

## 2018 Oregon Farm Direct Nutrition Program Farmers Market Manager Guide

The Oregon Farm Direct Nutrition Program (FDNP) connects local farmers markets and farmers with limited-income seniors and families participating in the Women, Infants, and Children (WIC) Special Supplemental Nutrition Program. WIC and senior FDNP participants receive green, \$4 checks to purchase fresh, unprocessed, locally grown fruits, vegetables, and cut herbs.

<b>Oregon Farm Direct Nutrition Program</b>		ACCT# 2072110873	64-1968 611	<b>5000000</b>
First day to use:	<b>June 1, 2018</b>	Last day to use:	<b>Nov. 30, 2018</b>	
PAY TO THE ORDER OF: <b>Authorized Farmers</b> <i>(Not valid at grocery stores)</i>			<div style="font-size: 24px; font-weight: bold; margin-bottom: 5px;">\$4.00</div> Four Dollars No change given	
<b>Use to buy locally grown, unprocessed fresh fruit, vegetables and herbs only.</b>			Farmer stamp here  <div style="background-color: black; color: white; padding: 2px; font-size: 10px; font-weight: bold;">                     Farmer must deposit by Dec. 31, 2018                 </div>	
UNITED COMMUNITY BANK, BLAIRSVILLE, GA 30512 Sponsored by the US Dept. of Agriculture, Oregon Health Authority and Oregon Dept. of Agriculture				
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2018 Farm Direct check for seniors and WIC families

**FDNP Farmers Market Agreement.** All FDNP-participating farmers markets must comply with the 2018 FDNP Farmers Market Agreement, enclosed at the end of this guide.

**Farmer Authorization.** New farmers (vendors) interested in participating in FDNP must begin the application process by contacting the Oregon Department of Agriculture (ODA) by phone (503-872-6600) or email ([agmarket@oda.state.or.us](mailto:agmarket@oda.state.or.us)). When the application has been returned to ODA, the Oregon Healthy Authority (OHA) WIC office, or authorized-Farmers Market manager, will schedule training with the vendor. If the training is conducted by a market manager, a completed FDNP Rules for Farmer Participation form will be forwarded to OHA by email ([justin.c.trautmann@state.or.us](mailto:justin.c.trautmann@state.or.us)) or fax (971-673-0071).

- Please share the “2018 FDNP Info Sheet for Farmers” and “2018 FDNP Fact Sheet” with new or interested vendors.
- Vendors must not accept FDNP checks until their authorization process is complete and they receive an authorization letter from the Oregon WIC office. This authorization letter will be included with all required set-up materials at the beginning of the farmer’s contract period.

**Vendor Eligibility.** An eligible vendor must be a farmer who grows, cultivates, or harvests fresh fruits, vegetables, or cut herbs in Oregon or an adjacent county in California, Idaho, or Washington.

- A farmer is defined as a person who owns, leases, rents, or sharecrops land to grow, cultivate, or harvest crops on that land.

**New Vendor Training.** If a new vendor lists your market on their application form, you may be requested to train that farmer using the “FDNP Rules for Farmer Participation” and “Sample: 2018 FDNP check” forms.

- Market managers may request the FDNP Rules for Farmer Participation training form in advance by contacting the Oregon WIC office by phone (1-877-807-0889) or email ([justin.c.trautmann@state.or.us](mailto:justin.c.trautmann@state.or.us)).
- When training is complete, please provide the vendor with the signed yellow copy of the FDNP Rules for Farmer Participation form. Mail (Oregon WIC Program – FDNP PO Box 14450 Portland, OR 97293-0450), fax (971-673-0071), or email ([justin.c.trautmann@state.or.us](mailto:justin.c.trautmann@state.or.us)) the white copy to the Oregon WIC office.
- Oregon WIC will complete the authorization of the vendor upon receipt of the FDNP Rules for Farmer Participation form. The vendor will then receive their authorization letter, including a Farmer Guide providing detailed information on program participation, a 4-digit vendor stamp to be used on FDNP checks, and their requested number of green “Oregon Farm Direct Nutrition Program Checks Welcome Here” signs.

### **Eligible Check Recipients and Check Distribution**

- WIC FDNP. Starting in June, local WIC agencies will distribute WIC FDNP checks through FDNP nutrition classes or one-on-one consultations with WIC participants.
  - In 2018, \$28 in the form of seven (7) \$4 FDNP checks will be issued to approximately 54,000 WIC participants statewide.
- Senior FDNP. Oregon WIC will mail a yellow invitation letter to eligible seniors in late April. Eligible seniors are 62 or older, receiving Medicaid or SNAP, and not living in a facility where meals are provided, and have a monthly income below \$1,396 (single) or \$1,893 (couple).
  - Interested seniors must sign and return the response portion of their invitation letter in order to receive FDNP checks.
  - In 2018, seniors participating in FDNP will receive \$24 in the form of six (6) \$4 checks.
  - For senior eligibility and check distribution questions, call Senior Farm Direct Nutrition Program toll-free at 1-866-299-3562.

**Eligible/Ineligible Foods.** The goals of FDNP are to support the sale of Oregon’s farm crops and increase the consumption of fresh fruit, vegetables, and culinary herbs among Oregon WIC families and seniors.

- Eligible Foods are fresh fruit, vegetables, and cut herbs that are grown in Oregon or an adjacent county in California, Idaho, or Washington.
- Ineligible foods are produce items purchased from wholesale distributors, including imported tropical fruits (ex. bananas, pineapples, kiwis). Other ineligible items, as defined by the U.S. Department of Agriculture (USDA) include:
  - Processed Foods: Milk, honey, jam, dried fruits or herbs, baked goods, cider, cheese;
  - Non-produce foods: Eggs, raw nuts and seeds, fish, meats;
  - Non-food agricultural items: Potted plants, seeds, cut flowers;
  - Non-food items: Crafts, jewelry.

**Farmer Banks and Credit Unions.** Vendors are encouraged to directly contact their financial institution regarding waived or reduced transaction fees. Vendors may still incur bounced check fees, if FDNP

checks are not deposited properly.

**Comments/Complaints.** Market staff may contact Oregon WIC or ODA at any time with questions regarding program participation; including complaints of discrimination based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

## **2018 Farm Direct Nutrition Program (FDNP) Farmers Market Agreement**

1. **The Market agrees to:**
  - a. Comply with FDNP requirements contained in 7 CFR 248, 7 CFR 249, Oregon Administrative Rules 333-052-0030 through 333-052-0130 as they pertain to markets, FDNP procedures, and this agreement.
  - b. Cooperate with staff from the Oregon Health Authority (OHA) and Oregon Department of Agriculture (ODA) in monitoring for compliance with program requirements and provide information as they may require.
  - c. Ensure an FDNP-authorized farmer is present at market during all market hours of operation.
  - d. Accept training on program procedures and provide training to market staff, including volunteers, and eligible farmers on behalf of OHA.
  - e. Be accountable for actions of market staff, including volunteers, in the provision of foods and related activities.
  - f. Cooperate in investigations of authorized farmers who:
    - i. Redeem checks for ineligible foods;
    - ii. Charge FDNP check customers higher prices than other customers;
    - iii. Accept FDNP checks before June 1 or after November 30;
    - iv. Issue change for produce purchased with FDNP checks;
    - v. Allegedly do not meet the definition of eligible farmer;
    - vi. Abuse any other program procedures.
  - g. Comply with all state or federal laws regarding non-discrimination, and applicable FNS instructions to ensure that no person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation, be denied benefits, or be otherwise subjected to discrimination, under the FDNP.
  - h. Notify OHA when and if the Market ceases operation prior to the end of the authorization period.
2. **Period of Performance: April 1, 2018 through March 31, 2019**, unless sooner terminated as provided herein.
3. **Disqualification:** The market may be disqualified for FDNP abuse or violation of program requirements, including eligibility requirements. The Market can be prosecuted for program fraud or abuse under applicable federal, state or local laws, but the Market is not liable for fraud committed by individual farmers participating at the market. The FDNP maintains no obligation to reinstate a Market's authorization after disqualification. The Market may reapply to participate in this program as stipulated in the disqualification notification.
4. **Notification of Action:** When OHA denies an application to participate in the FDNP, the denial shall be in writing. The notice shall state the basis for denial. When OHA proposes to take an adverse action against the Market with whom OHA has an agreement, OHA shall give the respective Market a written notice. The notice shall:
  - a. State the cause for the action;
  - b. State the effective date of the action;
  - c. State the procedure for requesting an appeal;
  - d. Be provided to the Market no less than 15 calendar days in advance of the effective date of action.
5. **Appeal:** The Market has the right to appeal a denial of an application to participate, a disqualification, or a FDNP sanction by OHA within 15 days of notification. All appeals must be in writing, and addressed to the FDNP Coordinator, 800 NE Oregon Street, Suite 865, Portland, OR 97232. Expiration of an agreement and claims actions are not subject to appeal.
6. **Termination:** Neither OHA nor the Market has an obligation to renew the agreement. OHA shall have the right to terminate the agreement for cause and the Market has the right to terminate the agreement after providing 15 days advance written notification. Termination notices from the Market shall be addressed to: FDNP Coordinator, 800 NE Oregon Street, Suite 865, Portland, OR 97232.
7. **Prosecution:** A Market that commits fraud or engages in other illegal activity is liable to prosecution under applicable Federal, State, or local laws.