

Farmer Guide



An Oregon Farm Direct Nutrition Program training and reference tool for farmers

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- (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.

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About the Oregon Farm Direct Nutrition Program

Oregon's Farm Direct Nutrition Program (FDNP) focuses on encouraging seniors and WIC families to purchase locally grown fresh fruits and vegetables. Families with young children who participate in WIC and seniors who participate in the Senior FDNP receive checks to spend directly with local farmers who grow fruits and vegetables.



Research indicates that increased access to and consumption of fresh, local fruits and vegetables is a key component in preventing obesity. FDNP makes fresh produce available to those who might otherwise have to do without this vital part of a healthy diet. FDNP supports local farmers' markets and farmers as well as WIC families and low-income seniors. Keeping local farmers in business is important to our communities as well as our health.

Farmer qualifications and authorization

“Farmer” is defined as a person who owns, leases, rents or sharecrops land to grow, cultivate or harvest crops on that land.

A signed, three-year agreement with the State is required for participation in FDNP. Each year 10% of farmers will be monitored on-site by WIC State staff.

To be authorized, a farmer must grow, cultivate or harvest produce in Oregon or a bordering county to sell at a farmers’ market or farm stand.



Farmers authorized to accept **FDNP checks** must comply with regulations outlined in Oregon Administrative Rules 333-052-0020 through 333-052-0130.

In order to accept **FDNP checks**, the farmer must participate in a training by a market manager or State WIC staff.

Oregon FDNP Farmer Agreement

1) The Farmer 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 Farmers, FDNP procedures, and this agreement.
- b. Accept training on program procedures and assure all persons working in the Farmer's market stall and/or farm stand are trained using the farmer packet provided by the Oregon Health Authority (OHA).
- c. Display "*Oregon Farm Direct Nutrition Checks Welcome Here!*" signs in a visible location on each day of operation when at authorized farmers markets or farm stand.
- d. Accept FDNP checks within the valid program dates of June 1 through October 31, and deposit or cash all FDNP checks by November 30. (Farmers are strongly encouraged to deposit or cash checks weekly.)
- e. Accept FDNP checks only for eligible foods: unprocessed, fresh, locally-grown fruits, vegetables, and cut herbs. (No meat, nuts, eggs, seeds, plants, baked goods, honey, or flowers.)
- f. Assure FDNP shoppers receive equitable treatment, including availability of produce of the same quality, and no greater price, than sold to other shoppers.

Oregon FDNP Farmer Agreement, continued

- g.** Provide FDNP shoppers with the full amount of product for the value of each check.
- h.** Not give cash change for purchases less than the value of the FDNP check(s).
- i.** Assure all FDNP checks are stamped with the Farmer ID number and properly endorsed before cashing or depositing.
- j.** Cooperate with staff from OHA, United States Department of Agriculture (USDA), and Oregon Department of Agriculture (ODA) in monitoring for compliance with program requirements and provide information that OHA or ODA may require.
- k.** Be accountable for the actions of any person working in the Farmer's stall and/or farm stand in the provision of food and related activities.
- l.** Comply with all state or federal laws regarding non-discrimination.
- m.** Notify OHA when and if they cease operation prior to the end of the authorization period.
- n.** Not charge sales tax on FDNP purchases.
- o.** Pay OHA for any FDNP check transactions in violation of this agreement.
- p.** Not seek restitution from FDNP check recipients for checks not paid by OHA.

Oregon FDNP Farmer Agreement, continued

q. Not provide rain checks or credit to shoppers for FDNP checks.

r. Not use FDNP checks for any purpose other than to deposit or cash at the Farmer's financial institution.

s. Not accept FDNP checks from unauthorized farmers.

t. Only accept Oregon FDNP checks.

2) Period of Performance: Shall not exceed three years.

3) Disqualification: The Farmer may be disqualified for any FDNP abuse or violation of program requirements, including eligibility requirements. The FDNP maintains no obligation to reinstate a Farmer's authorization after disqualification. The Farmer may reapply to participate in this program as stipulated in the disqualification notification.

4) Claims: OHA may deny payment to the Farmer for improperly redeemed FDNP checks and may demand refunds for payments already made on improperly redeemed checks.

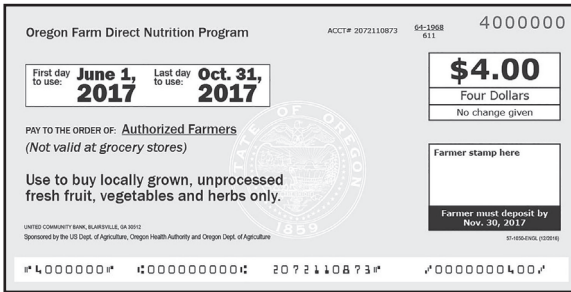
5) Notification of Action: When ODA denies an application to participate in the FDNP, the denial shall be in writing. The notice shall state the basis for denial. When OHA proposes to take an adverse action against the Farmer with whom OHA has an agreement, OHA shall give the respective Farmer a written notice. The notice shall:

Oregon FDNP Farmer Agreement, continued

- a.** State the cause for the action;
 - b.** State the effective date of the action;
 - c.** State the procedure for requesting an appeal; and
 - d.** Be provided to the Farmer not less than fifteen (15) calendar days in advance of the effective date of the action.
- 6) Appeal:** The Farmer has the right to appeal a denial of an application to participate, a disqualification, or a FDNP sanction by OHA within 30 days of notification. All appeals must be in writing, and addressed to: Oregon FDNP Coordinator, 800 NE Oregon Street, Suite 865, Portland, OR 97232. Expiration of an agreement and claims actions are not subject to appeal.
- 7) Termination:** Neither OHA nor the Farmer has an obligation to renew the agreement. OHA shall have the right to terminate the agreement for cause and the Farmer has the right to terminate the agreement after providing fifteen (15) days advance written notification. Termination notices from the Farmer shall be addressed to: Oregon FDNP Coordinator, 800 NE Oregon St, Suite 865, Portland, OR 97232.
- 8) Prosecution:** A Farmer who commits fraud or engages in other illegal activity is liable to prosecution under applicable Federal, State, or local laws.

FDNP checks

FDNP checks are green and are issued in specific denominations which may differ from year to year.



FDNP senior recipients may have someone else shop with their checks on their behalf.



FDNP eligible fruit and vegetables

FDNP checks may be accepted for locally grown:

- Fresh fruit
- Fresh vegetables
- Cut herbs

“Locally grown” means grown in Oregon or bordering counties of Washington, California, and Idaho.

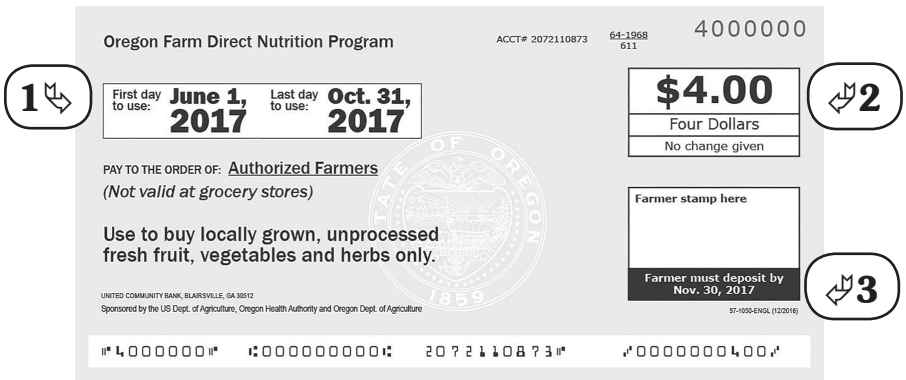
FDNP eligible foods may not be processed or prepared beyond their natural state except for the usual harvesting and cleaning processes.

Produce items purchased from wholesale distributors and any imported produce such as bananas, pineapples, and oranges are **not allowed with FDNP checks**.

Other items that are **not allowed** include:

- Processed foods; such as milk, honey, jam, dried fruit or herbs, baked goods, cider, or cheese.
- Produce plants such as tomato or basil plants.
- Non-produce foods such as eggs, nuts and seeds, fish, meats.
- Non-food agricultural items such as potted plants, seeds, cut flowers.
- Non-food items such as crafts and jewelry.

Accepting and getting paid for FDNP checks



Only authorized farmers may accept and cash FDNP checks. Only accept checks from FDNP shoppers; do not accept checks from other farmers.

1. Accept FDNP checks **June 1** through **October 31** of the current year.
2. Provide shoppers with the **full amount** of product for the value of each check. **Do not give change.**
3. Cash or deposit all checks by **November 30**. You will not be paid for FDNP checks you attempt to cash or deposit after November 30.

Some banks require a business account in order to deposit FDNP checks.

Inform your bank or credit union in advance that you will be depositing/cashing FDNP checks.

Before taking FDNP checks to the bank:

- Stamp your 4-digit farmer stamp in the box on the front of each check and endorse each FDNP check on the back.
- Bundle all your FDNP checks together and handle them as a separate transaction at the bank. If you are depositing other checks, fill out separate deposit slips for your FDNP checks versus your other checks.
- Try to cash/deposit checks frequently. Do not save them up until the end of the season. This will help the state determine whether there is enough funding to distribute more checks.
- Depositing large numbers of checks all at once at the end of the season may create problems with your bank and potentially delay your reimbursements.



More banking notes

- Torn FDNP checks may be repaired with scotch tape. Do not tape over the computer-encoded line at the bottom of the check or the dollar amount on the check.
- Altered FDNP checks will be returned unpaid to the authorized farmer. (For example, a FDNP check with a “1” written in front of the \$4.)
- Lost FDNP checks cannot be replaced. Store them in a secure location, like you would with cash and other checks.
- Your farmer stamp must be clear and dark enough to read (in black ink only). Banks process electronic images of checks rather than the checks themselves.
- To void or cancel a FDNP check, write or stamp VOID on the face of the check.

Farmer stamp and ink pad replacement

Keep your 4-digit farmer stamp in a safe place. You are responsible for stamp and/or ink pad replacements. Replacements may be ordered at an office supply supplier of your choice.

The following specifications optimize readability by our banking contractor:

- Arial Unicode 24 pt
- Height – 1/2 inch
- Length – 3/4 inch

Remember to add ink to the ink pad when the stamp lightens. The pad may need to be replaced once a year or so, depending on how much use it gets.



Signs

Your agreement with the State requires that you post the “Farm Direct Nutrition Program Checks Welcome Here!” sign in a visible location, wherever you are in operation. If you need additional signs, please call the State WIC Office.

Green
Sign



**Oregon Farm
Direct Nutrition
Program Checks**



WELCOME HERE



Oregon Department of Agriculture

This is an equal opportunity program and employer
Este es un programa de igual oportunidad para todos

Revised 2012

Questions, comments, and complaints

Your Farmer Agreement requires that FDNP and WIC shoppers be treated the same as other shoppers. If a participant behaves disruptively, follow your customer service policy and, if possible, report it to the State WIC Office. Farmers may call the appropriate contact below with any questions, comments, or complaints regarding program participation.

Oregon Department of Agriculture

For questions about farmer participation: (503) 872-6600

State WIC Office

For signs and other supplies and questions about banking issues: (877) 807-0889, option 2 (toll-free)



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