

Senior Farmers' Market Nutrition Program Handbook



Agencies on Aging



2015 Season

June 15– October 17



Indiana State
Department of Health

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Definitions

AAA – Area Agency on Aging

CSC – Indiana WIC’s banking vendor for Farmers’ Market Nutrition Programs. CSC prints, packages, delivers, validates, and processes payment of SFMNP checks.

Eligible foods – fresh, unprocessed, locally-grown fruits and vegetables.

Farmers’ Market – a permanent location, often outdoors, where several growers gather to sell produce and goods to the public and is under set management with rules and requirements for farmers who participate.

Farm stand – a permanent location dedicated to the sale of a grower’s produce and goods to the public that is under the ownership of one farmer, a partnership of farmers, or a not-for-profit cooperative.

FMNP – Farmers’ Market Nutrition Program.

Grower – a farmer who grows produce for purchase by the general public.

Ineligible foods – food items which may not be purchased with SFMNP checks.

ISDH – Indiana State Department of Health.

Locally-grown – grown within the State of Indiana or an adjacent state’s bordering counties.

Market Master – a person who manages, in an official capacity, one or more Farmers’ Markets.

SFMNP – Senior Farmers’ Market Nutrition Program

USDA – United States Department of Agriculture

WIC – Women, Infants and Children

Nondiscrimination statement - In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Proxy-individual authorized to make purchases for a participant.

Introduction

The FMNP is the Women, Infants, and Children (WIC) Farmers' Market Nutrition Program. SFMNP is the Senior Farmers' Market Nutrition Program. Because the rules and operation of both programs are similar, they are administered together.

Signed into law on July 2, 1992, Public Law 102-314 authorizes the operation of the WIC Farmers' Market Nutrition Program (FMNP) under the supervision of the United States Department of Agriculture Food and Nutrition Service (USDA-FNS).

In 2007, the SFMNP was transferred to USDA-FNS as a program under Senior Farmers' Market Nutrition Program regulations (*7 CFR Part 249*).

USDA-FNS and the State of Indiana provide funding for the administration of the Farmers' Market Nutrition Programs. The Indiana State Department of Health (ISDH), WIC Division, administers the Farmers' Market Nutrition Programs. Nationally, forty-six states or Indian Nations participate in the WIC/Seniors Farmers' Market Nutrition Programs.

The program's main goals are to:

- Improve the health of participants by providing access to fresh, nutritious, unprocessed, locally-grown fruits and vegetables.
- Raise awareness and increase the use of Farmers' Markets and farm stands.

7 CFR Part 248.1

This Handbook explains the roles and responsibilities of the local Area Agency on Aging, farmers (growers) and Market Masters, how to handle SFMNP, and where you can get help if you have questions. ISDH is responsible for ensuring that Market Masters, growers, and agencies follow the Handbook and utilizes an audit process to assess compliance.

7 CFR 248.10

7 CFR 249.10

Senior FMNP

The Indiana Senior Farmer's Market Nutrition Program (SFMNP) began in 2002 under the Indiana WIC program. Indiana WIC partners with the Family and Social Services Administration Division on Aging and the local area agencies on aging (AAAs) to serve eligible seniors. The AAAs determine eligibility, provide nutrition education, and distribute checks to participating, income-eligible seniors. Interested seniors should contact their local AAA for information. Not every county participates in the SFMNP.

To be eligible for the SFMNP, one must be a senior 60 or over, or a designated disabled person enrolled at select Area Agency on Aging programs in Indiana. The Senior Farmers' Market Nutrition Program (SFMNP) provides income eligible seniors with checks to purchase fresh produce at approved Farmers' Markets and

stands. Each eligible senior receives a booklet of four (4) \$5.00 checks. Checks must be used during the market season. SFMNP participants may have proxies spend their checks for them.

The sixteen Area Agencies on Aging that participate in the SFMNP are listed in the following table.
7 CFR 249.9, 7 CFR 249.6(a)(1), 7 CFR 249.6(f), 7 CFR 249.3(d)

Area	Agency	Phone	Service Area*
1	Northwest Indiana Community Action Corp.	219.794.1829 OR 800.826.7871	Lake, Porter, Newton, Jasper Pulaski, Starke
2	REAL Services, Inc.	574.284.2644 OR 800.552.7928)	Laporte, St. Joseph, Elkhart, Marshall, Kosciusko
3	Aging and In-Home Services of Northeast Indiana, Inc.	260.745.1200 OR 800.552.3662	Adams, Allen, Dekalb, Huntington, Lagrange, Noble, Steuben, Wells, Whitley
4	Area IV Agency on Aging & Community Action Programs, Inc.	765.447.7683 OR 800.382.7556	Benton, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren, White
5	Area Five Agency on Aging & Community Services, Inc.	574.722.4451 OR 800.654.9421	Cass, Fulton, Howard, Miami, Tipton, Wabash
6	LifeStream Services, Inc.	765.759.1121 OR 800.589.1121	Blackford, Delaware, Grant, Henry, Jay, Madison, Randolph
7	Area 7 Agency on Aging	812.238.1561	Clay, Parke, Putnam, Sullivan, Vermillion, Vigo
8	CICOA Aging and In-Home Solutions	317.254.5465 OR 800.432.2422	Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Shelby
9	Area 9 In-Home & Community Service Agency	765.966.1795 OR 800.458.9345	Fayette, Franklin, Rush, Union, Wayne
10	Area 10 Agency on Aging	812.876.3383 OR 800.844.1010	Monroe, Owen
11	Thrive Alliance	812.372.6918 OR 866.644.6407	Bartholomew, Brown, Decatur, Jackson, Jennings
12	LifeTime Resources, Inc.	812.432.6200 OR 800.742.5001	Dearborn, Jefferson, Ohio, Ripley, Switzerland
13	Generations, Vincennes University Statewide Services	812-888-5880 OR 800.742.9002	Daviess, Dubois, Greene, Knox, Martin, Pike
14	LifeSpan Resources, Inc. 33 State Street, Third Floor New Albany, IN 47151	812.948.8330 OR 888.948.8330	Clark, Floyd, Harrison, Scott
	Lincoln Hills Development Corporation	812.547.3435	Crawford, Perry
16	SWIRCA and More 16 W. Virginia Street Evansville, IN 47737	812.464.7800 OR 800.253.2188	Gibson, Posey, Spencer, Vanderburgh, Warrick

*** SFMNP is not available in all counties within a service area. Applicants should contact the local Area Agency on Aging for more information.**

2015 Season

State Contact Information

Mailing Address: Indiana WIC
FMNP Coordinator
2 North Meridian Street, 5th Floor
Indianapolis, Indiana 46204

Email: inwic@isdh.in.gov

Phone: (800)522-0874

Important Dates

April 15-17	Conference calls for NEW growers and Market Masters
April 22	Conference calls for WIC local agencies and Area Agencies on Aging.
May 15	Last day applications are accepted for NEW markets
June 1	Completed renewal applications for growers and markets due to the Department of Health
June 1 – September 30	Senior FMNP participants receive checks
June 15	First day to spend SFMNP checks
September 1	Last day applications are accepted for NEW growers
October 17	Last day to spend SFMNP checks
November 7	Last day to deposit SFMNP checks

2015 Updates

- Senior FMNP checks will be gray.
- New signs are available for farm vendors in 8 ½" x 11" format. Contact the FMNP Coordinator to request new signs. Newly enrolling markets and growers will receive a sign in their approval packet.

Program Overview

Benefits

- Reinforces the message that eating more fruits and vegetables can improve health.
- Educates seniors, their families, and caregivers on nutrition and provides resources on the prevention of chronic disease.
- Promotes Indiana-grown produce.
- Increases sales for Indiana growers.

Issuance

CSC will ship the first allocation of checks to each AAA to arrive on or about June 1, 2015. Local Agencies with multiple distribution sites may allocate checks to those sites as they see fit. AAAs should maintain a record of check allocations that includes the distribution site, register page number(s), check ranges and signature of staff receiving them.

Agencies may issue checks to participants who are determined to be eligible **no earlier than June 1, 2015** and **no later than September 30, 2015**. Each AAA determines the dates, times, and method of check distribution within their service areas.

Redemption

Participant may use SFMNP checks only at Farmers' Markets and farm stands that are authorized by the ISDH FMNP. Authorized markets and stands display an authorized vendor sign provided by the ISDH FMNP. Participants must use SFMNP checks **no earlier than June 15, 2015** and **no later than October 17, 2015**.

When a participant uses the SFMNP check(s) at the Farmers' Market or stand, the farmer will check identification for the correct signature and have the participant or proxy sign the check(s).

7 CFR 248.10(a)(1)

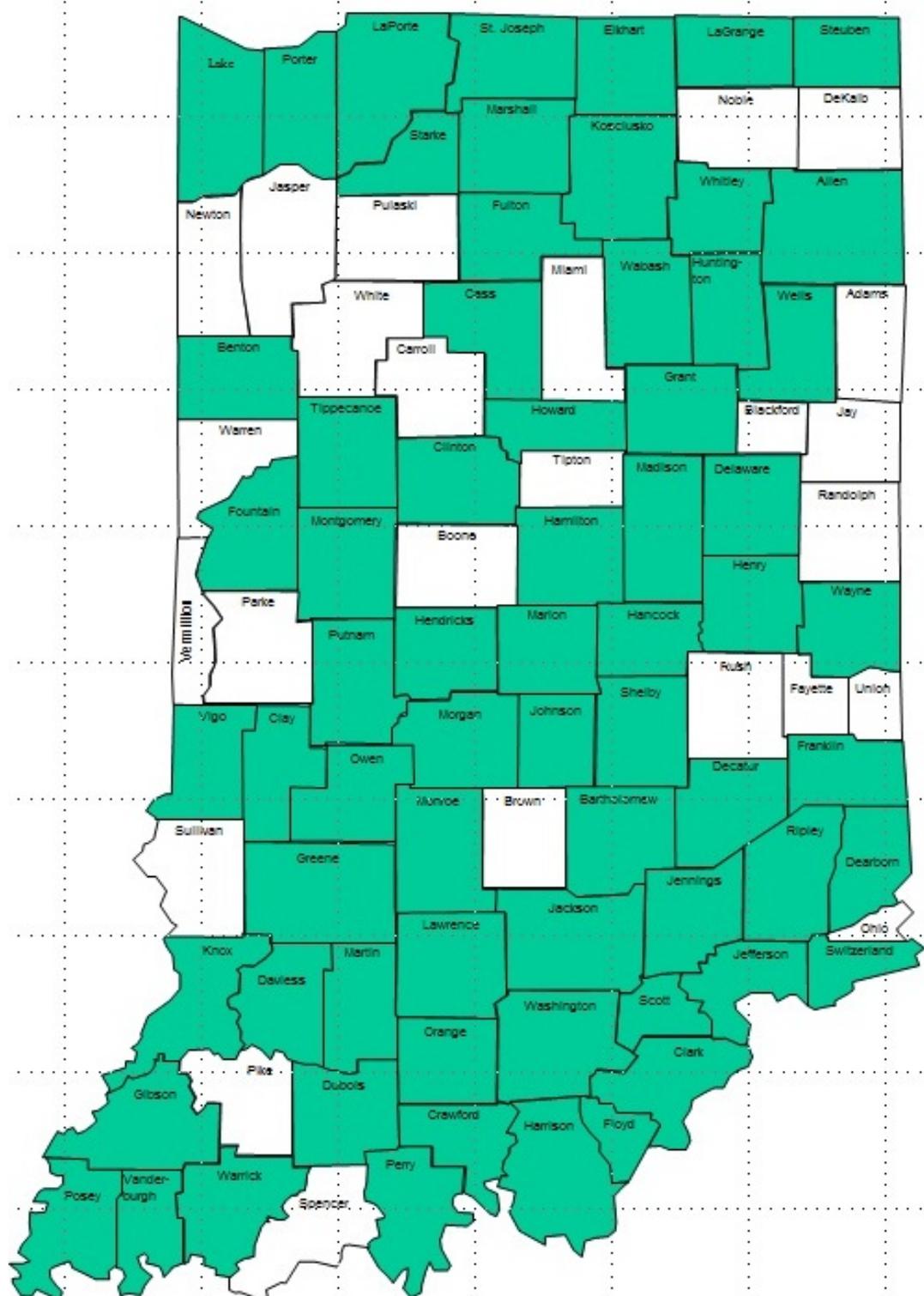
7 CFR 249.10(a)(2)

Participation

For the 2014 S/FMNP season, there were **101** participating Farmers' Markets and **81** farm stands in **68** counties approved to provide eligible produce to WIC and Senior FMNP participants. **575** growers were approved to redeem WIC and Senior FMNP checks.

In 2014, **15,408** households spent more than **\$137,000** at Farmers' Markets and farm stands using WIC FMNP checks. Seniors spent over **\$96,000** at local Farmers' Markets and farm stands using SFMNP checks.

Counties with participating Farmers' Markets and/or farm stands:



Roles and Responsibilities

Department of Health (ISDH)	Local Agencies on Aging
<ul style="list-style-type: none"> • Provide training to new Market Masters, growers, and local agency staff. • Manage and approve market and grower applications. • Assign identification numbers to authorized growers. • Provide market reports to markets, listing authorized growers. • Provide market and stand listings to local agencies and participants. • Provide technical assistance to Market Masters, growers and local agencies. • Monitor markets, farm stands, growers, growing locations, and participating WIC clinics and Area Agencies on Aging to ensure program compliance. • Ensure proper payment to authorized growers for properly stamped checks. • Provide information to Market Masters, growers, and local agency staff to facilitate collaboration. • Attend market meetings upon request. 	<ul style="list-style-type: none"> • Receive training on SFMNP. • Provide nutrition education to SFMNP participants that specifically targets fresh fruits and vegetables. • Provide instruction to SFMNP participants on program rules. • Issue checks in sequential order. • Complete check registers properly. • Submit register pages to CSC as instructed. • At the end of the season, submit all remaining register pages promptly. • Receive, verify, and allocate checks and check registers. • Keep checks and registers securely stored at all times. • Maintain accurate and complete records of all activities.

Authorization - Markets, Stands, & Growers

In order to make access to fresh fruits & vegetables easier for WIC and Senior participants, Indiana authorizes growers to accept FMNP checks at farm stands. Every grower intending to participate in the FMNP must belong to an authorized Farmers' Market or authorized farm stand. Growers authorized to accept WIC FMNP checks are automatically authorized to accept SFMNP checks at authorized markets and farm stands. Checks are processed in the same manner. All procedures, rules, violations, and sanctions apply to both programs.

The ISDH FMNP authorizes Farmers' Markets, farm stands, and growers for the FMNP. Both the market and the grower must be authorized.

7 CFR 248.10(a)(1)

7 CFR 249.10(a)(2)

Farmers' Market

In order to become an authorized Farmers' Market, a market must have:

- A Market Master or representative who completes the Market Application at least every three years and serves as a contact person for state FMNP staff. **A new Market Master must attend a training session with State FMNP staff prior to the start of the season.**
- A minimum of 3 produce growers willing to participate in the FMNP, complete a farmer application, attend training (unless already an authorized farmer), and follow the FMNP Handbook.
- Defined days and hours of operation at a permanent location.
- Display authorized vendor poster.
 - 7 CFR 248.10(a)(4)
 - 7 CFR 249.10(a)(7)
 - 7 CFR 248.10(a)(5)
 - 7 CFR 249.10(a)(8)

Market Master

The Market Master completes State form 52586 *"Application and Agreement for Farmers' Market Nutrition Program (FMNP) Indiana Farmers' Market"* to request authorization for the Farmers' Market to participate in the program. The Application Agreement section outlines the responsibilities of a Market Master to ensure the Farmers' Market follows federal regulations. This agreement is required by USDA and is necessary before the Farmers' Market may be authorized. Once approved by ISDH FMNP, the Agreement is valid for three-seasons unless a new Market Master is named. The Market Master agrees to:

- Assist the state and local AAA offices by helping local farmers learn how they may participate in the FMNP.
- Provide annual training to FMNP-authorized growers who participate in the market.
- Provide ISDH FMNP with the bylaws of the Farmers' Market upon request.
- Assist the state with communication and documentation of training for growers.
- Ensure that growers comply with SFMNP rules.

Grower

The ISDH SFMNP does not restrict the number of growers that can be authorized for the SFMNP or require that the farmer reside within the same county where the Farmers' Market is located in order to be eligible for authorization. Authorized growers that consistently redeem less than \$50 a season will not be reauthorized.

Eligibility Requirements and Application

In order to become an authorized grower, a farmer must:

- Reside within Indiana or in an adjacent county that borders Indiana.
- Grow a majority (51% over the season) of the produce (fruits, vegetable, and edible herbs) offered for sale. The 51% majority may include produce grown by the farmer, produce grown under the direction of the farmer, and produce grown under a cooperative program. Produce not grown in this manner (no more than 49%) must be purchased directly from another farmer who grows locally. Individuals, who exclusively sell produce grown by someone else, such as wholesale distributors, cannot be authorized to participate in the FMNP. A market's rule allowing brokered items does not affect this requirement.
- Attend a training session provided by a Market Master or State-designated representative designed to answer questions and address SFMNP compliance. (***new growers only***). Growers who have participated in the past may use this Handbook as the required annual training.
- Complete and sign the current version of state form 52585 "*Application and Agreement for Farmers to Participate in the WIC Farmers' Market Nutrition Program (FMNP)*" and return it to the address below. The Agreement section outlines responsibilities as a grower selling produce at either an approved Farmers' Market or an approved farm stand. Once approved by ISDH, the Agreement is valid for three seasons. Growers who submit completed applications, meet the criteria of the program, and receive a copy of the Agreement, signed by the Indiana WIC FMNP Representative, will be authorized to accept SFMNP checks.
- Ensure that at the beginning of each day locally grown fruit and/or vegetable products are displayed and offered for sale in the grower's market stall or farm stand. Locally grown is defined as grown within Indiana or an adjoining state's bordering counties. **Non-locally grown fresh fruits and vegetables cannot be displayed or offered for sale unless the FMNP eligible produce is clearly marked as locally grown.** An authorized farmer may operate other Farmers' Market stalls independent of the SFMNP stall. **Only locally grown fruits, vegetables and edible herbs can be sold for Senior FMNP checks.**
- Post the ISDH FMNP stall sign at the Authorized Farmers' Market and, if applicable, the grower's farm stand. This helps participants find authorized farmers.
- Only accept Senior FMNP checks at ISDH FMNP authorized markets or authorized farm stands. The SFMNP checks can only be used at authorized markets and farmers' stands, and by authorized farmers. Authorized farmers may not redeem checks outside of the authorized Farmers' Market and/or

authorized farm stand, i.e. at their personal farm stand (not authorized) or at an unauthorized Farmers' Market.

Upon approval, the grower will receive:

- an identification number stamp to use on checks submitted for payment and
- an authorized vendor sign.

A grower is not authorized to accept checks until both of the above are in the grower's possession.

An approved Agreement with the State does not guarantee that a grower may participate in the FMNP at a Farmers' Market. Participation rests with the grower's compliance to the locally governed Farmers' Market rules. It is essential that contact be made with the Market Master or market sponsor for information on eligibility requirements for the specific local market.

Renewal Applications

A grower who is renewing an application will not receive a new stamp and/or sign. If a grower's stamp and/or sign have become lost, damaged, or stolen, please contact ISDH FMNP to request replacement.

7 CFR 248.10

7 CFR 249.10

Completed applications may be submitted by:

Mail: Indiana State Department of Health
Attn: FMNP Coordinator
Indiana WIC FMNP
2 North Meridian Street, 5th Floor
Indianapolis, Indiana 46204

Fax: 317-233-5609

E-mail: inwic@isdh.in.gov (please provide attachment in PDF format)

New Grower Training

Growers play a vital role in the SFMNP. All new growers are required to receive training prior to authorization to participate in the SFMNP. The training must be documented. Documentation should include the date and time of the training, the agenda, and the names and signatures of those who attended. There are options for training:

- Attend a telephone conference training session provided a FMNP Representative.
- Attend a training session held by a local authorized market's Market Master.
- Arrange a one on one training session with a local Market Master or FMNP representative.

** If training is provided by a Market Master, verification of training should be submitted to the State FMNP Coordinator.*

7 CFR 248.10(a)(4)

7 CFR 249.10(a)(7)

Farm Stands

Authorization of farm stands is based on need in a particular area where no or few Farmers' Markets are located. Farm stands can be authorized to provide senior participants an opportunity to use their SFMNP checks. Authorized farm stands that consistently do little or no FMNP business (less than \$50 a season) will not be reauthorized. Farm stand authorization will be assessed based on the following criteria:

- There is no authorized Farmers' Market within five miles of the farm stand.
- The local AAA requests approval because it provides or enhances a benefit to participants (must be documented). The AAA may make the request by e-mail and should include justification for the request.

SFMNP authorized farm stands must:

- Be located in Indiana, in participating counties.
- Be at least five (5) miles from the nearest authorized Farmers' Market (unless an override is granted by ISDH).
- Belong to an authorized grower.
- Be listed on the authorized grower's application.
- Grow and offer for sale a variety of SFMNP eligible fruits, vegetables and edible herbs.
- Have a permanent location dedicated to the sale of a grower's produce and goods.
- Have defined hours of operation, which must be posted.
- Have a full time attendant during hours of operation as listed on the grower's application.

Training Material

FMNP checks may be accepted only by an authorized grower or his employee/family member for the purchase of eligible foods. Participants will present SFMNP checks, and sign them, after selecting the items they wish to purchase. Participating growers will compare the signature on the SFMNP check with the signature on the participant's ID. The final step in validating a check is to stamp it with the vendor stamp. This may be done any time prior to submitting it to the bank for deposit. Checks containing all necessary information may be deposited in the bank for payment. Important: checks must have a Senior FMNP participant's signature, or that of their authorized proxy, on each check in order for the grower to receive payment for the check.

Check Management

Consignment

The quantity of checks printed for a particular season is based on budget constraints. Allocation to AAAs is based on prior year issuance.

State FMNP staff directs CSC on the production and shipment of checks to the local AAAs. CSC provides tracking data, number of checks, and number of check register pages (with ranges) at the time a consignment is shipped. State FMNP staff notifies local AAAs of their consigned quantity prior to shipment. Check sets are shipped to participating AAAs to arrive immediately prior to the start of the season.

Receiving

The AAA should

1. verify shipment information and secure checks and registers pages.
 - Number of check sets (booklets).
 - Total number of checks.
 - Check ranges and register pages match.
2. Notify the State FMNP Coordinator, by e-mail, with the above information and the date of receipt.

Site Allocation

Checks are packaged in sets of 20 booklets. Each register page has 20 lines listing the corresponding check ranges. There is one register page for each packet of booklets. It is very important that the correct register page is allocated to a distribution site along with its specific packet.

AAAs may allocate check sets to distribution sites as they wish. The AAA will maintain a record of allocation that includes number and range of check sets and register pages, the distribution site, date of

allocation, printed name and signature of the receiving staff or volunteer. This record will be made available to State FMNP staff upon request.

Register Pages

The check register is a two-part carbonless form. When a register page is full,

- Mail the original to CSC, for data entry into the system. Send all FULL register pages **no less than weekly**.

Mail completed register pages to:

CSC

13401 W. 98th Street

Lenexa, KS 66215

- Retain the copy for agency records.

All pages remaining at the end of the season, full, partial, or blank, must be mailed to CSC no later than Friday, October 9, 2015 so that all issuance information can be entered before deadline.

Check Issuance

AAAs may begin distributing checks **on or after June 1, 2015**. Checks may not be issued before this date.

AAAs may choose the manner in which they distribute checks to eligible participants. Options are:

- At regular AAA activities;
- At a "SFMNP Day" at the distribution site, on a first-come, first-served basis;
- At a Farmers' Market or farm stand;
- At a farm stand located at /near the AAA;
- Any combination of the above.

Checks and register pages must be secured at all times.

1. Issue checks in sequential order to eligible seniors. It is the responsibility of the local AAA to determine which seniors meet the criteria for SFMNP participation. Eligibility is based on **household** income. There may be more than one eligible senior per household and each eligible senior may receive a booklet of checks. Please remember that income for all household members must be reported and that gross income must be used (income before any deductions for insurance, etc.).
2. Ensure that all information is recorded on the appropriate register page on the appropriate check range line and that it is legible.
 - a. CHECK NUMBER is pre-printed with the beginning and ending numbers of the range.
 - b. Enter the ISSUE DATE in the format "month / date".
 - c. The CLINIC column does not apply to SFMNP and will be left blank.

- d. Enter the ID NUMBER with the participant's ID number, **if the AAA uses them**. Otherwise, leave blank.
- e. The CATEGORY column applies only to WIC and should be ignored.
- f. Print the initials of the staff or volunteer who issued the checks in the INITIALS column.
- g. Print the name of the SFMNP participant to whom checks are issued in the PARTICIPANT NAME column.
- h. The person receiving the checks (participant or proxy) will **sign** their name in the PARTICIPANT SIGNATURE column.

Please immediately report any discovered discrepancy between actual issuance and the check register page to the FMNP Coordinator.

Visual of Checks and Registers

Sample SFMNP check for 2015

Indiana State Department of Health Senior Farmers' Market Nutrition Program	United Community Bank Marietta, GA	64-1968 611	XXXXXXXXX
Accepted and Redeemable ONLY by authorized farmers' market vendors			
PAY TO THE ORDER OF INDIANA FARMERS' MARKET NUTRITION PROGRAM VENDOR			\$ 5
FIVE DOLLARS AND NO/100ths			NO CHANGE PERMITTED
NO CHANGE SIN CAMBIO Use only for fresh fruits and vegetables. Usar sólo para las frutas y hortalizas frescas.			AUTHORIZED PROGRAM VENDOR NUMBER: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
First Day To Use June 15, 2015	Last Day To Use October 17, 2015	<div style="border: 1px solid black; width: 100%; height: 30px; display: flex; align-items: center; justify-content: center;"> 3 </div> CUSTOMER SIGNATURE	VENDOR NUMBER MUST BE ENTERED ABOVE
⑆000000000⑆ ⑆061119684⑆ 2503217⑆			

- 1 Amount per check. No change or cash can be given back.
- 2 First day and last day to use for the 2015 season.
- 3 Where to sign check.

Sample SFMNP check register for 2015

REPORT: FMPR020W		Indiana Senior Farmers Market 2015 Senior Farmers Market Check Register				DATE: 05/14/2015 TIME: 13: 40: 03
0000	Local Agency Name, Inc.					PAGE: 1
CHECK NUMBER	ISSUED	ID NUMBER	CATEGORY	CLINIC	PARTICIPANT NAME	PARTICIPANT SIGNATURE
10000001 - 10000003	/					
10000004 - 10000006	/					
10000007 - 10000009	/					
10000010 - 10000012	/					
10000013 - 10000015	/					
10000016 - 10000018	/					
10000019 - 10000021	/					
10000022 - 10000024	/					
10000025 - 10000027	/					
10000028 - 10000030	/					
10000031 - 10000033	/					
10000034 - 10000036	/					
10000037 - 10000039	/					
10000040 - 10000042	/					
10000043 - 10000045	/					
10000046 - 10000048	/					
10000049 - 10000051	/					
10000052 - 10000054	/					
10000055 - 10000057	/					
10000058 - 10000060	/					

Authorized Vendor Sign Sample

WIC & Senior Farmers' Market Checks Accepted Here



Indiana Farmers' Market Nutrition Program



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

For more information, call 1-800-522-0874 or visit www.wic.in.gov

Participant Instruction

Participants must be instructed on all items in this section.

- Authorized vendor sign: Authorized growers should display the “WIC & Senior Farmers’ Market Checks Accepted Here” sign each day they sell at a market or farm stand. Agencies should notify the State office of any reports or complaints regarding growers and markets. Older signs are 11” by 17”. Newer signs are 8.5” by 11”.
- Signing checks at the market: Each participant or their proxy must sign the SFMNP check at the time of produce purchase. The participant must provide ID if the farmer requests it.
- Valid dates for the checks: Checks may not be used before the “First Day to Use” listed on the face of the check. Checks may not be used after the “Last Day to Use” listed on the face of the check.
- How to spend the entire dollar amount: Participants may spend a check and also use cash in the same transaction. Many farmers will assist participants by explaining the benefits, uses, and preparation of the produce they have for sale. However, participants should be instructed on how to calculate costs, what produce is in season at various times, and what produce best satisfies the specific nutritional needs of the senior.
- Where to find participating farmers: Provide participants with the list of authorized markets and stands within the participant’s geographical area.
- Not receiving change or refunds: Farmers may not give change or refunds for SFMNP purchases.
- Tax: No tax may be charged on SFMNP purchases.
- Eligible foods: A list of eligible foods is contained in the Handbook. Explain to participants what they can and cannot buy at the market or stand.
- Lost/stolen/damaged check policy: SFMNP checks that are reported lost, stolen, or damaged will not be replaced.
- Participant abuse policy: AAA staff may notify participants of the policy and penalties for abuse of the program at SFMNP check issuance.
- Participant’s rights: Participants have the right to lodge a complaint about improper farmer/Farmers’ Market practices with regard to SFMNP responsibilities. Anyone who has a complaint regarding any aspect of the SFMNP may contact the Indiana FMNP coordinator at 1-800-

522-0874. Participants must be advised of their civil rights and the manner in which they may file such complaint. Refer to the Civil Rights section of this manual for the USDA civil rights statement.

- Nutrition education: Participants must receive SFMNP-specific nutrition education that emphasizes the nutritional and health benefits of fresh produce. AAAs have great latitude in choosing materials and methods that are most appropriate for the service area demographics. Staff and volunteers should discuss the various types of produce available within the geographic location, methods to prepare and use them, and provide suggestions on how to include more fresh produce in the senior's diet. Some suggested resources for nutrition education are:
 - How to preserve produce (canning and freezing)
 - SNAP information
 - National Council on Aging
 - MyPlate
 - EatRight.org (national nutrition month section)
 - Purdue Extension agents

Program Monitoring

A FMNP representative will perform monitoring of AAAs. Criteria for monitoring include all elements of participant education and check management.

Each AAA receives notification of the results of the monitoring that may include questions, comments, findings, recommendations, and corrective action requirement.

Civil Rights

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

7 CFR 248.7

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SFMNP Approved Food List

Fresh Vegetables

Asparagus
Beans
Beets
Bok Choy
Broccoli
Brussels sprouts
Cabbage
Carrots
Cauliflower
Corn
Cucumbers
Edible Soybeans
Eggplant
Garlic
Greens (any variety)
Herbs (cut/edible)
Kohlrabi
Leeks
Lettuce (any variety)
Lima Beans
Mushrooms
Okra
Onions
Parsnips
Peas
Peppers (any variety)
Potatoes
Pumpkins (edible)
Radishes
Rhubarb
Rutabagas
Scallions
Spinach
Sprouts
Squash (any variety)
Squash Blossoms
Sweet Potatoes/Yams
Tomatillos
Tomatoes
Turnips
Watercress
Zucchini

Fresh Fruits

Apples
Apricots
Blackberries
Blueberries
Cantaloupe
Cherries
Currants
Elderberries
Gooseberries
Grapes
Honeydew
Huckleberries
Melons
Nectarines
Peaches
Pears
Persimmons
Plums
Raspberries
Strawberries
Watermelon