MD, MPH  
Director and State Health Officer

EDMUND G. BROWN JR.  
Governor

March 2015

Dear Market Managers and WIC Local Agency Staff:

The WIC and Senior Farmers' Market Nutrition Program (FMNP/SFMNP) Training Tool Kit was created to help you understand and train farmers on the requirements of the FMNP/SFMNP. All farmers and market managers new to the FMNP/SFMNP are required to attend a face-to-face or interactive training. This tool kit provides resources for local agency staff to train market managers and for market managers to train the farmers at their markets to successfully transact FMNP/SFMNP checks. Prior to conducting training, you must have also received training.

This Tool Kit contains:

- A PowerPoint presentation to use as a handout for trainees.
- A Trainer's Guide with suggestions on conducting the training for different audiences and "key points to discuss" from each of the training handouts.
- Additional handouts for use during the training.

A PDF version of the Training Tool Kit can be found on the WIC FMNP website at [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov). You can also request an electronic copy by email at [wicfmnp@cdph.ca.gov](mailto:wicfmnp@cdph.ca.gov).

If you have additional questions about the Farmers' Market Nutrition Program or using the Training Tool Kit, please do not hesitate to give us a call. Have a great season and we look forward to seeing you out at the market.

Sincerely,

Paula Griffin, MPH, RD  
Chief, Farmers' Market/Local Vendor Liaison Unit, Vendor Operations Section  
Vendor Management Branch  
California WIC Program



Women, Infants and Children (WIC) Division  
3901 Lennane Drive MS 8600, Sacramento, CA 95834  
P.O. Box 997375 MS 8600, Sacramento, CA 95899-7375  
(916) 928-8500 Internet Address: [www.wicworks.ca.gov](http://www.wicworks.ca.gov)

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# Trainer's Guide

## *Before the Training*

Use the table below to determine what type of training you want to provide.



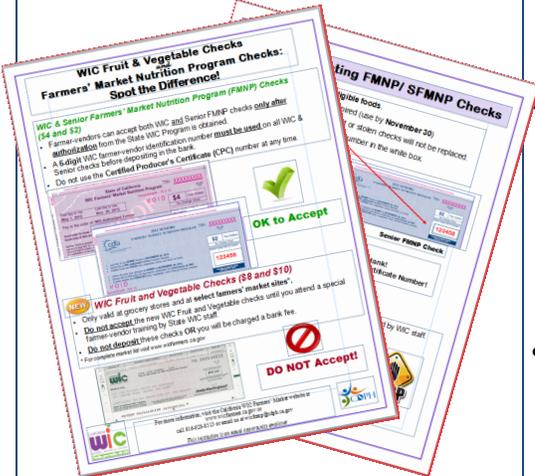
Target Audience	Estimated Length of Training	Method	Materials Needed
<b>Large Group</b>	1 hour	Review and discuss the contents of the PowerPoint presentation and handouts. Use a computer and projector. Show the PowerPoint presentation on a screen in an informal classroom setting.	<ol style="list-style-type: none"> <li>1. Trainer's Guide</li> <li>2. Electronic Version of PowerPoint (email <a href="mailto:wicfmp@cdph.ca.gov">wicfmp@cdph.ca.gov</a> to request a copy).</li> <li>3. Copies of PowerPoint Presentation and Handouts</li> <li>4. Projector and Computer</li> </ol>
<b>Small Groups or Individuals</b>	30 minutes	Without using a computer and projector, review and discuss the contents of the PowerPoint presentation and the training handouts in a small group and/or with individual farmers.	<ol style="list-style-type: none"> <li>1. Trainer's Guide</li> <li>2. Hard copies of the PowerPoint, which can be found in the Training Tool Kit.</li> <li>3. WIC- Approved Produce List</li> </ol>
<b>Individuals</b>	15 minutes	Review the information in the Quick Training Guide with the farmer. Give the training quiz.	<ol style="list-style-type: none"> <li>1. Quick Training Guide or Training Tool Kit.</li> <li>2. Training Quiz</li> <li>3. WIC-Approved Produce List</li> </ol>

After the training, complete the Training Log and give attendees a Certificate of Completion.

# Trainer's Guide

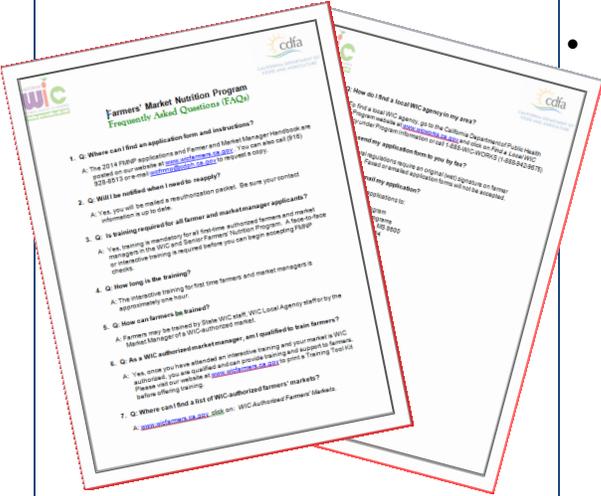
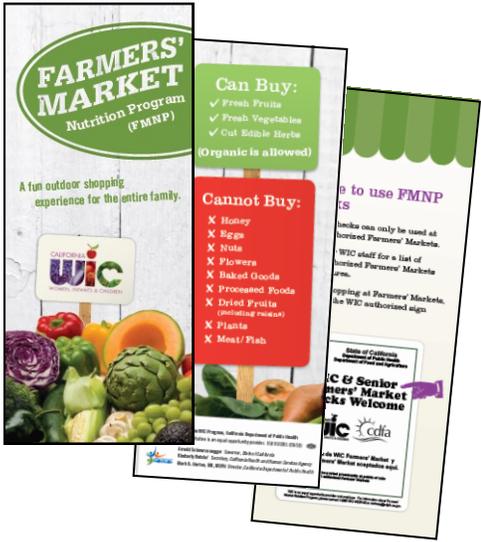
## During the Training

1. Review and discuss the content of the PowerPoint Slides. Answer questions as needed.
2. Copy and distribute the handouts. Below are key discussion points for each handout.

	Handout	Key Points to Discuss
<p><b>Quick Training Guide</b></p>	 <p>The handout is titled "Farmer Training Guide Farmers' Market Nutrition Program". It contains five numbered sections: 1) Post the sign, 2) Use correct 6-digit WIC ID, 3) Accept checks only for WIC eligible foods, 4) Handle checks as CASH, and 5) Comply with State and Federal Regulations. It includes logos for CDPI, WIC, and the State of California.</p>	<ul style="list-style-type: none"> <li>• The Quick Training Guide reviews the five (5) major components of the WIC FMNP and Senior FMNP.</li> <li>• Review this guide with farm stall employees and have copies with you on market day to help your employees remember the program requirements.</li> </ul>
<p><b>WIC Fruit &amp; Vegetable Checks and Senior FMNP Checks: Spot the Difference</b></p>	 <p>The handout is titled "WIC Fruit &amp; Vegetable Checks and Senior FMNP Checks: Spot the Difference!". It features a "Spot the Difference!" challenge with images of checks. It includes instructions on how to accept WIC Fruit &amp; Vegetable Checks (\$8 and \$10) and Senior Farmers' Market Nutrition Program (FMNP) Checks (\$4 and \$2). It also includes a "DO NOT Accept!" section with a red circle and slash over a check image.</p>	<ul style="list-style-type: none"> <li>• This handout reviews how to transact the WIC FMNP and Senior FMNP checks.</li> <li>• The WIC Fruit &amp; Vegetables checks are accepted by most grocery stores. These can <b>not</b> be accepted by a farmer unless specially trained and authorized by the State WIC office.</li> <li>• At this time only a few Certified Farmers' Markets have been authorized to accept the Fruit and Vegetable Checks. Please contact the State WIC office for more information.</li> </ul>

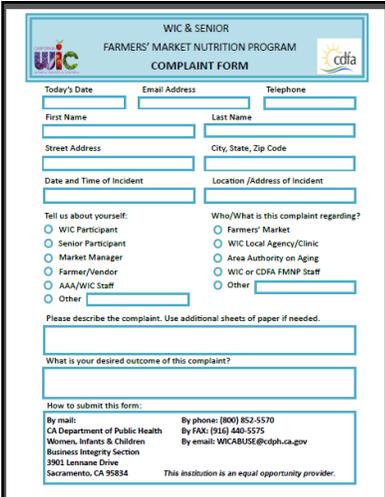
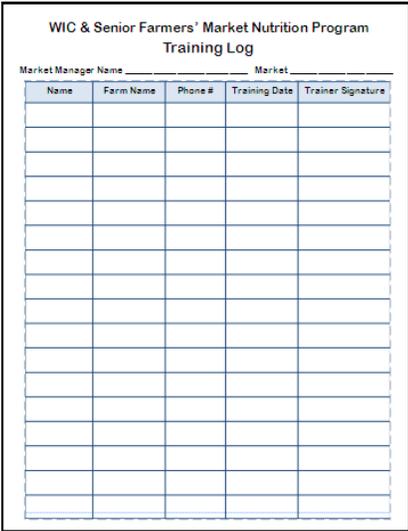
# Trainer's Guide

## During the Training

	Handout	Key Points to Discuss
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Frequently Asked Questions (FAQ's)</p>		<ul style="list-style-type: none"> <li>This handout reviews frequently asked questions for farmers and market managers. If a question arises, look for an answer on this document before contacting State WIC or Local WIC Agency Staff. If your question has not been answered please feel free to contact State WIC at 916-928-8513.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">FMNP Brochure</p>		<ul style="list-style-type: none"> <li>Local WIC agencies are required to provide education to WIC participants on the benefits of fruit and vegetables and how to use the FMNP checks.</li> <li>This brochure is available to local WIC agencies to give to participants.</li> </ul>

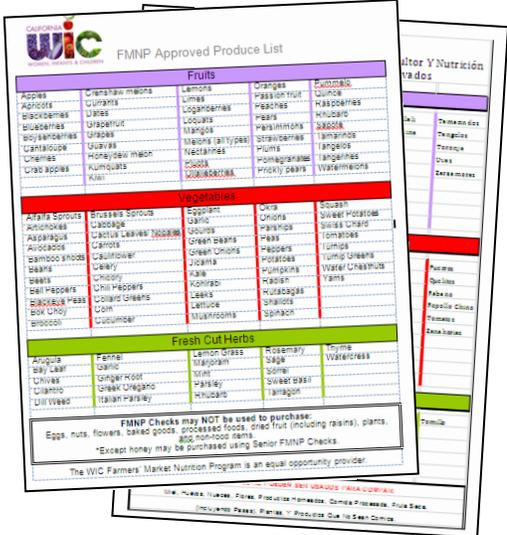
# Trainer's Guide

## During the Training

	Handout	Key Points to Discuss
<b>FMNP Complaint Form</b>	 <p>The image shows a complaint form titled "WIC &amp; SENIOR FARMERS' MARKET NUTRITION PROGRAM COMPLAINT FORM". It includes fields for contact information (Today's Date, Email Address, Telephone, First Name, Last Name, Street Address, City, State, Zip Code), incident details (Date and Time of Incident, Location/Address of Incident), and a section to describe the complaint. It also has radio button options for "Tell us about yourself" and "Who/What is this complaint regarding?". Submission instructions are provided at the bottom, including phone, fax, and email contact information for the CA Department of Public Health.</p>	<ul style="list-style-type: none"> <li>• The form is for WIC or senior participants, farmers, market managers, or local agency staff who would like to file a complaint against a staff person or program participant.</li> <li>• Instructions on where to send the form are included on the bottom portion of the form.</li> </ul>
<b>Training Log</b>	 <p>The image shows a training log titled "WIC &amp; Senior Farmers' Market Nutrition Program Training Log". It includes fields for "Market Manager Name" and "Market". Below these is a table with columns for "Name", "Farm Name", "Phone #", "Training Date", and "Trainer Signature". The table has 15 rows for recording training sessions.</p>	<ul style="list-style-type: none"> <li>• Market Managers can use the Training Log to keep track of farmers who attend the training.</li> <li>• Local Agencies can also use this log to keep track of market managers who attend training.</li> </ul>

# Trainer's Guide

## During the Training

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<b>Training Quiz</b>	 <p><b>Farmers' Market Nutrition Program Training Quiz</b></p> <ol style="list-style-type: none"> <li>Cross out the <b>un-authorized</b> foods:</li> <li>Which food is <b>allowed</b> for Senior FMNP Participants but <b>NOT</b> WIC FMNP Participants?</li> <li>Circle the areas on the checks where the 6-digit WIC ID number goes:</li> <li>When is the last day to accept the FMNP checks? <i>Circle one.</i></li> <li>When is the last day to deposit the FMNP checks in the bank? <i>Circle one.</i></li> <li>When should you post your FMNP sign? <i>Circle one.</i></li> </ol>	<ul style="list-style-type: none"> <li>Test the trainee's FMNP knowledge after the training session with this quiz.</li> </ul>																																																																																																																																																																																																																																											
<b>WIC Authorized Food List</b>	 <p><b>WIC Authorized Food List</b></p> <p><b>Fruits</b></p> <table border="1"> <tr> <td>Apples</td> <td>Crisp/ripe melons</td> <td>Lemons</td> <td>Oranges</td> <td>Quince</td> </tr> <tr> <td>Apricots</td> <td>Cupriums</td> <td>Limes</td> <td>Passionfruit</td> <td>Raspberries</td> </tr> <tr> <td>Bloodoranges</td> <td>Ugli fruit</td> <td>Loganberries</td> <td>Peaches</td> <td>Strawberries</td> </tr> <tr> <td>Bloomeranges</td> <td>Uglifruit</td> <td>Localras</td> <td>Pears</td> <td>Tangerines</td> </tr> <tr> <td>Cherries</td> <td>Guavas</td> <td>Mangoes</td> <td>Persimmons</td> <td>Watermelons</td> </tr> <tr> <td>Citrus apples</td> <td>Honeydew melon</td> <td>Mangoes (all types)</td> <td>Strawberries</td> <td></td> </tr> <tr> <td></td> <td>Huckleberries</td> <td>Vegetables</td> <td>Plums</td> <td></td> </tr> <tr> <td></td> <td>Kiwi</td> <td>Asparagus</td> <td>Pomegranates</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Artichokes</td> <td>Prickly 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plants, and non-food items. *Except honey may be purchased using Senior FMNP Checks.</p> <p>The WIC Farmers' Market Nutrition Program is an equal opportunity provider.</p>	Apples	Crisp/ripe melons	Lemons	Oranges	Quince	Apricots	Cupriums	Limes	Passionfruit	Raspberries	Bloodoranges	Ugli fruit	Loganberries	Peaches	Strawberries	Bloomeranges	Uglifruit	Localras	Pears	Tangerines	Cherries	Guavas	Mangoes	Persimmons	Watermelons	Citrus apples	Honeydew melon	Mangoes (all types)	Strawberries			Huckleberries	Vegetables	Plums			Kiwi	Asparagus	Pomegranates				Artichokes	Prickly pears				Brussels sprouts					Cabbage					Cauliflower					Carrots					Celery					Chili peppers					Corn					Cucumber					Eggplant					Garlic					Green beans					Green onions					Jicama					Kale					Kohlrabi					Leeks					Lettuce					Mushrooms					Onions					Peas					Peppers					Portobello mushrooms					Potatoes					Radishes					Spinach					Squash					Sweet potatoes					Swiss chard					Tomatoes					Turnips					Turnip greens					Water chestnuts					Yams			Asparagus	Fennel	Lemon grass	Rosemary	Thyme	Basil	Garlic	Taragon	Sage	Watercress	Chives	Green onion	Turkey	Soybean		Cilantro	Shallot	Parsley	Sweet basil		Dill weed	Italian Parsley	Mint	Tarragon		<ul style="list-style-type: none"> <li>The WIC Authorized Produce List covers <i>most</i> authorized foods for FMNP.</li> <li>This document is provided in English and Spanish.</li> </ul>
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# Trainer's Guide

## *During the Training*

	Handout	Key Points to Discuss
Training Certificate		<ul style="list-style-type: none"><li>Award the Certificate of Completion to trainees who have successfully completed the FMNP training.</li></ul>

2015 Training

**WIC and Senior Farmers' Market Nutrition  
Program (FMNP/SFMNP)**

for Farmers and Market Managers

California Department of Public Health WIC Program  
California Department of Food and Agriculture

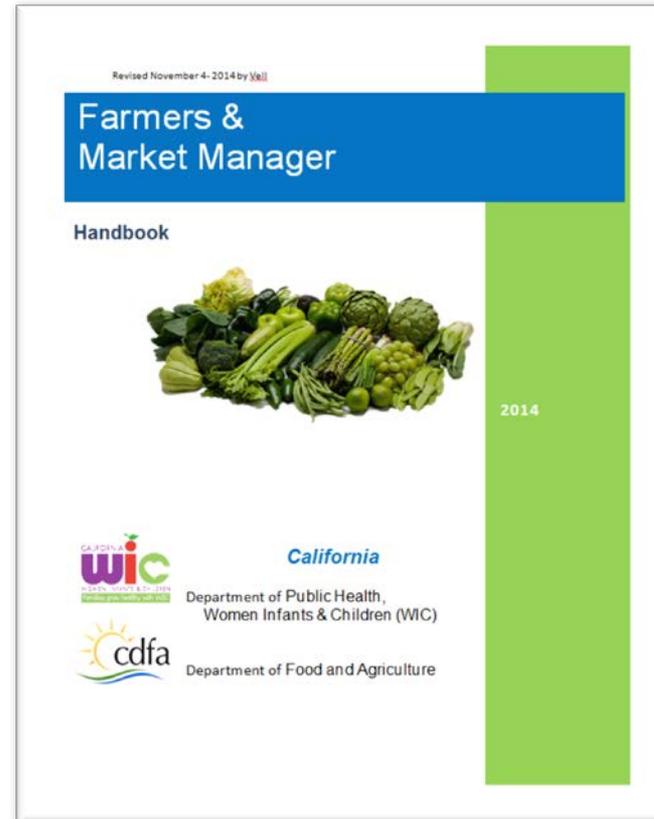


# What you will learn

By attending this training, you will understand the **state and federal FMNP requirements**. You will be equipped with the **knowledge and tools** to train farmers and their employees.



## WICFARMERS.CA.GOV



# What is included in this training?

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## Part 1 - Farmer & Market Manager Training

### Section A:

- Overview to WIC and Senior FMNP
- How to apply
- Rules of the FMNP Program

### Section B:

- Accepting and Processing FMNP Checks

## Part 2 - Training Tool Kit

### Section A:

- Using the Farmer Training Tool Kit

### Section B:

- Record keeping and documentation

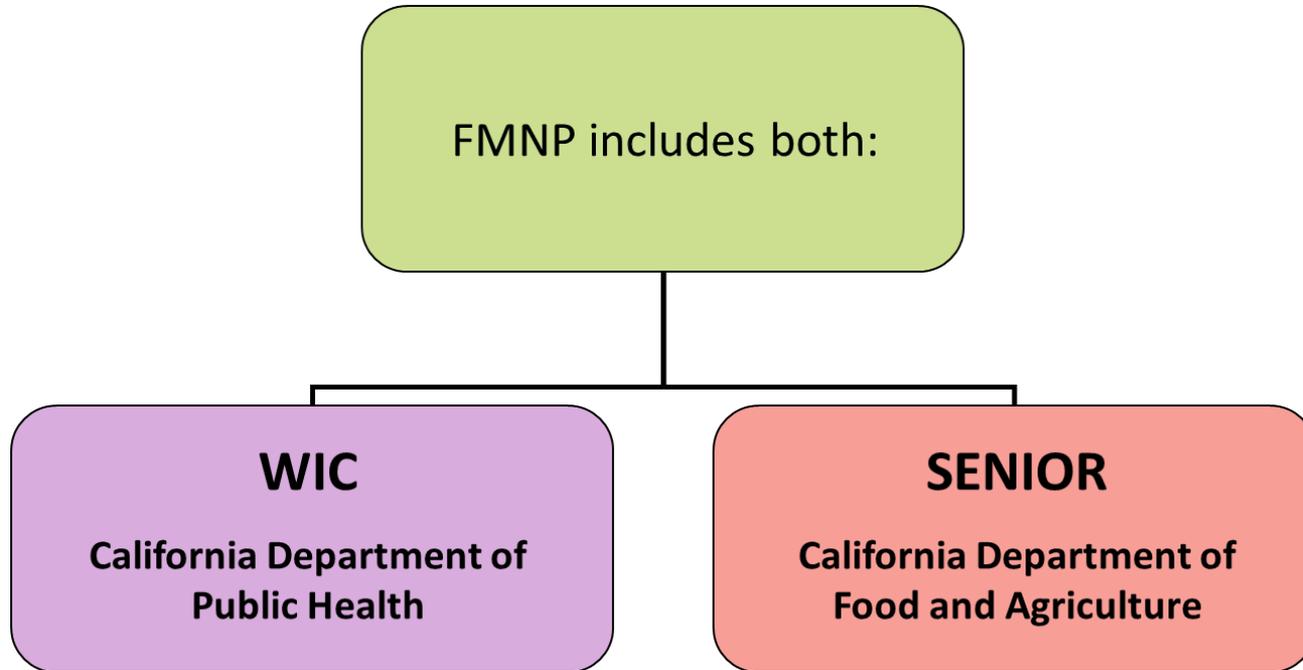


# Part I: Section A Overview to WIC and Senior FMNP

The WIC and Senior FMNP is administered through a Federal/State partnership in which the USDA's Food and Nutrition Service provides grants to State agencies. The goal of the FMNP is to provide fresh, nutritious, unprepared, locally grown fruits and vegetables through farmers' markets to WIC families and seniors, and to expand the awareness, use of, and sales at farmers' markets.



# About the FMNP Program



The State WIC Office authorizes the markets and farmers to accept both WIC and Senior FMNP checks.

# California FMNP Facts

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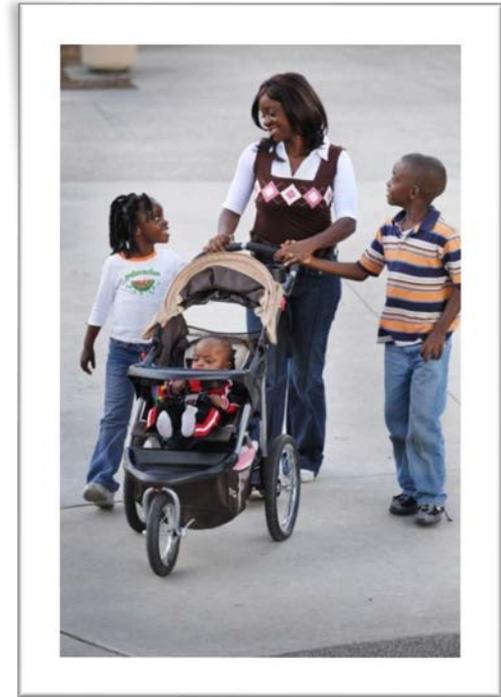
- FMNP is seasonal - **May through November**. Each eligible participant receives a benefit of **\$20 FMNP checks per year**
- In 2013, CA received over **\$2 million** in funding for WIC FMNP and **\$780,000** for Senior FMNP
- Check booklets were distributed to over **108,000** WIC families and over **40,000** Seniors.



# What is WIC?

WIC (Women, Infants and Children) is a supplemental food and nutrition assistance program. Who receives WIC benefits?

- Pregnant women
- Breastfeeding and postpartum women
- Infants
- Children under the age of 5



# What are WIC benefits?

## Food Vouchers



Monthly Benefits  
at Grocery Stores



Seasonal Benefits  
at Farmers' Markets

# What is the Senior FMNP?

The SFMNP is federally funded through the United States Department of Agriculture (USDA) to:

- Provide low-income seniors the ability to purchase fresh fruits, vegetables, herbs **and honey** at Certified Farmers' Markets (CFMs).
- Increase consumption of fresh fruits and vegetables purchased at CFMs.
- Promote awareness of farmers' markets among low-income seniors.

The SFMNP is administered in California by the Department of Food and Agriculture (CDFA).



# Who qualifies for SFMNP?

## Seniors

- 60 years of age
- Income at or below 185% of federal poverty guidelines





# How to become an FMNP authorized Farmer or Market Manager



# FMNP Authorization Requirements:

---

## Farmers:

- Must have a valid Certified Producer's Certificate (CPC) from the County Agricultural Commissioner
- Sell at a WIC Authorized Farmers' Market

## Market Managers:

- Must have a valid Market Certificate from the County Agricultural Commissioner.



# Who is NOT eligible:

---

- Wholesale farmers
- Farmers who sell only at non-certified farmers' markets or road side stands
- Community Supported Agriculture (CSA)
- Grocery stores or retail sellers
- Disqualified or suspended farmers

# How to apply- Farmers:

## Application Process for Farmer-Vendor

Step 1. Complete the Farmer-Vendor application.

Online at [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov) or by calling (916) 928-8513

Step 2. Receive training if you are becoming an FMNP authorized farmer for the first time.

Contact your Market Manager or Local WIC agency

Step 3. Mail the completed application to the State WIC Office.



# How to apply- Market Managers:

## Application Process for Market Manager

Step 1. Complete the Market Manager application.

Online at [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov) or by calling (916) 928-8513

Step 2. Receive training if you are a first time market manager.

Contact your Local WIC Agency or State WIC office.

Step 3. Mail the completed application to the State WIC office.



# Approval Process

---

After your application is approved by the State WIC Office, you will receive a Welcome Packet, which includes:

- A Notice of Authorization with a six digit WIC Farmer ID # (Market Managers do not receive an ID #).
- Two (2) signs to be posted at your farm stall or kiosk.
- A list of authorized markets where you may accept FMNP checks, or a list of farmers authorized to accept FMNP checks at your market.



# REQUIREMENTS:

- Receive a face-to-face/interactive training (webinar) when applying for the first time.
- Accept FMNP checks only after being authorized by the State.
- Accept checks only at WIC-authorized Certified Farmers' Markets (CFM).





# Signs, signs, signs!!!!!!



# What foods are allowed?

## WIC FMNP

- Fresh fruits
- Fresh vegetables
- Fresh cut herbs



## Senior FMNP

- Fresh fruits
- Fresh vegetables
- Fresh cut herbs



# What foods are NOT allowed?

- Processed food
- Nuts
- Dried food
- Milk, eggs, cheese
- Seafood or meats
- Baked goods
- Plants
- Flowers
- Non-food items, such as crafts.



# Other FMNP Requirements:

## Important Note:

Farm owners are responsible for training all staff and employees who work at their farm stall(s) on the FMNP rules and requirements.

- Agree to all terms and agreements in the **Farmer and Market Manager Handbook**
- **Follow** all policies and procedures. Do not commit fraud or abuse.
- Both farmer and Market Manager may be **disqualified** if violations occur
- Treat WIC families and Seniors like all other customers. **Do not discriminate** against the FMNP participants based on race, color, national origin, religion, political belief, sex, age, or disability.
- **Cooperate** with State and local staff on site visits.

# Top 3 Violations:

---

1. No signage or incorrect signage posted.
2. Accepting FMNP checks prior to the State authorization.
3. Cashing checks without a valid 6-digit farmer vendor ID.

## **Important Note:**

Farmers who fail to comply with the FMNP requirements may be subject to sanctions (suspension, fine or both).

# Top 3 Common Violations

1. No signage or incorrect signage posted.
2. Accepting FMNP checks prior to the State authorization.
3. Cashing checks without a valid 6-digit farmer vendor ID

**Important Note:**  
Farmers who fail to comply with the FMNP requirements may be subject to sanctions (suspension, fine or both).

# How to File a Complaint

If you have a complaint, please contact the CDPH WIC Business and Integrity Unit

On-line: [wicworks.com/Abuse](http://wicworks.com/Abuse)

## Reporting

By phone: (800) 852-5570

By FAX: (916) 440-5575

By mail: CDPH WIC Program  
3901 Lennane Drive  
Sacramento, CA 95834

By email: [WICABUSE@cdph.ca.gov](mailto:WICABUSE@cdph.ca.gov)



**WIC & SENIOR FARMERS' MARKET NUTRITION PROGRAM COMPLAINT FORM**

Today's Date: [ ] Email Address: [ ] Telephone: [ ]

First Name: [ ] Last Name: [ ]

Street Address: [ ] City, State, Zip Code: [ ]

Date and Time of Incident: [ ] Location /Address of Incident: [ ]

Tell us about yourself:

- WIC Participant
- Senior Participant
- Market Manager
- Farmer/Vendor
- AAA/WIC Staff
- Other [ ]

Who/What is this complaint regarding?

- Farmers' Market
- WIC Local Agency/Clinic
- Area Authority on Aging
- WIC or CDFA FMNP Staff
- Other [ ]

Please describe the complaint. Use additional sheets of paper if needed.

What is your desired outcome of this complaint?

How to submit this form:

By mail: CA Department of Public Health  
Women, Infants & Children  
Business Integrity Section  
3901 Lennane Drive  
Sacramento, CA 95834

By phone: (800) 852-5570  
By FAX: (916) 440-5575  
By email: [WICABUSE@cdph.ca.gov](mailto:WICABUSE@cdph.ca.gov)

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# Summary

After reviewing this section, think about how you and your employees will follow FMNP rules and regulations. Do you have any questions?



# Part 1: Section B

---

## How to Transact FMNP Checks





**END**

**State Treasurer's Office**  
pays banks.



**Banks**  
Route FMNP checks to the California State Treasurer's Office for payment.



**Start Here**



**CDPH / CDFA**  
issue FMNP checks to local agencies



**Local WIC Agencies and AAA**  
Distribute checks to eligible participants.



**WIC families and Seniors**  
Take checks to authorized Farmers' Markets



# How are Checks Distributed and Paid?

**Farmers' Markets**  
Authorized Farmer-Vendors accept checks and deposit in local banks.



# Check Requirements

---

When accepting checks from participants:

- ☑ Accept checks only for **eligible foods**.
- ☑ Do not give **cash back**.
- ☑ Ensure that the check is accepted no later than **November 30**.
- ☑ Deposit all checks no later than **December 31**. Checks deposited after this date will be returned.



# Write Your 6 Digit WIC ID # on the Check

Write farmer's 6-digit WIC ID number in the white box

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State of California  
WIC Farmers' Market Nutrition Program 750- XXXXXXXXXX

SecureScan® - 15 (r. 5) 90-1342  
1211

VOID

First Day to Use: May 1, 2012	Last Day to Use: Nov. 30, 2012
----------------------------------	-----------------------------------

Pay to the order of: WIC-Authorized Farmer

Good only for fresh fruits, vegetables, and cut herbs.  
Good only at WIC-Authorized Farmers' Markets. Not valid at grocery stores.

\$4	Four Dollars
No Change Given	

Farmer Vendor 6-digit ID number (REQUIRED)

**123456**

Banker: Check is payable through the California State Treasurer's Office. Farmer Vendor must write or stamp a 6-digit WIC ID number in the space provided. Do not accept if white box is blank or does not have a 6-digit ID number. Void if deposited after December 31. Lost or stolen checks will not be replaced. For verification of checks, please call 916-928-8513.

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WIC Check

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2012 SENIORS  
FARMERS' MARKET NUTRITION PROGRAM 786- XXXXXXXXXX

cdfa CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE 90-1342  
1211

VOID

\$2	Two Dollars
No Change Given	

Farmer Vendor WIC ID number:

**123456**

Last day to deposit check: December 31, 2012

SecureScan® - 03(r. 5)

- Last day to use SFMNP checks is **NOVEMBER 30, 2012**.
- Good only at **WIC authorized** Certified Farmers' Markets.
- Eligible foods are **FRESH** fruit, vegetables, honey and fresh cut herbs.
- Ultimo día para usar cheques de SFMNP es **NOVIEMBRE 30, 2012**.
- Buena sólo en Mercados de agricultores certificados con **autorización de WIC**.
- Comida eligible son **FRESCAS** frutas, vegetales, miel y frescas hierbas cortadas.

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Senior Check

## Important Note:

Never leave the white box blank!  
Do not use your Producer's Certificate number!





# Two WIC Checks: Spot the Difference!

WIC Fruit & Vegetable Check  
(Green): (\$8 or \$10)



May be used at authorized grocery stores and select farmers' markets (as of March 2014, can only be used at 40 CFMs statewide)

WIC FMNP Check (Purple): (\$4)  
Senior FMNP Check (Blue): (\$2)



Only accepted at WIC authorized farmers' markets (accepted at over 400 CFMs)

**It is your responsibility to KNOW THE DIFFERENCE!**



# What to Avoid When Accepting FMNP Checks



## Do not:

- ❌ Accept checks for non-eligible foods
- ❌ Give cash back.
- ❌ Accept checks from out of state.
- ❌ Charge State and local taxes on sale.
- ❌ Accept checks that have been tampered with or voided.

# Things To Remember

---

When handling and processing FMNP checks:

- ☑ Know the difference between FVC and FMNP checks.
- ☑ Write your six digit ID number on all FMNP checks.
- ☑ Treat checks as cash, **keep checks locked and secure.**
- ☑ Ensure that the check is accepted no later than **November 30.**
- ☑ Deposit all checks no later than **December 31. Checks deposited after this date will be returned unpaid.**



# Wrap Up & Review

---

To be a successful WIC and Senior FMNP authorized farmer:

- Maintain your CPC and sell only at Certified Farmers' Markets.
- Post your signs.
- Accept checks only for WIC eligible foods.
- Handle checks as CASH.
- Write your correct WIC ID # on the check.
- Comply with all State and Federal Regulations.



# Questions and Concerns

How will you ensure your employees understand and follow the proper check handling procedures? What questions do you have on check handling procedures?



# Contact Us:

---

## WIC Farmers' Market Nutrition Program

Farmers' Market Team

916-928-8513

[wicfmnp@cdph.ca.gov](mailto:wicfmnp@cdph.ca.gov)

[www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov)

## Senior Farmers' Market Nutrition Program

Monica Pedigo, Senior FMNP Coordinator

916-403-6534

[mpedigo@cdfa.ca.gov](mailto:mpedigo@cdfa.ca.gov)

[www.cdfa.ca.gov/go/sfmnp](http://www.cdfa.ca.gov/go/sfmnp)



# Farmer Training Guide

## Farmers' Market Nutrition Program

### 1) Post the sign

Display the “WIC and Senior Farmer’ Market Checks Welcome” sign and your Certified Producers’ Certificate.



### 2) Use correct 6-digit WIC ID

Write the WIC ID number (not the Certified Producer’s Certificate number) on front of WIC FMNP checks and Senior FMNP checks before depositing in a bank.

### 3) Accept checks only for WIC eligible foods

FMNP checks can be used to purchase fresh, unprepared fruits, vegetables and fresh cut edible herbs for WIC participants and Seniors. Refer to the WIC Approved Produce List for details. Honey is allowed only for seniors. DO NOT accept checks for processed, prepared foods or beverages.

### 4) Handle checks as CASH

Change cannot be given to participants. You may add extra produce to bring the sale close to the check value. **Last day to accept checks is November 30. Last day to deposit the checks into the bank is December 31.**

### 5) Comply with State and Federal Regulations

- \* Accept FMNP checks **only** after being certified by CDPH WIC FMNP.
- \* Accept checks **only** at WIC authorized certified farmers’ markets.
- \* Do not discriminate against the FMNP participants in price, quality of produce, or service.
- \* Provide access and full cooperation to the State and County representatives during periodic monitoring visits.
- \* Adhere to all FMNP program procedures and requirements and not commit fraud or abuse in connection with this USDA program.
- \* Understand the farmer/market may be disqualified if FMNP program regulations are not properly followed.
- \* Report suspected abuse or violation in connection with the program to the State WIC authority.



WIC Farmers’ Market Nutrition Program  
California Department of Public Health/ WIC Program  
3901 Lennane Drive, Sacramento, CA 95834  
[www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov)

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# FMNP Approved Produce List

## Fruits

Apples	Crenshaw melons	Lemons	Oranges	Pummelo
Apricots	Currants	Limes	Passion fruit	Quince
Blackberries	Dates	Loganberries	Peaches	Raspberries
Blueberries	Grapefruit	Loquats	Pears	Rhubarb
Boysenberries	Grapes	Mangos	Persimmons	Sapote
Cantaloupe	Guavas	Melons (all types)	Strawberries	Tamarinds
Cherries	Honeydew melon	Nectarines	Plums	Tangelos
Crab apples	Kumquats	Pluots	Pomegranates	Tangerines
	Kiwi	Ollalieberries	Prickly pears	Watermelons

## Vegetables

Alfalfa Sprouts	Brussels Sprouts	Eggplant	Okra	Squash
Artichokes	Cabbage	Garlic	Onions	Sweet Potatoes
Asparagus	Cactus Leaves/ Nopales	Gourds	Parsnips	Swiss Chard
Avocados	Carrots	Green Beans	Peas	Tomatoes
Bamboo shoots	Cauliflower	Green Onions	Peppers	Turnips
Beans	Celery	Jicama	Potatoes	Turnip Greens
Beets	Chicory	Kale	Pumpkins	Water Chestnuts
Bell Peppers	Chili Peppers	Kohlrabi	Radish	Yams
Blackeye Peas	Collard Greens	Leeks	Rutabagas	
Bok Choy	Corn	Lettuce	Shallots	
Broccoli	Cucumber	Mushrooms	Spinach	

## Fresh Cut Herbs

Arugula	Fennel	Lemon Grass	Rosemary	Thyme
Bay Leaf	Garlic	Marjoram	Sage	Watercress
Chives	Ginger Root	Mint	Sorrel	
Cilantro	Greek Oregano	Parsley	Sweet Basil	
Dill Weed	Italian Parsley	Rhubarb	Tarragon	

**FMNP Checks may NOT be used to purchase:**

Eggs, nuts, flowers, baked goods, processed foods, dried fruit (including raisins), plants, and any non-food items.

**Senior FMNP Checks may be used to purchase honey.**

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## Lista de Productos Aprobados del Programa de Nutrición de los Mercados al Aire Libre

### Frutas

Albaricoques	Fruta de Pasión	Mandarinas	Moras	Sandía
Arándanos	Granada	Mangos	Naranja	Tamarindo
Cerezas	Grosella	Manzanas	Nectarinas	Tangelos
Chile de Datil	Guayabas	Manzano Silvestres	Nísperos	Tangerinas
Ciruela	Kiwi	Melónes	Peras	Toronja
Dátil	Kumquats	Melón (cantalupo)	Persimos	Uvas
Durazno	La Fruta Tuna	Melón de Ligamaza	Pluots	Zapote
Frambuesas	Limas	Melón del Crenshaw	Pummelos	Zarzamoras
Fresas	Limonos	Membrillo	Ruibarbo	

### Vegetales

Acelga Suiza	Brotes de Bambú	Coliflor	Lechuga	Pimiento de Chiles
Achicoria	Brotes de Bruselas	Colinabo	Maíz	Puerros
Aguacates	Calabazas	Col Berza	Nabos	Quelites
Ajo	Camote	Col Rizada	Nabo Sueco	Rábano
Alcachofas	Castaña de Agua	Espárragos	Nabos Verdes	Repollo
Apio	Cebollas	Espinaca	Nopales	Tomates
Berenjena	Cebollas verdes	Frijoles	Okra	Zanahorias
Betabel	Chalotes	Frijol de ojo negro	Papas	
Bok Choy	Chayotes	Habas Verdes/Ejotes	Pastinacas	
Brócoli	Chícharos	Hongos/Champiñón	Pepino	
Brotes de Alfalfa	Chile morrón	Jícama	Pimientos	

### Hierbas Frescas

Ajo	Cebollino	Hinojo	Perejil	Salvia
Alazán	Cilantro	Hoja de Laurel	Perejil Italiano	Tomillo
Albahaca	Eneldo	Mejorana	Raíz de Jengibre	
Arugula	Estragón	Menta	Romero	
Berro	Hierba de limón	Orégano Griego	Ruibarbo	

#### Los cheques no se pueden usar para comprar:

Huevos, nueces, flores, productos horneados, comida procesada, fruta seca (incluyendo pasas), plantas decorativas, y productos que no sean comestibles.

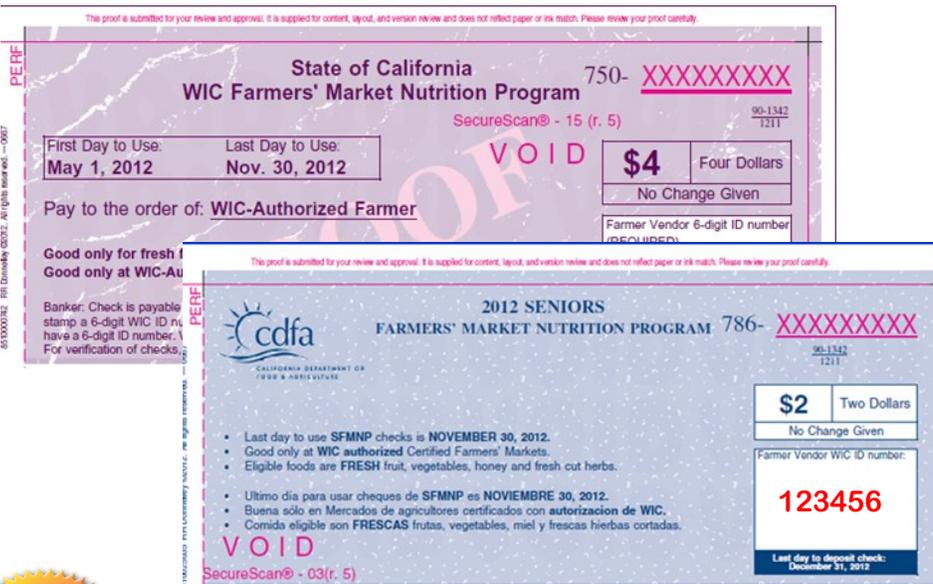
**La miel solamente puede ser comprada con los cheques del Programa de Nutrición de los Mercados al Aire Libre para las Personas Mayores de Edad.**

El Programa de Nutrición de los Mercados al Aire Libre es un proveedor de oportunidad igualitaria.

# WIC Fruit & Vegetable Checks and Farmers' Market Nutrition Program Checks: Spot the Difference!

## WIC & Senior Farmers' Market Nutrition Program (FMNP) Checks (\$4 and \$2)

- Farmer-vendors can accept both WIC and Senior FMNP checks **only after authorization** from the State WIC Program is obtained.
- A **6-digit** WIC farmer-vendor identification number **must be used** on all WIC & Senior checks before depositing in the bank.
- Do not use the **Certified Producer's Certificate (CPC)** number at any time.



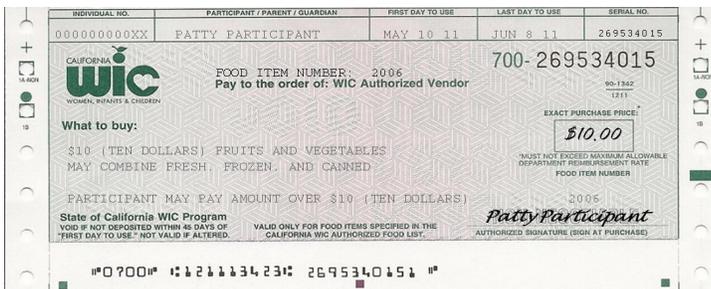
**OK to Accept**



## NEW WIC Fruit and Vegetable Checks (\$8 and \$10)

- Only valid at grocery stores and at **select farmers' market sites\***.
- Do not accept** the new WIC Fruit and Vegetable checks until you attend a special farmer-vendor training by State WIC staff.
- Do not deposit** these checks **OR** you will be charged a bank fee.

\* For complete market list visit [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov)



**DO NOT Accept!**



For more information, visit the California WIC Farmers' Market website at [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov) or call 916-928-8513 or email us at [wicfmnp@cdph.ca.gov](mailto:wicfmnp@cdph.ca.gov)



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# When Accepting FMNP/ SFMNP Checks

- ✔ Accept checks only for **eligible foods**.
- ✔ Ensure the check is not expired (use by **November 30**)
- ✔ Handle checks **as cash**. Lost or stolen checks will not be replaced.
- ✔ Write farmer's 6-digit WIC ID number in the white box.

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State of California  
WIC Farmers' Market Nutrition Program 750- XXXXXXXXXX

SecureScan® - 15 (r. 5) 99-1342 1211

VOID

First Day to Use: May 1, 2012 Last Day to Use: Nov. 30, 2012

Pay to the order of: WIC-Authorized Farmer

Good only for fresh fruits, vegetables, and cut herbs.  
Good only at WIC-Authorized Farmers' Markets. Not valid at grocery stores.

Banker: Check is payable through the California State Treasurer's Office. Farmer Vendor must write or stamp a 6-digit WIC ID number in the space provided. Do not accept if white box is blank or does not have a 6-digit ID number. Void if deposited after December 31. Lost or stolen checks will not be replaced. For verification of checks, please call 916-928-8513.

\$4 Four Dollars  
No Change Given

Farmer Vendor 6-digit ID number (REQUIRED)  
**123456**

**WIC FMNP Check**

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2012 SENIORS  
FARMERS' MARKET NUTRITION PROGRAM 786- XXXXXXXXXX

cdfa CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE 99-1342 1211

VOID

SecureScan® - 03(r. 5)

\$2 Two Dollars  
No Change Given

Farmer Vendor WIC ID number:  
**123456**

Last day to deposit check: December 31, 2012

- Last day to use SFMNP checks is **NOVEMBER 30, 2012**.
- Good only at **WIC authorized Certified Farmers' Markets**.
- Eligible foods are **FRESH** fruit, vegetables, honey and fresh cut herbs.
- Ultimo día para usar cheques de SFMNP es **NOVIEMBRE 30, 2012**.
- Buena sólo en Mercados de agricultores certificados con autorización de WIC.
- Comida eligible son **FRESCAS** frutas, verduras, miel y frescas hierbas cortadas.

**Senior FMNP Check**

## **Important Note:**

**Never leave the white box blank!**

**Do NOT use your Certified Producer's Certificate Number!**

## **DO NOT:**

- Accept checks unless you have attended a training offered by WIC staff.
- Accept checks for non-eligible foods.
- Accept checks from out of state.
- Charge state and local taxes on sales.
- Charge more to FMNP recipients than others.
- Give change back.
- Exchange checks for cash.
- Accept a check that has been tampered with or voided.



## Farmers' Market Nutrition Program Frequently Asked Questions (FAQs)

**1. Q: Where can I find an application form and instructions?**

A: The FMNP applications and Farmer and Market Manager Handbook are posted on our website at [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov) . You can also call (916) 928-8513 or e-mail [wicfmnp@cdph.ca.gov](mailto:wicfmnp@cdph.ca.gov) to request a copy.

**2. Q: Will I be notified when I need to reapply?**

A: Yes, you will be mailed a reauthorization packet. Be sure your contact information is up to date.

**3. Q: Is training required for all farmer and market manager applicants?**

A: Yes, training is mandatory for all first-time authorized farmers and market managers in the WIC and Senior Farmers' Nutrition Program. A face-to-face or interactive training is required before you can begin accepting FMNP checks.

**4. Q: How long is the training?**

A: The interactive training for first time farmers and market managers is approximately one hour.

**5. Q: How can farmers be trained?**

A: Farmers may be trained by State WIC staff, WIC Local Agency staff or by the Market Manager of a WIC-authorized market.

**6. Q: As a WIC authorized market manager, am I qualified to train farmers?**

A: Yes, once you have attended an interactive training and your market is WIC authorized, you are qualified and can provide training and support to farmers. Please visit our website at [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov) to print a Training Tool Kit before offering training.

**7. Q: Where can I find a list of WIC-authorized farmers' markets?**

A: [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov) click on: *WIC Authorized Farmers' Markets*.



**8. Q: How do I find a local WIC agency in my area?**

A: To find a local WIC agency, go to the California Department of Public Health WIC Program website at [www.wicworks.ca.gov](http://www.wicworks.ca.gov) and click on *Find a Local WIC Agency* under Program Information or call 1-888-WIC-WORKS (1-888-942-9675)

**9. Q: Can I send my application form to you by fax?**

A: No, federal regulations require an original (wet) signature on farmer applications. Faxed or emailed application forms will not be accepted.

**10. Q: Where do I mail my application?**

A: Please mail all applications to:

California WIC Program  
Farmers' Market Programs  
3901 Lennane Drive, MS 8600  
Sacramento, CA 95834



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# WIC & SENIOR

## FARMERS' MARKET NUTRITION PROGRAM

### COMPLAINT FORM



Today's Date

Email Address

Telephone

First Name

Last Name

Street Address

City, State, Zip Code

Date and Time of Incident

Location /Address of Incident

Tell us about yourself:

- WIC Participant
- Senior Participant
- Market Manager
- Farmer/Vendor
- AAA/WIC Staff
- Other

Who/What is this complaint regarding?

- Farmers' Market
- WIC Local Agency/Clinic
- Area Authority on Aging
- WIC or CDFA FMNP Staff
- Other

Please describe the complaint. Use additional sheets of paper if needed.

What is your desired outcome of this complaint?

How to submit this form:

**By mail:**

**CA Department of Public Health  
Women, Infants & Children  
Business Integrity Section  
3901 Lennane Drive  
Sacramento, CA 95834**

**By phone: (800) 852-5570**

**By FAX: (916) 440-5575**

**By email: WICABUSE@cdph.ca.gov**

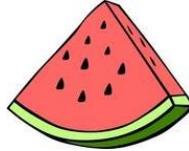
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# Farmers' Market Nutrition Program

## Training Quiz

### 1. Circle the allowed foods:



### 2. Which food is allowed for Senior FMNP participants but NOT WIC FMNP participants?



\_\_\_\_\_

### 3. Circle the area on the checks where you stamp or hand-write your 6-digit WIC ID number:



### 4. When is the last day to accept the FMNP checks? *Circle one.*

September 21

November 30

June 19

July 28

### 5. When is the last day to deposit the FMNP checks in the bank? *Circle one.*

November 2

August 24

December 31

May 4

### 6. When should you post your FMNP sign? *Circle one.*

When I remember

Sometimes

Every market day

Never



For more information, visit the California WIC FMNP website at [www.wicfarmers.ca.gov](http://www.wicfarmers.ca.gov) or call 916-928-8513 or email us at [wicfmpn@cdph.ca.gov](mailto:wicfmpn@cdph.ca.gov)  
This institution is an equal opportunity employer



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# *Certificate of Completion*

This certificate is awarded to:

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**For the completion of the WIC and Senior Farmers'  
Market Nutrition Program (FMNP) Training**



Trainer's Signature

Date



Trainer's Name

Title

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