

# **WIC Farmers' Market Nutrition Program**



**FY 2008  
State Plan Guidance**

**WIC Farmers' Market Nutrition Program  
Fiscal Year 2008  
State Plan Guidance  
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# **FY 2008**



# **General Information**

**WIC Farmers' Market Nutrition Program  
Fiscal Year 2008  
State Plan Guidance**

**Due Date: November 15, 2007**

**GENERAL INFORMATION**

The WIC Farmers' Market Nutrition Program (FMNP) was established in July 1992, as Public Law 102-314. The FMNP served over 2.6 million recipients in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) during the most recent market season. The mission of the FMNP is to provide fresh, unprepared, locally grown fruits, vegetables and herbs directly to WIC recipients, and to expand the awareness and use of local farmers' markets.

By November 15 of each year, or the next work day if the 15<sup>th</sup> falls on a weekend or national holiday, each applying or participating State agency shall submit to the appropriate Regional Office of the Food and Nutrition Service (FNS) for approval a State Plan for the following year as a prerequisite to receiving Federal funds for the FMNP. A State Plan means a plan of FMNP operation and administration that describes the manner in which the State agency intends to implement, operate and administer all aspects of the FMNP within its State or Indian Tribal Organization (ITO) jurisdiction; under the FMNP regulations, the definition of "State agency" includes ITOs. The designated State official responsible for ensuring the FMNP is operated in accordance with the State Plan shall then sign the State Plan. This guidance sets forth the minimum areas, which must be covered in the State Plan in order for it to be approved.

**STATE PLAN REVIEW AND APPROVAL PROCESS**

FNS Regional Office staff will review the State Plans and notify State agencies of any problems or areas in need of clarification. Notification of denial or approval of the State Plan will be provided within 30 days of receipt of the State Plan. For technical assistance, a list of FNS Regional Offices can be found on pages 12 - 13.

State Plans approved by the FNS Regional Office will then be forwarded to FNS Headquarters, Supplemental Food Programs Division in Alexandria, Virginia. As stipulated by law, approval of a State Plan does not constitute a funding commitment. New State agency grants will be announced no later than February 15, **2008**.

## FORMAT

Whenever possible, FNS has simplified this descriptive process so that yes/no answers are appropriate, or so that numbers can be inserted in the proper spaces. However, some of the mandatory provisions can only be adequately addressed through narrative description. Such narratives should be as succinct as possible, but in sufficient detail to fulfill the purpose of the State Plan. In some instances, the State agency may be able to include a form designed to meet one or more of the stipulated provisions, e.g., program participation records, in lieu of a more involved narrative. While use of this format is not mandatory, its use is recommended to minimize the burden of application on State agencies. **Please be sure to identify any attachments or continuation pages clearly according to the headings to which they correspond.**

It is recommended that State agencies with prior year grants submit completely new plans at least once every three years, although the FNS Regional Office may relax this expectation when most of the plan has not changed for several years. However, the FNS Regional Office may require a complete copy of the plan from the State agency at any time whenever there is any doubt that the FNS Regional Office has a complete and up-to-date copy. In addition, it is recommended that State agencies submit State plans electronically to FNS Regional Offices.

## UPDATED STATE PLAN INFORMATION

This section of the State Plan Guidance may be completed in lieu of the entire State Plan by those current State agencies that are updating their existing State Plans. State agencies requesting Federal funds for FMNP for the first time cannot use the Updated State Plan section. It should be noted, however, that the following items must be completed by current State agencies with revised pages from other sections of the State Plan in addition to any updated information pages:

- a. FY **2008** FMNP Estimated Federal Budget Summary;
- b. Expansion Request for those State agencies requesting expansion funds;
- c. Other procedural changes or amendments to the plan that have occurred since the previous State Plan submission, such as a change in the benefit level, new months of program operation, the numbers and addresses of new farmers' markets, roadside stands, and clinics, and a new map showing the new farmers' markets, roadside stands, and clinics.

## UNIVERSAL IDENTIFIER

The Estimated Federal Budget Summary (page 28) contains a field for the State agency to enter its Universal Identifier. The Office of Management and Budget (OMB) requires entities applying for Federal grants to provide government agencies with a Universal Identifier. This requirement is set forth in an OMB Policy Directive, Use of a Universal Identifier by Grant Applicants, which was published in the Federal Register on June 27, 2003, at 68 FR 38402. The initial and annual FMNP State Plan submissions are considered to be applications for a federal grant, and thus State agencies must comply with this requirement. Currently, the Universal Identifier system in use is the Data Universal Numbering System (DUNS) identification number. The Estimated Federal Budget Summary (page 28) contains the field for the Universal Identifier because this page must be submitted by State agencies requesting Federal funds for FMNP for the first time as well as State agencies with prior year grants. There is also space for the Universal Identifier on the Federal-State Agreement (FNS-339), to show that this Agreement pertains to the State Plan. For guidance on obtaining a DUNS number, see [http://www.fns.usda.gov/FM/Documents/DUNS\\_general.htm](http://www.fns.usda.gov/FM/Documents/DUNS_general.htm).

## FEDERAL-STATE SPECIAL SUPPLEMENTAL NUTRITION PROGRAM AGREEMENT (FNS-339)

In addition to the basic FMNP State Plan requirements, the Federal-State Supplemental Food Program Agreement (FNS-339) must be signed and submitted annually to FNS before a State agency can receive Federal funds. It is routinely submitted along with the State Plan. The Federal-State Agreement contains the mandatory Department-wide provisions addressing drug-free workplace, Civil Rights provisions and lobbying restrictions, as well as the State agency's commitment to compliance with all pertinent Program requirements. A single Federal-State Agreement may be used to operate the FMNP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), in which case the boxes for both programs should be checked under item 4 on the first page of the FNS-339.

## DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Federal Government uses the nonprocurement debarment and suspension system to exclude organizations from Federal grants or contracts based on violations of a wide variety of statutes, executive orders, and regulations. As explained below, assurances must be obtained to ensure that Federal grants or contracts are not provided to debarred or suspended parties, with certain exceptions. The USDA debarment/suspension regulations are codified at 7 CFR 3017.

The FMNP State agency is not required to provide assurance that it is neither suspended nor debarred as a condition of receiving its FMNP grant. Departmental regulations at 7 CFR section 3017.215(h) exempt mandatory programs, such as the FMNP, from this requirement at the

'primary covered transaction' level (i.e., between the Federal awarding agency and the State agency). Also, this does not apply to farmers or farmers' markets.

The debarment/suspension requirements apply to sub-grants at the "lower tier covered transaction" level, i.e., sub-grants to local agencies, regardless of the amount of the sub-grant. Also, these requirements apply to procurement contractors of State or local agencies with contracts expected to meet or exceed \$25,000. The FMNP State agency is required to obtain assurance that each of its FMNP local agencies, and each of its FMNP procurement contractors with total contracts (FMNP and non-FMNP) expected to meet or exceed \$25,000, is neither debarred nor suspended.

The debarment/suspension requirements apply to all State agency sub-grants with local agencies, which are often referred to as "agreements" or "contracts;" the term "sub-grant" refers to programmatic activities such as reviewing WIC participant files to determine recipient eligibility for FMNP, distributing and accounting for FMNP coupons or checks, instructing participants on the proper use of the coupons or checks, and providing participants with nutrition education and other program information, because these programmatic activities are characteristic of program sub-grants. (However, this does not apply to a local office of the State agency which is part of the State agency but operates like a local agency, since such local offices are integral parts of the State agency and therefore share the State agency's exemption under 7 CFR sec. 3017.215(h)). The debarment/suspension requirements also apply to procurement contracts expected to meet or exceed \$25,000; the term "procurement contract" refers to goods and services, such as contracts with businesses for providing information technology or office equipment.

As a result of recent changes in the debarment/ suspension regulations, the federal certification forms on debarment/suspension have been abolished. Instead, the FMNP State agency now has three choices on how to obtain this assurance:

1. Check the Excluded Parties List System (EPLS) to determine whether a local agency or procurement contractor has been debarred or suspended; the EPLS may be accessed on the Internet at <http://epls.arnet.gov/>;
2. Obtain a certification from the local agency or procurement contractor, in a format established by the FMNP State agency, providing assurance that the local agency or procurement contractor has not been debarred or suspended; or,
3. State in the local agency contract or procurement contract that the local agency or procurement contractor must provide assurance that it has not been debarred or suspended, and will promptly notify the State agency if it is debarred or suspended in the future.

The debarment/suspension certifications for local agencies with respect to the WIC Program are sufficient for FMNP if these certifications cover the period of the FMNP sub-grants. Likewise, the WIC State agency – local agency WIC contract may also be used by the FMNP State agency if this contract covers the period of the FMNP sub-grant and contains the language noted in # 3 above. If there is any doubt about whether a WIC local agency certification or contract covers the period of the FMNP sub-grant, the State agency should use the EPLS instead of the WIC certification or contractual assurance to determine the debarment/suspension status of the local agency. A non-WIC FMNP State agency, such as a State Department of Agriculture, should obtain copies of the local agency certifications or contracts from the WIC State agency for all WIC local agencies involved with FMNP.

If the non-WIC FMNP State agency has entered into an agreement with the WIC State agency to obtain the services of WIC local agencies, the WIC State agency would be a sub-grantee of the FMNP State agency. Thus, the FMNP State agency would need to satisfy itself that the WIC State agency is neither suspended nor debarred via one of the methods outlined above. However, under such circumstances, the FMNP State agency would not need to obtain such satisfaction regarding the WIC local agencies because it does not have a direct relationship with them. Also, under such circumstances, if the WIC State agency has submitted a debarment certification for another program, then a copy of that debarment certification could be provided to the FMNP State agency, since the debarment certification concerns the State agency generally instead of a specific grant agreement.

FMNP State agencies are not required to submit copies of the local agency certifications or contracts or procurement contractor certifications or contracts to the FNS Regional Office as part of the annual FMNP State Plan submission. However, FMNP State agencies must be able to make these certifications or contracts available for review during management evaluations and audits. Alternatively, the FMNP State agency must keep a record showing that it had consulted the EPLS, and present this record upon request during a management evaluation or audit.

#### DRUG-FREE WORKPLACE REQUIREMENTS

The form entitled “Certification Regarding Drug-Free Workplace Requirements” has been abolished. However, the State agency continues to be required to have procedures for implementing a drug-free workplace, per 7 CFR 3021, which must be described in the narrative section of the State Plan. These procedures may be the same as used for other programs such as WIC. Also, this does not apply to farmers or farmers’ markets.

## CERTIFICATION REGARDING LOBBYING AND DISCLOSURE FORM TO REPORT LOBBYING

Pursuant to 7 CFR 3018.100, FMNP funds must not be used for lobbying Congress or Federal agencies regarding Federal grants and contracts. This prohibition applies to FMNP funds provided in grants, sub-grants, contracts, and sub-contracts, regardless of the amount of funds. However, the lobbying certification and disclosure requirements are based on monetary thresholds.

The Certification Regarding Lobbying is required for State agencies, local agencies, and procurement contractors requesting or receiving FMNP grants, sub-grants, contracts, or sub-contracts exceeding \$100,000. The State and local agencies, which are grantees and sub-grantees respectively, as well as contractors and sub-contractors of State or local agencies, should use the Form FNS-732 to provide this certification. The grant or sub-grant includes food funds as well as administrative funds; food funds may not be excluded from the determination of whether a grant or sub-grant exceeds \$100,000. The State agency's certification should be appended to the Federal-State Agreement; the local agency should provide its certification to the State agency. If the State agency is using the same Federal-State Agreement for both WIC and FMNP, then only one lobbying certification is needed for both programs; otherwise, a separate lobbying certification must be submitted for each program, since the lobbying certification pertains to a specific grant agreement instead of the State agency generally.

Also, this does not apply to farmers or farmers' markets.

The local agency's certification should be provided to the FMNP State agency; like the local agency debarment certifications, the State agency needs to keep the local agency lobbying certifications on file. (Likewise, the State agency needs to keep on file the lobbying certifications of its contractors.) Also, as above with the Federal-State Agreement, if the State agency – local agency contract covers both WIC and FMNP, then only one local agency lobbying certification is needed for both programs; otherwise, a separate lobbying certification must be submitted for each program. Finally, the lobbying certification is not needed for a local office of the State agency which is part of the State agency but operates like a local agency; a local office of a State agency is covered by the State agency's certification provided to FNS with the Federal-State Agreement.

As explained in the form's instructions, lobbying with federal funds is prohibited; lobbying with funds from other sources is permitted. However, if lobbying with non-federal funds has occurred, then an additional form needs to be submitted, the Disclosure Form To Report Lobbying (Standard Form LLL), for State agencies, local agencies, and procurement contractors requesting or receiving FMNP grants, sub-grants, contracts, or sub-contracts exceeding \$100,000. State agencies need to submit an SF-LLL on their lobbying to the FNS Regional

Office; local agencies and State agency contractors need to submit an SF-LLL on their lobbying to the State agency, and then the State agency must submit it to the FNS Regional Office. Again, as above, FMNP State agencies need only submit one SF-LLL if the Federal-State Agreement covers both WIC and FMNP, and local agencies need only submit one SF-LLL if the State agency – local agency contract covers both programs; otherwise, a separate SF-LLL form must be submitted for each program.

#### ADDITIONAL REPORTS AND SUBMISSIONS

In addition to the State Plan, FNS requires FMNP State agencies to submit the following reports:

- a. **FMNP Annual Financial Report, FNS-683** provides information regarding FMNP expenditures and is due to FNS no later than **January 31** of each year.
- b. **FMNP Program Report, FNS-203** provides information regarding the number of recipients, farmers, and markets; and is due to FNS no later than **January 31** of each year.
- c. **If available**, an analysis of completed recipient and/or farmers' survey forms must be submitted annually to FNS by January 31 of each year, except that the farmers' survey forms may be submitted biennially by January 31. State agencies are encouraged to conduct surveys of recipients and farmers. The survey forms are designed to assess the change in the consumption of fresh fruits and vegetables by recipients, and the effects of the program on farmers' markets.
- d. At any time during the fiscal year when changes in any of the sections or procedures of the State Plan occur, a State Plan Amendment and any accompanying appendices must be submitted to the FNS Regional Office for approval prior to implementation.

TECHNICAL ASSISTANCE

**FNS Regional Offices**

Questions about the development, structure, and/or submission of the FMNP State Plan should be directed to the appropriate FNS Regional Office of the Supplemental Food Programs Office:

<b>Regions</b>	<b>Address</b>	<b>States</b>
Northeast	Maureen Rankin, Regional Director Supplemental Food Programs USDA, Food and Nutrition Service Northeast Regional Office 10 Causeway Street Boston, MA 02222-1066 (617) 565-6440	Connecticut Maine Massachusetts New Hampshire New York Rhode Island Vermont
Mid-Atlantic	Patricia Cumiskey-Czeto, Regional Director Supplemental Food Programs USDA, Food and Nutrition Service Mid-Atlantic Regional Office Mercer Corporate Park 300 Corporate Blvd. Robbinsville, NJ 08691-1598 (609) 259-5100	District of Columbia Delaware Maryland New Jersey Pennsylvania Puerto Rico Virginia Virgin Islands West Virginia
Southeast	Jane Monahan, Regional Director Supplemental Food Programs USDA, Food and Nutrition Service Southeast Regional Office 61 Forsyth Street, SW Room 8T36 Atlanta, GA 30303-3427 (404) 562-7100	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee

Midwest	Julie Mikkelson, Regional Director Supplemental Nutrition Programs USDA, Food and Nutrition Service Midwest Regional Office 77 West Jackson Blvd. 20th Floor Chicago, IL 60604-3507 (312) 886-6625	Illinois Indiana Michigan Minnesota Ohio Wisconsin
Southwest	Sondra Ralph, Regional Director Supplemental Nutrition Programs USDA, Food and Nutrition Service Southwest Regional Office 1100 Commerce Street Dallas, TX 75242 (214) 290-9812	Arkansas Louisiana New Mexico Oklahoma Texas
Mountain Plains	Jean Liekhus, Regional Director Supplemental Nutrition Programs USDA, Food and Nutrition Service Mountain Plains Regional Office 1244 Speer Blvd., Suite 903 Denver, CO 80204 (303) 844-0331	Colorado Iowa Kansas Missouri Montana Nebraska North Dakota South Dakota Utah Wyoming
Western	Rich Proulx, Regional Director Supplemental Nutrition Programs USDA, Food and Nutrition Service Western Regional Office 90 Seventh Street, Suite #10-100 San Francisco, CA 94108 (415) 705-1313	Alaska Arizona California Guam Hawaii Idaho Nevada Oregon Washington American Samoa Commonwealth of the Northern Marianas Islands

**FY 2008**



**Updated State Plan  
Information**

**WIC FARMERS' MARKET NUTRITION PROGRAM**  
**Updated State Plan Information**  
**Fiscal Year 2008**

At a minimum, each State agency must provide the following information to FNS Regional Offices annually. Even if all other items have remained unchanged (such as months of program operation and months of coupon issuance), State agencies must complete this section of the guidance, including the **budget pages** and the **expansion fund pages** for those State agencies requesting expansion funds.

State Agency: Rhode Island

**FY 2007**

1. Estimated number of FMNP recipients (those issued FMNP coupons) served with FMNP Federal and State funds in FY **2007** (previously participating fiscal year): 16,045
2. Number of FMNP local agencies reviewed by non-WIC FMNP State agency staff or WIC State agency staff for FY **2007**: 5 Briefly summarize findings and corrective action taken from local agency reviews.

Check accountability and check processing with the new RIWEBS system

Corrective action plan included training for staff, follow-up of cited issues during QA reviews, and monitoring for improved documentation.

3. Number of authorized farmers' markets reviewed in FY **2007**: 14. The number of farmers reviewed in FY **2007**: 34 Number of roadside stands or farmstands reviewed in FY **2007**: 0. Briefly summarize any findings and corrective actions **resulting** from these reviews.

Some acceptance signs were not posted; new signs were given. Prices were not always posted and failure to follow proper procedures for processing WIC FMNP Checks (incomplete amount). Technical assistance was provided to the farmers and market masters to correct these issues.

**FY 2008**

4. Number of **FMNP local agencies** to be reviewed in FY **2008**: 6 (all local agencies at least once every two years)

Number of **farmers' markets** to be reviewed in FY **2008**: 10 (minimum 10%)

Number of **farmers** to be reviewed in FY **2008**: 20 (minimum 10%)

Number of roadside stands to be reviewed in FY 2008: 0 n/a (minimum 10%)

**FMNP Grant Request:**

5. Estimated number of FMNP recipients to be served with FMNP Federal and State agency funds in FY 2008:

<b>(Excluding Expansion)</b>		<b>(Including Expansion, If Any)</b>
<u>4000</u>	Pregnant women	<u>4000</u>
<u>1200</u>	Breastfeeding women	<u>1200</u>
<u>0</u>	Postpartum women	
<u>0</u>	Infants (over 4 months of age)	
<u>12,000</u>	Children (if sub-categories of children, e.g., ages 1-2 years old and 3-4 years old are defined by the State agency, please indicate accordingly)	<u>12,000</u>
<u>0</u>	Other designation (e.g., only Priority I pregnant or breastfeeding women; specify): _____	_____
<u>17,200</u>	Total	<u>17,200</u>

6. Check (X) the type of FMNP recipients to whom benefits will be issued:

Individuals  Households

7. The lowest Federal benefit amount that any FMNP recipient will receive in FY 2008 is \$15.00 and the highest is \$20.00. (**Please note:** Federal regulations at section 248.8(b) state that the value of the Federal share of the FMNP benefits received by each recipient, or by each family within a household in those States or Indian Tribes which elect to issue benefits on a household basis under section 248.6(c) may not be less than \$10 per year or more than \$30 per year.)

8. Do you plan to use non-Federal funds to provide FMNP benefits to non-WIC recipients?

Yes  No

If you answered **YES**, please describe this caseload; include the name(s) of the program and the sources of non-Federal funds:

N/A

9. Indicate the total number of local agencies serving FMNP recipients, and the number of each type of farmers' markets, farmers, and/or roadside stands authorized:

**FY 2007**

26 local agencies

21 farmers' markets

48 farmers

0 roadside stands

**FY 2008**

26 local agencies

23 farmers' markets

50 farmers

0 roadside stands

10. If fruits, vegetables, and/or fresh herbs have been **added** to the State agency's list of eligible foods for FY **2008**, list (or append a list) of those items.

None were added

11. Is the State agency applying for (not more than) **2 percent of the total program funds for market development and/or technical assistance** in FY **2008**?

Yes  No

If **yes**, provide the justification for requesting market development or technical assistance funds, meeting the criteria set forth in § 248.14(h) of the Federal FMNP regulations.

N/A

12. Describe the source(s) and amounts the State agency intends to use to meet the minimum **30 percent State/ITO match requirement** for the FMNP, which will be \$  for

your State/ITO in FY 2008 based on the Federal Funds Request and State/ITO Matching Funds worksheets on pages 33-36. **(Please note that the 30 percent minimum match requirement only applies to the total administrative cost of the program, although the State agency may meet this match requirement with State/ITO funds provided for food as well as administrative costs):**

Type	Source	Amount
State/ITO and local funds	RI Department of Health	\$ [REDACTED]
Private funds	[REDACTED]	[REDACTED]
In-kind Contributions	RI Dept. of Environmental Mgmt	15,000
Similar Programs	[REDACTED]	[REDACTED]
Program Income	[REDACTED]	[REDACTED]
		Total: \$15,000

State/ITO and local funds. If available, please append documentation, such as a copy of appropriation legislation, budget page containing this line item, etc.

N/A

Private Funds. Please include a detailed description of all cash donations or letters of commitment from the organizations or individuals planning to make such donations.

N/A

In-kind Contributions. If any portion of the State agency minimum 30 percent matching requirement will be met through in-kind contributions, please describe the in-kind contribution, its value, and how the value was determined including any supporting documentation.

The Department of Environmental Management: Division of Agriculture has contributed to the costs of cooking demonstrations at the Farmers' Markets.

The Department of Environmental Management: Division of Agriculture supports seven (7) markets by acting as Market Manager, providing oversight management of these markets at no cost to the farmers attending those markets. Operating costs includes costs of demonstrations, publicity, staffing off at least one FTE on a 4.5 hour shift in the field

from June through October, and transportation.

Similar Programs. **Note however that Federal funds provided for SFMNP or any other FNS program cannot be used as a match source.** Include the title of the program, the source of funding and a brief description of how the program operates.

■

Program Income. (describe type and source ). ■

Reminder to Current FMNP State agencies:

In addition to the Updated State Plan section above, the following must be completed:

- a. FY **2008** FMNP Estimated Federal Budget Summary;
- b. Expansion Request for those State agencies requesting expansion funds;
- c. Other procedural changes or amendments to the plan that have occurred since the previous State Plan submission, such as a change in the benefit level, new months of program operation, the numbers and addresses of new farmers' markets, roadside stands, and clinics, and a new map showing the new farmers' markets, roadside stands, and clinics.

**FY 2008**



**Request for Expansion  
Funds**

**WIC Farmers' Market Nutrition Program  
Request for Expansion  
Fiscal Year 2008**

This section should be completed only if a State agency operated a Federally-funded WIC Farmers' Market Nutrition Program in fiscal year (FY) **2007**. If a State agency is requesting an increase in Federal funds above their base Federal grant, the expansion request should be consistent with expanding benefits to more recipients or by enhancing current benefits, or a combination of both, and expanding the awareness and use of farmers' markets. **Expansion funds are subject to the 30 percent match requirement.** Generally, to be eligible for expansion funds, a State agency must **1) have utilized at least 80 percent of its prior year food grant, and 2) provide documentation supporting the expansion request.** A State agency that did not spend at least 80 percent of its prior year food grant may still be eligible for expansion funds, if, in the judgment of FNS, a good cause existed.

**Based on the availability of funds and the justification provided to FNS, expansion requests will be granted as early in the fiscal year as possible, but no later than February 15, 2008.**

1. Base Grant amount for FY **2008** (this is your final FY **2007** grant amount):  
\$163,867
2. Amount of expansion funds requested for FY **2008** (additional Federal funds above the amount in item number 1: \$      ).
3. Using Worksheet III-B, pages 35-36, the total amount of the State/ITO match required for the Base Grant amount and expansion funds is: \$      .

Describe the source (s) and amounts for the match funds to support the expansion request

4. Estimated amount and percent of Federal FMNP food funds spent by the State agency during FY **2007**: \$       and the       %.
5. Briefly describe the reason(s) for requesting funds to expand the FMNP, include any supporting documentation. Append additional sheets as needed.

6. Number of additional recipients above the previous year's level the State agency hopes to serve (by category) with the expansion funds:

- pregnant women
- breastfeeding women
- postpartum women
- infants (over 4 months of age)
- children
- total

7. Number of additional farmers' market, roadside stand, and clinic sites the State agency anticipates authorizing:

- New farmers' market sites. (Please append a list of all new addresses.)
- New farmers. (Please append a list of all new addresses.)
- New roadside stand locations. (Please append a list of all new locations.)
- New clinics. (Please append a list of all new addresses.)

Please append a list and map showing all of the new and continuing farmers' markets, roadside stands, and clinics.

8. If the State agency intends to increase the benefit level with expansion funds, the new benefit level after expansion will be \$

9. If the State agency uses varying benefit amounts, please list all of the new benefit levels, indicating the recipient categories affected.

Recipient category	Benefit level
<input type="text"/>	<input type="text"/>


10. Briefly describe the State agency's administrative capacity to effectively manage the requested increase in FMNP caseload.



# FY 2008



# State Plan of Operations

**WIC FARMERS' MARKET NUTRITION PROGRAM**  
**State Plan of Operations**  
**Fiscal Year 2008**

**Please identify clearly any attachments/addenda pages according to the numbering system used in this format.**

**State Agency: Rhode Island**

**I. Goals**

Describe the State agency's plans to achieve the dual purposes of the FMNP, i.e., providing a nutritional benefit to WIC recipients and expanding the awareness and use of farmers' markets. Also describe how the State agency plans to target the program to areas with high concentrations of eligible persons with the greatest access to farmers' markets. Be sure to include any special features, such as the use of volunteers and community resources or specialized management information systems, which the State agency plans to implement for the enhancement of its operation and administration of the FMNP.

For State agencies submitting their initial application for funding, please summarize any prior experience with similar farmers' market projects or programs. The summary should describe:

- a. the number and category of recipients served;
- b. the extent of the program, for example, limited to a city, county or was it a statewide or ITO-wide program; and
- c. the source of funding for the program.

Please include any data concerning the value or impact of the program(s).

Currently actively enrolled WIC participants, who are children, breastfeeding, and Pregnant, will be provided with \$15.00 worth of Farm Fresh checks redeemable at participating Farmers Markets to purchase fresh fruits and vegetables. Checks will be provided once during the FMNP program year (June 1 through October 31) to each eligible participant. If funding is limited, FMNP benefits will be issued through a prioritization process. Funding for the FMNP will be provided through in-kind state funding from the Department of Environmental Management.

**II. General Administration**

1. Estimated number of FMNP recipients in FY **2007** (if applicable): 16,045
2. Estimated number of FMNP recipients for FY **2008**: 17,200
3. Proposed months of all Program operations: June through November
4. Proposed months of FMNP coupon issuance: June through September
5. Proposed months of coupon redemption by participants:  
June through October
6. Proposed months of submission for payment by farmers/farmers' markets/roadside stands: June through November

7. **Staffing**

List all FMNP staff positions below, including both full and part-time positions. Append job descriptions for each position. An organizational flow chart identifying levels of responsibility can be provided with this list.

**Paid through Federal FMNP Administrative funds**

<b><u>Position</u></b>	<b><u>Full Time</u></b>	<b><u>Part Time</u></b>
FMNP Coordinator		x
FMNP Student Intern		x
Chief, WIC Program		x

**Paid through State/ITO FMNP funds**



**Paid through other funding source(s) – specify source(s)**


8. If the FMNP State agency is not the WIC State agency, what functions will be performed by State/ITO or local WIC Program staff? Check all that apply.

- Certify recipients for the FMNP
- Issue FMNP coupons to recipients
- Instruct recipients on proper use of coupons
- Provide nutrition education for the FMNP
- Issue FMNP coupons to local agencies
- Reconcile FMNP coupons
- Conduct FMNP reviews of authorized sites
- Authorize farmers/farmers' markets/roadside stands
- Train farmers/farmers' markets/roadside stands
- Monitor farmers/farmers' markets/roadside stands

Include a copy in the attachment section of the signed agreement between the FMNP

State agency and the WIC State agency (if different) delineating the functions to be performed as indicated above. The written agreement should delineate the responsibilities of each agency, specific work activities, and identify the responsible designated representative of each agency.

9. Will any other State or local government agency(s), non-profit or for-profit organizations, or the extension service provide services for the FMNP State agency?

Yes No  X

If yes, list the State or local government agency(s) and/or other organizations. **Include a copy of the signed agreement between the FMNP State agency and the other agencies and/or non-profit or for-profit organizations delineating the services to be performed in the addendum section.**



10. Check (X) the type of FMNP recipients to whom FMNP benefits will be issued:

Individuals  Households

11. The lowest Federal benefit amount that any FMNP recipient will receive is \$15.00 and the highest is \$20.00. (**Please note:** Federal regulations at section 248.8(b) state that the value of the Federal share of the FMNP benefits received by each recipient, or by each family within a household in those States or Indian Tribes which elect to issue benefits on a household basis under section 248.6(c) may not be less than \$10 per year or more than \$30 per year.)

**III. Funding**

1. Please append a detailed description of the State agency's financial management system that will provide for accurate, current and complete disclosure of the financial status of the FMNP. At a minimum include the following elements:
  - a. procedure, which enables prompt and accurate payment of allowable and allocable costs, ensures that costs claimed are in accordance with A-87 (Cost Principles Applicable to Grants and Contracts with State/ITO and Local Governments) and FNS guidelines and instructions (see section 248.12 of FMNP regulations and FMNP Policy Memorandum 2002-1);
  - b. procedures for obligating funds, include dispersing funds from the Letter of Credit;
  - c. description of how farmers are paid, claims procedures for overpayments to farmers, farmers' markets, roadside stands, and recipients; and
  - d. description of the time reporting system used to distribute employee salaries and related costs, and procedures and forms for conducting time studies.



2. Describe the source(s) and amounts the State agency intends to use to meet the minimum **30 percent State/ITO match requirement** for the FMNP, which will be \$  for your State/ITO in FY 2008 based on the Federal Funds Request and State/ITO Matching Funds Estimation worksheet on pages 33-34. **(Please note that the 30 percent minimum match requirement only applies to the total administrative cost of the program, although the State agency may meet this match requirement with State/ITO funds provided for food as well as administrative costs):**

Type	Source	Amount
State/ITO and local funds	RI Department of Health	\$ 
Private funds		
In-kind Contributions	RI Dept. of Environmental Mgmt	15,000
Similar Programs		
Program Income		
Total:		\$ <u>15,000</u>

State/ITO and local funds. If available, please append documentation, such as a copy of

appropriation legislation, budget page containing this line item, etc.



Private Funds. Please describe in detail or append documentation of all cash donations or letters of commitment from organizations/individuals planning to make such donations.



In-kind Contributions. If any portion of the State agency minimum 30 percent matching requirement will be met through in-kind contributions, please describe the in-kind contribution, its value, and include any supporting documentation.

All 15,000.00 will be in-kind sources from the Department of Environmental Management, Division of Agriculture. State funds are used to manage 5 markets throughout the state. There is a .20 FTE position who is the market master at these sites. State funds are utilized to advertise the markets.

Similar Programs. **Note however that Federal funds provided for SFMNP or any other FNS program cannot be used as a match source.** Include the title of the program, the source of funding and a brief description of how the program operates.

Program Income: (describe type). 

3. Is the State agency seeking approval to use not more than 2 percent of its total program funds for market development or technical assistance to farmers' markets in FY **2008**?

Yes  No

These funds are only available for farmers' markets in socially or economically disadvantaged areas, or remote rural area, where individuals eligible for participation in the program have limited access to locally grown fruits and vegetables. **If yes, describe the justification for the market development *and/or* technical assistance funds.**



4. Please append a detailed description of the State agency's record keeping system for the FMNP, addressing **at a minimum, the following areas:**
- a. financial operations
  - b. coupon issuance and redemption

- c. FMNP participation reporting
- d. tracking staff time and other administrative expenses to ensure that federal FMNP funds are only used for costs which are allowable and allocable for FMNP.

If forms have been developed to facilitate any of these functions, an example of the forms, along with a brief explanatory statement regarding the intent of each form (if necessary) should be attached to this document. A description of the State's/ITO's financial management system is required earlier in this section. If some of the same information or forms are used to meet both aspects of this Plan, it is not necessary to duplicate that information. It may be cross-referenced to the section where it is covered most completely, i.e., here or earlier in the State Plan.



#### 5. The Federal Funds Allocation Process and the State/ITO Match

As required by law and regulations, the State/ITO match is calculated as follows:

1. Total Federal funds requested (prior year's total Federal grant) X 17% (or 19%) = Federal administrative funds.
2. Federal administrative funds ÷ 70% = Estimated total administrative cost.
3. Estimated total administrative cost X 30 % = State/ITO match amount.

(A State agency may provide more in State funds to administer the program. However, the FNS allocation only reflects the minimum amount that a State agency must match, not the amount of funds/resources a State agency actually puts into the program.)

4. Total Federal funds requested (prior year's total Federal grant) + State/ITO match amount = Estimated total program cost.

#### 6. Worksheets for Federal Funds Request and Matching

##### **I. FY 2008 FMNP ESTIMATED FEDERAL BUDGET SUMMARY**

This Worksheet is for summarizing the Federal food and administrative funds. All State agencies must complete this worksheet.

##### **II. ADMINISTRATIVE BUDGET ESTIMATE**

This worksheet is for summarizing administrative activities and related funding. All State agencies must complete this worksheet.

### **III. FEDERAL FUNDS REQUEST AND STATE/ITO MATCHING FUNDS ESTIMATION**

This worksheet is for estimating either the amount of Federal funds based on the State/ITO match amount available, or for estimating the State/ITO match amount and total program funds based on the amount of Federal food funds requested. All State agencies must complete either Part A or Part B of this worksheet as applicable.

### **IV. FEDERAL FOOD FUNDS REQUEST BASED ON A UNIFORM BENEFIT LEVEL**

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when each category of recipient (i.e., women, infants and children) will receive the same benefit level.

### **V. FEDERAL FOOD FUNDS REQUEST BASED ON VARYING BENEFIT LEVELS**

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when one or more of the recipient categories (women, infants and children) will receive a benefit level different from the other categories.

UNIVERSAL IDENTIFIER: 037459216

State Agency Name: Rhode Island

**I. FY 2008 FMNP ESTIMATED FEDERAL BUDGET SUMMARY**

- 1. Total Federal Funds requested  
(Prior Year's Total Federal Grant or Less): 152,739
- 2. Expansion funds requested: 0
- 3. Less: Federal Administrative Funds at 17% of total: 25,965.63
- 4. Less: Market Devel. /Technical Assist. Funds  
(up to 2% of total):
- 5. Federal Food Funds:
  - a. 83% (total without market development funds request): 126,773.37  
\*\*\*\*\*OR\*\*\*\*\*
  - b. 81% (total with market development funds request):

**II. ADMINISTRATIVE BUDGET ESTIMATE**

Coupon Management	Market Management	Nutrition Education	Financial Management	Total
\$ <u>5,193.12</u>	\$ <u>7,789.69</u>	\$ <u>7,789.69</u>	\$ <u>5,193.12</u>	\$ <u>25,965.63</u>
<u>20</u> %	<u>30</u> %	<u>30</u> %	<u>20</u> %	100%

**Coupon Management:** Printing and reconciling coupons, issuing coupons to recipients, and instructing recipients on the purpose of the program and proper use of coupons.

**Market Management:** Authorizing, training, technical assistance, marketing, and monitoring of farmers/ farmers' markets.

**Nutrition Education:** Instructing recipients on the nutritional benefits of fresh, nutritious, unprepared foods such as fruits and vegetables.

**Financial Management:** Preparing financial and recipient reports, issuing payments to farmers/farmers' markets, and costs associated with FMNP audits.

**III. FEDERAL FUNDS REQUEST AND STATE/ITO MATCHING FUNDS ESTIMATION**

Part A of this worksheet should be completed by a State agency that knows the amount of State/ITO funds available to meet the matching requirement, and wants to estimate the level of Federal funds the State/ITO matching funds can support. Part B of this worksheet is for a State agency to estimate its match amount and total program funds based on the amount of Federal food funds requested.

**A: To estimate the Federal food and administrative funds based on the matching amount:**

1. Matching Funds:	\$	÷	.30 =	\$	<input type="text"/>	Total Administrative Funds
2. Total Administrative Funds:	\$		- Matching Funds =	\$	<input type="text"/>	Federal Administrative Funds
3. Federal Administrative Funds:	\$	÷	.17 (or .19) =	\$	<input type="text"/>	Total Federal Funds

**B. To estimate the matching and administrative amounts based on the Federal food funds requested:**

1. Prior Years Food Grant:	\$	<u>126,773.37</u>	÷	.83 (or .81) =	\$	<u>152,739</u>	Total Federal Funds Requested, Food and Administrative.
2. Total Federal Funds Requested:	\$	<u>152,739.00</u>	X	.17 (or .19) =	\$	<u>25,965.63</u>	Federal Administrative Funds
3. Federal Administrative Funds:	\$	<u>25,965.63</u>	÷	.70 =	\$	<u>37,093.76</u>	Estimated Total Administrative Funds, Federal and State.
4. Estimated Total Administrative Funds:	\$	<u>37,093.76</u>	-	Fed. Admin. Funds =	\$	<u>11,128.13</u>	State Agency's Match for New FY.
5. State/ITO Matching Funds:	\$	<u>11,128.13</u>	+	Total Federal Funds =	\$	<u>163,867.13</u>	Estimated Total Program Funds

#### IV. FEDERAL FOOD FUNDS REQUEST BASED ON A UNIFORM BENEFIT LEVEL

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when each category of recipient (i.e., women, infants and children) will receive the same benefit level:

1. Total Federal Funds Requested:		\$ <u>152,739</u>	
2. Percent of Total Federal Funds Available for Food:	x .83	** <u>OR</u> **	x .81
3. Available Food Funds:	\$ <u>126,773.37</u>		\$ <u>          </u>
	divided by		divided by
4. Proposed Federal Food Benefit Level (Minimum \$10; Maximum \$30):	\$ <u>15.00</u>		\$ <u>          </u>
5. Total Projected Federal Caseload:	8452		<u>          </u>

**V. FEDERAL FOOD FUNDS REQUEST BASED ON VARYING BENEFIT LEVELS**

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when one or more of the recipient categories (women, infants and children) will receive a benefit level different from the other categories:

1. Total Federal Funds Requested: **\$152,739**

2. Percent of Total Federal Funds Available for Food: **x .83    \*\*OR\*\*    x .81**

3. Available Food Funds: **\$               \$**

	<u>CATEGORY I</u>	<u>CATEGORY II</u>	<u>CATEGORY III</u>
(Specify category)	<u>          </u>	<u>          </u>	<u>          </u>
4. Number of proposed program recipients by category:	<u>          </u>	<u>          </u>	<u>          </u>
	x	x	x
5. Proposed food benefit level:	\$ <u>15.00</u>	\$ <u>          </u>	\$ <u>          </u>
6. Totals per category =	\$ <u>          </u>	\$ <u>          </u>	\$ <u>          </u>

7. Add together the totals in Line 6, which must be equal to or be less than the total available Federal food funds in line 3:

I: \$            + II: \$            + III \$            = Grand Total: **\$8452** (= line 3)

**IV. Certification**

1. Describe the State agency's plans to target areas with high concentrations of eligible persons and access to farmers' markets within the broadest possible geographic area. For example, will the State/ITO concentrate on serving only a few areas where there are large numbers of WIC recipients who have access to farmers' markets, or will it provide State/ITO-wide coverage?

a. Provide a detailed description of the service area(s), including the number and addresses of participating markets, roadside stands, and WIC clinics.

See attachment

b. Append a map outlining the service area(s) and proximity of markets and roadside stands to clinics. See attachment

c. Estimated number of WIC recipients per clinic:

<u>Clinic</u>	<u># of Recipients</u>
Blackstone Valley Community H.C. – Pawtucket	
Blackstone Valley Community H.C. – Central Falls	
Comprehensive Community Action Program – Cranston	
Comprehensive Community Action Program – Coventry	
Chad Brown H.C. – Chad Brown	
Chad Brown H.C. – International	
East Bay Community Action Program – Bristol	
East Bay Community Action Program – East Providence	
East Bay Community Action Program – Newport	
East Bay Community Action Program – Tiverton	
Providence Community H.C. – Allen Berry	
Providence Community H.C. – Capitol	
Providence Community H.C. – Central	
Providence Community H.C. – Chafee	
Providence Community H.C. –	

Olneyville	
St. Joseph Health Services of RI	
Thundermist H.C. – Woonsocket	
Thundermist H.C. – South County	
Thundermist H.C. – North Kingstown	
Tri-Town Economic Opportunity Committee - Tri-Town Community Action - Johnston	
Tri-Town Economic Opportunity Committee - Burriville	
West Bay Community Action Program – Warwick	
West Bay Community Action Program – West Warwick	
Women & Infants Hospital	
Wood River Health Services – Hope Valley	
Wood River Health Services - Westerly	

2. Intended FMNP recipients:

**(Excluding Expansion)**

**(Including Expansion)**

8452

WIC recipients only

0

WIC applicants on waiting lists only

0

Both

3. Will all WIC recipients in an FMNP service delivery area be issued FMNP coupons, or certain categories/groups only?

- All eligible recipients  
 Specified categories/groups:(check all that apply)

**(Excluding Expansion)**

**(Including Expansion)**

Pregnant women

Breastfeeding women

- |                                     |  |                          |
|-------------------------------------|--|--------------------------|
| <input type="checkbox"/>            | Postpartum women   | <input type="checkbox"/> |
| <input type="checkbox"/>            | Infants (over 4 months of age)   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Children (if sub-categories of children, e.g., ages 1-2 years old and 3-4 years old are defined by the State agency, please indicate accordingly): _____ | <input type="checkbox"/> |
| <input type="checkbox"/>            | Other designation (e.g. only Priority I pregnant or breastfeeding women) (specify): _____  | <input type="checkbox"/> |

## **V. Coupon and Market Management**

### **1. Issuing FMNP coupons to recipients**

- a. Describe the State agency's procedures for ensuring the secure transportation and storage of coupons. Append any type of reporting form used to gather data. Include in your description the method used to transport coupons from the contractor who produces them to the State agency, and from the State agency to the local WIC clinics. Include a description of how unissued FMNP coupons are stored. This description should also include the automated processes as well as the manual processes used in the transportation and storage of coupons.

Check are delivered through UPS from the bank to the SA, staff verify and sign for checks. Logged checks are kept in a locked cabinet in a locked room. Checks are delivered to LA through and LA staff verifies and sign that they received the checks. Checks are kept in a locked cabinet in a locked room.

- b. Describe the coupon issuance system for recipients. Append any type of reporting form used to gather data. This description should include the automated processes as well as the manual processes used for issuance of coupons to recipients.

LA staff verify client with ID folder, as clients receive WIC checks, FM checks are also produced for those eligible (which is determined at the SA). Clients then sign electronically for the FM and WIC checks.

- c. Describe the State agency's system for instructing recipients on the proper use of FMNP coupons. If this function is to be performed by the WIC local agency on behalf of the FMNP State agency, indicate accordingly, who issues the coupons; what materials are provided during issuance; and who explains the use of the coupons and redemption procedures to the recipient. Please append materials provided to participants instructing them on how to use FMNP coupons and any list of Farmers' Markets provided to participants.

Participants are given "How to use Farmers' Market Checks" in either English or Spanish at the time the participants receive their FMNP checks. Participants receive checks at a check pick-up or nutrition appointments. The participants also receive "Market Locations" in either English and Spanish. The local agency WIC staff is responsible for explaining the FMNP. Both documents are attached in the appendix.

- d. Append a copy of the log or other form used to record coupon issuance to valid certified recipients.

Signatures are kept electronically in an E-Pad software.

## 2. Authorization of farmers, farmers' markets, and roadside stands

The State agency is responsible for the fiscal management of, and accountability for FMNP-related activities for farmers, farmers' markets and roadside stands. Each State agency may decide whether to authorize farmers individually, farmers' markets, or both farmers and farmers' markets, and also roadside stands. Only farmers and/or farmers' markets and roadside stands authorized by the State agency, as set forth in the federal FMNP regulations, may redeem FMNP coupons.

- a. Describe the State agency's general authorization procedures for farmers and/or farmers' markets.

See attached application package

- b. List or append the criteria used to authorize farmers' markets. Examples of authorization criteria include: 1) permanent market location; 2) sufficient number of growers who participate in the market; 3) a wide selection of products or; 4) good community support from non-FMNP sales.

-permanent market location

-minimum of 3 growers authorized per market

-support the position of market manager to be present during market operations

- c. List or append the criteria used to authorize farmers. Examples of authorization criteria include: 1) grows a percentage (in the space below, please indicate the percentage specified by the State agency) of the produce to be sold; 2) owns land within the State/ITO where produce is grown or, 3) certified by the State Agriculture Department, ITO Cooperative Extension Agent or by a Farmers' Market Association within the State agency

-must be a bona fide farmer who grows, harvests, (90%) and sells RI grown produce (or close proximity to RI border)

-must submit a signed crop plan listing the produce that is intended to grow and sell in exchange for FMNP checks

-certified by the Department of Environmental Management: Division of Agriculture

- d. How does the State agency define "eligible foods"? List or append a list of the fruits, vegetables, and/or fresh herbs. For the purposes of the FMNP, eligible foods mean fresh, nutritious, unprepared, locally grown fruits, vegetables and herbs. Eligible foods may not be processed or prepared beyond their natural state except for usual harvesting and cleaning processes. Honey, maple syrup, cider, nuts, seeds, eggs, meat, cheese and seafood are examples of ineligible foods for purposes of the FMNP. State agencies can also describe eligible foods as "all fruits, vegetables and herbs locally grown except..."

all fruits, vegetables and herbs locally grown except painted pumpkins, honey, potted or dried herbs, cheese, cider, eggs, flowers, gourds, nuts, jams, baked goods, milk

- e. How does the State agency define "locally grown produce" in order to designate FMNP eligible foods? Eligible foods are limited to produce grown within State/ITO borders or areas in neighboring States/ITOs adjacent to its borders.

See attached list

- f. To what extent does the State agency permit or prohibit the participation of individuals who are selling produce grown by someone else, in addition to their own produce? Individuals, who exclusively sell produce grown by someone else, such as wholesale distributors, cannot be authorized to participate in the FMNP.

Farmers may supplement their own produce with 10% of the total volume of produce available at the market on any given market day.

- g. Under what conditions, if any, does the State agency authorize roadside stands, i.e., a location in which a single, individual farmer sells their own produce directly to consumers in contrast to a farmers' market or a nonprofit organization that does not produce their own produce, but realize a profit from such sales? Examples of authorization criteria include: 1) participant access, or 2) lack of farmers' markets. Please describe.

N/A RI does not authorized roadside stands or farm stands.

- h. Indicate the number and type of farmers' markets, farmers, and/or roadside stands that will be authorized in FY **2008**:

23 farmers' markets

50 farmers

0 roadside stands

- i. Does the State agency require that the Market Manager be bonded?

Yes  No

### **3. Farmers and/or Farmers' Market Agreements**

Each State agency shall enter into a written agreement with all participating farmers and/or farmers' markets, and roadside stands. Included in this agreement will be sanctions for non-compliance with FMNP requirements and contain at a minimum the following specifications. Please include the FMNP State agency and Farmers'/Farmers' Market/Roadside Stand Agreement in the addendum.

- a. The farmer and/or farmers' market, and roadside stand shall:
- i. provide such information as the State agency shall require for its periodic reports to FNS;
  - ii. assure that FMNP coupons are redeemed only for eligible foods;
  - iii. provide eligible foods at the current price or less than the current price charged to other customers;
  - iv. accept coupons within the dates of their validity and submit coupons for payment within the allowable time period established by the State agency;
  - v. in accordance with a procedure established by the State agency, mark each transacted coupon with a farmer identifier. In those cases where the agreement is between the State agency and the farmer or roadside stand, each transacted FMNP coupon shall contain a farmer identifier and shall be batched for reimbursement under that identifier. In those cases where the agreement is between the State agency/ITO and the farmers' markets, each transacted FMNP coupon shall contain a farmer identifier and be batched for reimbursement under a farmers' market identifier;
  - vi. accept training on FMNP procedures and provide training to farmers and any employees with FMNP responsibilities on such procedures;
  - vii. agree to be monitored for compliance with FMNP requirements – including both overt and covert monitoring;
  - viii. be accountable for actions of farmers or employees in the provision of foods and related activities;
  - ix. pay the State agency for any coupons transacted in violation of this agreement;
  - x. offer FMNP recipients the same courtesies as other market customers;
  - xi. comply with the nondiscrimination provisions of USDA regulations;
  - xii. notify the State agency if any farmer or farmers' market or roadside stand ceases operation prior to the end of the authorization period. Provide the State agency with a regularly updated list of all farmers at the authorized market who accept FMNP coupons in exchange for their produce, and their effective dates of participation.
- b. The farmer and/or farmer's market and roadside stand shall not:
- i. collect sales tax on FMNP coupon purchases;
  - ii. seek restitution from FMNP recipients for coupons not paid by the State agency: and

- iii. issue cash change for purchases that are in an amount less than the value of the coupon(s).
  - c. Neither the State agency nor the farmer and/or farmers' market or roadside stand have an obligation to renew the agreement. Either the State agency or the farmer and/or farmers' market or roadside stand may terminate the agreement for cause after providing advance written notification. The period of time within which such advance notification must be provided is to be stipulated by the State agency as part of the standard agreement.
  - d. The State agency may deny payment to the farmer and/or farmers' market or roadside stand for improperly redeemed FMNP coupons or may establish a claim for payments already made on improperly redeemed coupons. The State agency may disqualify a market and/or a farmer or roadside stand for program abuse with a minimum of 15 days advance written notification.
  - e. The State agency may disqualify a farmer and/or farmers' market or roadside stand for FMNP abuse.
  - f. A farmer and/or farmers' market or roadside stand that commits fraud or engages in other illegal activity is liable to prosecution under applicable Federal, State/ITO or local laws.
  - g. A farmer and/or a farmer's market or roadside stand may appeal an action of the State agency denying its application to participate, imposing a sanction, or disqualifying it from participating in the FMNP. If a State agency has agreements with farmers' markets, then a farmer shall appeal such actions to the farmers' market or farmers' association. Expiration of a contract or agreement shall not be subject to appeal through the FMNP State agency.
  - h. Agreements may not exceed 3 years. How long are the farmers and/or farmers' market and roadside stands agreements valid? 2 years
4. Describe or append other cooperative arrangements that may have been negotiated, such as with cooperative extension programs, or a State Agriculture Department or ITO to authorize farmers/farmers' markets or roadside stands.

NA

**5. Annual training for farmers and/or farmers' markets:**

- a. State agencies shall conduct annual training for farmers, roadside stands and/or farmers' market managers and those who participated in the

FMNP in prior years or who join the program after the regularly scheduled training has been held. **Append or describe the procedures the State agency has in place or plans to implement for the annual training required for authorized farmers, and roadside stands and/or farmers' markets managers.**

See attached "Guidelines and Procedures for FMNP farmers (FMNP 11) 12/2006

- b. Further, the State agency shall conduct a **face-to-face** training for all farmers, roadside stands and farmers' market managers their first year of participation in the FMNP. **Face-to-face** training refers to an interactive format that includes a contemporaneous opportunity for questions and answers, which may include video conferencing as well as actual face-to-face training sessions. State agencies have discretion in determining the method used for future annual training purposes. At a minimum, annual training shall include instruction emphasizing: eligible food choices; coupon redemption procedures; equitable treatment of FMNP recipients; Civil Rights compliance and guidance; guidelines for storing coupons safely; and guidelines for canceling FMNP coupons, such as punching holes or rubber stamping. This description or appendix should also include the subsequent training methods made available to managers and farmers and roadside stands after the first year's face-to face training.

Guidelines and Procedures for FMNP farmers are given, in person, to the farmer at the market prior to June 1.

## 6. **Coupon accountability**

The coupon reconciliation process is intended to assure accountability by enabling the State agency to reconstruct the "life history" of each coupon, from the time it is issued through its final disposition. The State agency is responsible for reconciling validly redeemed coupons, as well as lost, stolen, voided, expired, or FMNP coupons that do not match issuance records. The process for reconciling lost and/or stolen coupons must ensure that farmers accepting such coupons in good faith, and through approved procedures, are not unfairly penalized for doing so.

- a. Describe or append the State agency's system for identifying and reconciling FMNP coupons that were redeemed, voided, expired, or reported lost or stolen and not matching issuance records. **Validly redeemed FMNP coupons are those that are issued to a valid FMNP participant and redeemed by an authorized farmer or farmers' market or roadside stand within valid dates and include** a valid recipient identifier from the signature on the issuance log, unique and sequential serial number; within valid dates; an authorized farmers' market; an authorized farmer operating under the auspices of the authorized market; or an authorized roadside stand.

Electronically the SA is able to track each check distributed and monitor

which farmer cashed the check., based on their stamp number. Farmers stamps are provided after a submitted application has been approved.

- b. Describe or append the State agency's system for ensuring that coupons are redeemed only by authorized farmers, farmers' markets, or roadside stands for eligible foods.

Each authorized farmer is given a stamp for each market the farmer is authorized to attend. FMNP has a designated account for check redemption which rejects any check that does not have a stamp and/or unauthorized/terminated stamp. Each authorized farmer is also given a "WE ACCEPT WIC Farmers' Market checks" sign to easily identify which farmers the participants can redeem their checks. Participants are also given a list of authorized markets where there will be authorized farmers to accept FMNP checks.

- c. Describe or append the State agency's system for identifying and disallowing coupons that are redeemed or submitted for payment outside valid dates or by unauthorized farmers or farmers' markets or roadside stands.

The SA bank will void any checks redeemed outside of an authorized date.

- d. Coupon Timeframes
  - (i) Redemption by recipients: October 31 (no later than November 30)
  - (ii) Submission for payment by farmers/farmers' markets/roadside stands: November 30
  - (iii) Payment by the State agency:

All of the functions described above shall be completed within a timeframe that will allow the State agency to reconcile coupons, liquidate obligations, and submit its financial and recipient reports (FNS-683 and FNS-203) to FNS **no later than January 31 of each year.**

- e. Append **a copy of the coupon/check to be used in the FMNP in the appendices section.** See attachment

**VI. Management Evaluations and Reviews**

1. Describe or append a description of the State agency's criteria for defining a high-risk farmer. Such criteria must include at a minimum:
  - a. proportionately high volume of coupons redeemed within a farmers' market or roadside stand and within a State or ITO;
  - b. recipient complaints; and
  - c. new farmers, farmers' markets, and roadside stands in their first year of operation.

- high volume of coupon redemption in comparison to other participating farmers
- 1<sup>st</sup> year farmer accepting WIC FMNP checks
- participant and/or market manager complaints

2. **Review of farmers and farmers' markets and roadside stands**

Describe the State agency's plans (including any compliance purchase activities) for reviewing authorized farmers/farmers' markets/roadside stands (on-site) in FY 2007. Ten percent of farmers, 10 percent of farmers' markets, and 10 percent of roadside stands must be monitored. For example, if there are five farmers' markets in a participating State/ITO and 40 farmers, the State agency shall monitor at a minimum, one farmers' market and four farmers. These four farmers may or may not be participating within the one farmers' market being monitored.

State Agency: Rhode Island

- a. Number of **farmers' markets reviewed in FY 2007** 14 (minimum 10%):
  - i. Markets with high-risk farmers            (          %)
  - ii. Other markets            (          %)
  
- b. Number of **farmers' markets to be reviewed in FY 2008** (minimum 10%):
  - i. Markets with high-risk farmers            (          %)
  - ii. Other markets            (          %)
  
- c. Number of **farmers reviewed in FY 2007**(minimum 10%):34 of 48 (          %)
  - i. High-risk farmers 10 (          %)
  - ii. Other farmers 24 (          %)
  
- d. Number of **farmers to be reviewed in FY 2008** (minimum 10%): 25 (50%)
  - i. High-risk farmers 12 (49%)
  - ii. Other farmers 13 (51%)

e. Number of **roadside stands reviewed** in **FY 2007** (minimum 10%): 0  
N/A(  %)

i. High-risk farmers n/a (  %)

ii. Other farmers n/a (  %)

f. Number of **roadside stands to be reviewed** in **FY 2008** (minimum 10%): 0  
N/A (  % )

i. High-risk farmers n/a (  %)

ii. Other farmers n/a (  %)

3. Describe or append the State agency's policies and procedures for determining the type and level of sanctions to be applied against farmers, farmers' markets, and roadside stands which violate Federal and/or State agency FMNP requirements based upon the severity and nature of the FMNP violations.

See attached rules and regulations

4. **Review of Local Agencies**

Describe the State agency's plans for reviewing FMNP practices at local agencies in **FY 2008**. All local agencies participating in the FMNP must be reviewed at least once every two years by non-WIC FMNP State agency staff or WIC State agency staff. **Please append a copy of the State agency's FMNP monitoring tool to review local agencies.**

a. Number of local agencies to be reviewed in **FY 2008**: 6

b. Number of local agencies reviewed in **FY 2007** (if applicable): 5

c. Briefly summarize findings and corrective action taken from any reviews conducted in **FY 2007**:

Proper procedure for check issuance, Second nutrition education, process in using the new RIWEBS system. Customer service issues.

## **VII. Nutrition Education Requirements**

1. Describe or append in detail the State agency's plan to provide nutrition education to FMNP recipients. If the administering State agency for the FMNP is not the WIC State agency, and has entered into an agreement for the WIC State agency to provide nutrition education, append a copy of the WIC State agency's nutrition education plans for FMNP recipients.
2. Nutrition education is provided to participants when receiving the benefit in the WIC program. Recipe brochures are provided. RI WIC also provides program at the Farmers' Markets in the core cities (i.e. Veggin' Out) in conjunction with J & W University and DEM.

It is not mandatory that the FMNP State agency retain sole responsibility for providing nutrition education to Program recipients. Nor is it intended that the FMNP State agency duplicate the nutrition education that may be currently provided by the WIC local agency. The FMNP nutrition education requirement may be fulfilled directly by the farmer's markets or another branch of the State Department of Agriculture or ITO, or under agreement with the local WIC agency, area colleges and universities, the Expanded Food and Nutrition Education Program (EFNEP), the Cooperative Extension Service, and/or many number of other entities having the capability to address the particular nutritional benefits of fruits and vegetables that can be obtained at farmers' markets; any costs associated with the provision of nutrition education by an entity other than the administering agency of the FMNP are allowable administrative expenses under FMNP funding (up to 17 percent of the total grant). This aspect of the program responds directly to the Congressional intent in establishing the FMNP as a way to increase recipients' awareness and use of farmers' markets.

### **Encourage Partnerships**

FNS believes that the effectiveness of nutrition education can be greatly enhanced through collaboration with others interested in promoting health and nutrition in low-income populations. Therefore, FNS strongly encourages collaboration and coordination of efforts with state/ITO-wide public and private partners to enhance both the outreach and efficacy of the nutrition education efforts. FNS encourages such collaboration to facilitate development of long-term, coordinated nutrition education plans and sustainable infrastructures, foster an integrated approach to nutrition education across programs in the State or ITO, capitalize on promotional opportunities, coordinate and pool resources for material development, duplication, and dissemination, and insure development of science-based messages that are consistent with the U.S. Dietary Guidelines for Americans, the Food Guide Pyramid, and other federal guidance.

### **Promote the Dietary Guidelines Messages**

To create a base of messages that may be reinforced across FNS programs, FNS encourages State agencies to incorporate the messages contained in the latest edition of the Dietary Guidelines for Americans into nutrition education plans. It is expected that nutrition education messages will logically be tailored to address the most urgent nutrition education needs of constituents. However, as opportunities arise, FNS strongly encourages State agencies to convey at a minimum four key messages through WIC and other FNS programs so that program recipients have repeated exposure to these messages. The messages, all designed to promote food and physical activity choices for a healthy lifestyle, are as follows:

- Build a healthy base -- eat a variety of foods
- Add more fruits, vegetables and whole grains
- Eat lower fat foods more often
- Be physically active

These messages—derived from the Dietary Guidelines--are being consistently and prominently promoted in all of the FNS programs to advance an integrated, behavior-based, comprehensive nutrition education approach across FNS programs. Using these four core messages, nutrition education program administrators across the many FNS programs can collaborate and work jointly around these common themes for their nutrition education interventions, for example to pool resources to develop materials jointly, conduct social marketing campaigns, and reinforce the educational messages.

2. List or append the locations or settings where nutrition education for FMNP is provided (i.e., WIC clinics, farmers' markets, community centers, child care facilities, or schools).

WIC Clinics and Farmers' Markets

3. Does the State agency coordinate with other agencies around issues related to nutrition education and promotion?

- No  
 Yes (If yes, check the applicable partnerships below):

- Food Stamp Program
- Team Nutrition
- Other school-based programs
- Commodity Supplemental Food Program
- Children and Adult Care Food Program (CACFP)
- Temporary Assistance for Needy Families Program
- Food Distribution Program on Indian reservations
- WIC
- Other FNS programs (specify):

- X Expanded Food and Nutrition Education Program (EFNEP) and/or Cooperative Extension Service
- X Other government programs (e.g., Head Start, 5 A Day, etc.)
- Non-profit organizations (specify):
- For-profit organizations (specify):
- Industry (specify):
- Professional organizations (specify):
- Educational Institutions (specify): Johnson and Wales University
- Religious Institutions (specify):
- Other (specify): Department of Environmental Management

4. Describe how nutrition education for FMNP is coordinated with other nutrition education programs or services, such as WIC, Food Stamps, Extension Service, 5 A Day, or State/ITO initiatives.

During a certification or check pick up appointment WIC staff provides nutrition education information to participants, encourages use of FM checks and discusses food safety, proper food handling, including children in food prep and the benefits of fresh produce.

5. Describe the nutrition education materials that you have developed and how they are used. In addition, describe any new materials you are planing to develop.

Recipe brochures are provided to all receiving FM checks. Veggin' Out cookbooks are provided to those attending a Veggin' Out session at the Markets.

6. Does the State agency plan to develop new participant educational materials containing the new Dietary Guidelines for Americans messages? Yes  No   
If yes, please describe the elements below.

Type of Material	Target Audience	Project Completion Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If the State agency intends to collect survey information to assess the effects of the program on farmers' markets and roadside stands and the change in consumption of fresh fruits and vegetables by FMNP recipients, **append copies of survey forms.**

**VIII. Miscellaneous Requirements - Civil Rights Procedures; Hearing Procedures and Program Complaints; State Agency Drug-Free Workplace Procedures; Local Agency Debarment/Suspension Procedures; and, Local Agency Lobbying Certification and Procedures**

1. **Civil Rights –**

- a. Describe the State agency's procedures for handling complaints of discrimination on the basis of race, color, national origin, age, sex or disability, including timeframes for submitting such complaints and for investigating them and responding to plaintiffs. The State agency's procedures for handling complaints of discrimination in the FMNP should be consistent with established and approved procedures for handling such complaints related to other assistance programs administered by the State agency. For example, if WIC Program-related allegations of discrimination are to be forwarded to FNS Headquarters for investigation and resolution, then FMNP complaints should be handled in the same way. It is not necessary for the State agency to develop separate, duplicative procedures for the FMNP if one already exists in a related program administered by the State agency.
- b. Confirm that the State agency is using the following statement on all FMNP brochures and publications, excluding materials which provide only nutrition education information without mentioning FMNP, and such items as caps, buttons, magnets and pens, when the size or configuration make it impractical:

**“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.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”**

- c. Confirm that the State agency is using the following statement, in print size no smaller than the text, in material too small to permit the full statement:

**“This institution is an equal opportunity provider.”**

- d. Confirm that the State agency is using the following statement in radio and television public service announcements:

**“The FMNP is an equal opportunity provider.”**

2. **Hearing Procedures and Program Complaints -** The State agency shall provide a fair hearing procedure whereby local agencies, recipients, and farmers/farmers'

markets adversely affected by certain actions of the State agency may appeal those actions. A local agency may appeal an action of the State agency disqualifying it from participating in the FMNP. A recipient may appeal disqualification/suspension of FMNP benefits. A farmer/farmer's market may appeal an action of the State agency denying its application to participate, imposing a sanction, or disqualifying it from participating in the FMNP. If a State agency has agreements with farmers' markets, then a farmer shall appeal such actions to the farmers' market or farmers' association. Expiration of a contract or agreement, and determination of ineligibility to receive WIC benefits (and therefore to receive FMNP coupons) shall not be subject to appeal through the FMNP State agency. The State agency shall also provide procedures for addressing complaints about program operations.

- a. Describe or append the State agency's procedures for offering, conducting, and rendering final decisions on fair hearings requested by local agencies, recipients, and markets/farmers. The opportunity to request a fair hearing regarding certain adverse actions taken by the State agency must be provided to all farmers and/or farmers' markets and recipients against whom such adverse action is taken.

#### Vendors Policies in WIC Operations Manual

- b. Describe or append the State agency's procedures for handling program complaints from recipients, non-recipients, markets, and farmers

#### WIC Policy and Procedure manual

3. **Drug Free Workplace** - Describe or append the State agency's plans to maintain a drug-free workplace and otherwise comply with 7 CFR 3021. Per 7 CFR 3021.230, the State agency must identify all of its known State agency workplaces where work under the federal FMNP grant will be performed; please append a list of these workplace addresses.

See WIC Procedure Manual

4. **Local Agency Debarment/Suspension** – Per 7 CFR 3017.300, the FMNP State agency has on file either 1) a current certification in a format established by the State agency; or, 2) a local agency contract, or procurement contract equal to or exceeding \$25,000, including assurance on debarment / suspension, which may be satisfied by the local agency debarment / suspension certification provided for WIC if it covers the same period as the FMNP local agency contract; or, 3) a record showing that the FMNP State agency had checked the Excluded Parties List System for each local agency (EPLS)?

Yes X No

5. **Local Agency Lobbying Certification and Procedures** – Per 7 CFR 3018, the FMNP State agency has on file the current form FNS-732, Certification Regarding Lobbying, for each FMNP local agency and procurement contractor with a sub-grant or sub-contract exceeding \$100,000, if any? (This may be satisfied by the local agency lobbying certifications provided for WIC only if the State agency – local agency contract covers both WIC and FMNP.)

Yes X No

6. **SF-LLL on File** - The FMNP State agency has on file the current SF-LLL, Disclosure Form to Report Lobbying, if lobbying occurs with non-federal funds, for each FMNP local agency and procurement contractor with a sub-grant or sub-contract exceeding \$100,000, if any? (This may be satisfied with local agency lobbying disclosures provided for WIC only if the State agency – local agency contract covers both WIC and FMNP.)

Yes X No

7. **SF-LLL Transmission** - The FMNP State agency has provided a copy of any such disclosures to the FNS Regional Office?

Yes X No

## **Appendices**

Include all of your appendices here. Please identify clearly any appendices pages according to the numbering system used in this format.

- A. Federal-State Agreement Special Supplemental Food Program Agreement (FNS 339)  
[REDACTED]
- B. Job Descriptions  
[REDACTED]
- C. Copies of signed agreements between the FMNP State Agency and WIC State Agency (delineating the functions to be performed)  
[REDACTED]
- D. Samples of reporting forms for record keeping (if available)  
[REDACTED]
- E. Map outlining the service area(s) and proximity of markets to clinics  
ATTACHED
- F. Copy of the log or other form used to record coupon issuance  
[REDACTED]
- G. List of the criteria used to authorize farmers' markets  
In document – not an appendix
- H. List of criteria used to authorize farmers  
In document – not an appendix
- I. List of fruits, vegetables and/or fresh herbs that are eligible in the program  
[REDACTED]
- J. Copies of cooperative agreements with other entities for authorizing and/or training farmers and/or farmers' markets  
[REDACTED]
- K. Facsimile of the FMNP coupon or check  
ATTACHED
- L. State agency' FMNP monitoring tool to review local agencies  
[REDACTED]
- M. Training materials for farmers/farmers' markets/roadside stands  
ATTACHED M-1, M-2
- N. Instructions for recipients, including list of farmers/farmers' markets/roadside stands  
ATTACHED N-1, N-1S, N-2, N-2S
- O. Supporting documentation for State, private, in-kind, or similar program funding  
[REDACTED]
- P. Type of reporting form used for the coupon issuance system  
[REDACTED]
- Q. Copy of State agency and Farmers/Market/Roadside Stand agreement  
[REDACTED]

**Appendix E**  
**RHODE ISLAND WIC**  
**AND**  
**FARMERS MARKET SITES**  
**03/07**

**[MAP INCLUDED WITH EXTERNAL FILE]**

## 2007 WIC FARMERS MARKET PROGRAM

### Your Market Locations

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. <b><u>Newport:</u></b> Corner of Edgar &amp; Chappell St.<br/>Wednesdays: June 14 - October 25<br/>2:00 PM – 6:00 PM</li><li>2. <b><u>Middletown:</u></b> 909 East Main Road (Rte. 138)<br/>Saturdays: June 10 - October 28<br/>9:00 AM - 1:00 PM</li><li>3. <b><u>South Kingstown:</u></b> URI- Rte. 138<br/>Saturdays: June 3- October 28<br/>9:00 AM - 12:00 Noon</li><li>4. <b><u>Wakefield:</u></b> Marina Park, (off Route 1)<br/>Tuesdays: June 6 - October 24<br/>2:00 PM - 6:00 PM</li><li>5. <b><u>Narragansett:</u></b><br/>Fishermen's Memorial Park (Rte. 108)<br/>Sundays: June 4 - October 28<br/>9:00 AM to 1:00 PM</li><li>6. <b>Cranston:</b> Pawtuxet Village<br/>Rhodes on the Pawtuxet Parking Lot<br/>Saturdays: June 2 – October 28<br/>9:00 AM – 12:00 PM</li><li>7. <b>Pastore Complex</b><br/>Department of Labor &amp; Training<br/>Fridays: July 21<sup>st</sup> – October 27<sup>th</sup><br/>10:00 AM – 2:30 PM</li><li>8. <b><u>Warwick:</u></b> Goddard State Park<br/>Fridays: June 2 - October 27<br/>9:00 AM - 1:00 PM</li><li>9. <b><u>Pawtucket:</u></b> Broadway and Exchange St.<br/>Sundays: June 18 – October 29<br/>11:00 AM – 3:00 PM</li><li>10. <b><u>Lincoln:</u></b> Blackstone River Visitor Center<br/>295 North Lincoln<br/>Tuesdays: July 25<sup>th</sup> – October 31<sup>st</sup>.<br/>2:00 PM – 6:00 PM</li><li>12. <b><u>Woonsocket:</u></b> Precious Blood Church<br/>Corner of Carrington and Park<br/>Mondays: July 10 - October 31<br/>9:30 AM – 12:30 PM</li></ol> | <ol style="list-style-type: none"><li>14. <b><u>Providence:</u></b> Hope High School, Hope Street<br/>Saturdays: June 10 - October 28<br/>9:30 AM - 12:30 PM</li><li>15. <b>Parade Street Market</b><br/>(Next to Cranston Street Armory)<br/>Thursdays: June 15 - October 26<br/>3:00 PM – 7:00 PM<br/>Closes at dark in late October</li><li>16. <b>Broad Street Market</b><br/>807 Broad Street<br/>Saturdays: July 8- October 28<br/>9:00 AM- 1:00 PM</li><li>17. <b>1 Capitol Hill</b><br/>Thursdays: July 27 – October 26<br/>11:00 AM – 2:00 PM</li><li>18. <b>Brown University, Wriston Quad</b><br/>(Corner of Thayer St &amp; 7 George St.)<br/>Wednesdays: August 2 – October 25<br/>11:00 AM – 2:00 PM</li><li>19. <b>2 Kennedy Plaza</b><br/>Bank of America skating Center<br/>Mondays: June 19 – October 30<br/>2:00 PM – 6:00 PM</li><li>20. <b><u>Bristol:</u></b> Colt State Park<br/>2:00 PM – 6:00 PM</li><li>21. <b><u>East Providence:</u></b> Haines Memorial Park<br/>Rte. 103<br/>Wednesday: May 3 – October 25<br/>2:00 PM – 6:00 PM</li><li>22. <b><u>Scituate:</u></b> North Scituate Farmers' Market<br/>Route 116, Scituate Common<br/>Saturdays: May 6 – September 23<br/>9:00 AM – 1:00 PM</li><li>23. <b><u>North Kingstown:</u></b> Casey Farm<br/>2325 Boston neck Rd.<br/>Saturdays: June 3 – October 28<br/>9:00 AM – 12:00 PM<br/>2:00 PM – 6:00 PM</li></ol> |
|---|---|

APPENDIX - K

Rhode Island Department of Health WIC Program		00140882 WIC CHILD <small>WIC ID No.</small>	001/001 21548028 <small>AG / CL</small>
<b>Pay To The Order of</b> The Authorized Rhode Island WIC Vendor Stamped Below:		Payable Through: FSMC Security State Bank Howard Lake, MN	75-1245 8-9 Account # 800207
FOR THESE ITEMS, SIZES, QUANTITIES ONLY		WIC USE ONLY 21548028	FIRST DAY TO USE MAY 24, 2007
QTY	Description (No Substitutions Allowed)	SHOPPER INITIALS FOR PRICE CORRECTION	DATE USED
	***FARM FRESH CHECK*** GOOD FOR FRESH FRUITS AND VEGETABLES USE ONLY AT FARMERS MARKET VALUE \$5.00		LAST DAY TO USE OCT 31, 2007
		VENDOR MUST DEPOSIT WITHIN 30 DAYS OF LAST DAY TO USE	ACTUAL \$ AMOUNT
			APPROVED PRICE CORRECTION
		VENDOR PLACE RHODE ISLAND WIC STAMP HERE	
		PRINTS or PRICE SIGN HERE ONLY AFTER PRICE IS ENTERED	X
THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND & VOID PANTOGRAPH AND MICROPRINTING IN THE SIGNATURE LINE. THE REVERSE CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW.			
® 2 1 5 4 8 0 2 8 ® : 0 9 1 9 1 2 4 8 2 : 8 0 6 2 1 5 ®			



***Farmers' Market  
Nutrition Program***



***Rhode Island  
WIC  
Program***



**Guidelines and Procedures for FMNP Farmers**

FMNP 11 rev. 12/21/06

RI Department of Health  
WIC Program

RI Department of Environmental Management  
Division of Agriculture and Marketing

## **How a Farmer Becomes Eligible to Participate in the FMNP**

Bona Fide FMNP eligible farmers are:

- ❑ Farmers who are members of a farmer's market organization that has been authorized as an FMNP sponsor.

Revised 12 / 03

- ❑ Bona fide Rhode Island farmers, who individually sell FMNP eligible fresh fruit, vegetables and fresh cooking herbs at the farmers market. Farmers from adjacent states (if in accordance with the by laws of the market) may be considered a bona fide FMNP farmer under the following circumstances:

Note: If the market sites does not consistently have two or more Rhode Island FMNP authorized farmers in attendance with sufficient produce to meet demand, or

If the market sites serve a border community that straddles state lines (RI / CT or RI / MA), and there is reciprocal authorization for RI farmers to accept the neighboring state's FMNP food instruments at that site.

- ❑ If market rules permit a farmer to purchase locally grown produce for resale to supplement what he/she grows or intends to grow, such a farmer will be considered a bona fide farmer and eligible for FMNP authorization only if he/she grows or intends to grow at least 10% ( by volume) of the produce offered for sale at any time.

## **For Problems, Questions or Suggestions**

Any problems, questions or suggestions that you may have regarding the market should be directed to the Department of Agriculture at 222-2781.

Any questions regarding the **WIC Farmer's Market Nutrition Program** should be directed to the FMNP Manager at **222-4642**.

"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. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. If because of sex or handicap, contact the State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908."

**Checks without amounts, dates and signatures will be returned to you from the bank. Don't accept the check if it was previously signed**

**Checks May be used Until October 31**

Farmer's Market Nutrition Program checks may be accepted between June 1 and October 31. Do not accept checks before June 1 or after October 31.

**Sell Only Authorized Fruits and Vegetables**

The WIC Program participants have been provided with a list of the authorized fruits and vegetables that may be purchased with Farmer's Market Nutrition Program checks. Sell only authorized products grown in Rhode Island and adjacent states.

**Do Not Charge Higher Prices**

Offer WIC participant the same courtesies offered other customers. Do not charge them higher prices for your fruits and vegetables than you charge other customers. It is your option, however, to charge a lower price.

**Amount of Purchase**

Each check is worth \$5.00.

**Do Not Give Change** if the purchase is less than \$5.00.

Hint: If the purchase is less than \$5.00, for example \$4.50, add extra fruit or vegetable to make the purchase an even \$5.00.

**Deposit Checks at Your Bank As Soon As Possible**

Helps us keep track of money spent. Deposit your checks as soon as possible. Farmer's Market Nutrition Program checks must be deposited before November 30.

**Rules and Procedures of the Program**

**Once authorized as a FMNP Farmer:**

Accept FMNP checks ONLY for the purchase of locally grown fresh fruits, farm fresh vegetables (including non-painted pumpkins), and fresh cooking herbs. See lists on pages 6 and 7.

Accept checks only at authorized farmers markets at which they have included on their signed Farmer Participation Agreement.

DO NOT issue cash change to check recipients for purchases made exclusively with checks. If the amount of a purchase made with checks is less than \$5.00 or a multiple of \$5.00, farmers must add additional eligible products of the customer's choice to make up the difference.

Accept only checks from check recipients only on or after "First Day To Use" printed on the check and on or before the printed "Last Day to Use". Prior to deposit, must write the date the check was accepted at the market on the check in the "Date Used" box.

Post "We Accept WIC Farmers Market Checks" signs provided by the Department (or reproductions) at all times during market operations.

Cancel each check on the front right side with the assigned numbered FMNP Cancellation Stamp prior to deposit or checks will be rejected.

Ensure that all checks are deposited by November 30, or the checks will be rejected by the bank and returned check fees will apply.

Do not discriminate against check recipients in price, quality, or service. Sell eligible products to check recipients at no more than the current price charged to other customers and offer check recipients the same courtesies as other customers.

Do not charge sales tax to check recipients in check transactions.

**Visibly Post Your RI FNMP Sign**

Post your sign so WIC participants can easily identify you.  
**The participants will present their checks to you after they select their produce.**



**Visibly Post Your Prices**

All produce must be clearly marked with a price. It is at the farmer's choice to post the price per pound or by quantity. The prices may be posted on a board/sign or beside the actual produce item.

**Program Monitoring**

Participating farmers will be monitored by the market and by the State for compliance with the program Rules and Procedures, and that monitoring will include undercover compliance buys conducted by State staff.

Acceptance of checks for ineligible products, returning change to or cashing checks for recipients, redemption of checks on behalf of unauthorized vendors or non-farmer vendors (i.e. trafficking) or discriminating against check recipients in price, quality, or service are grounds for suspension or termination of participation in the check FMNP and the market, and could subject the violator to prosecution under applicable federal, state or local laws.

If improper check acceptance is observed or suspected, report it immediately to the Department by means of the toll-free hotline 222-3940 (toll free), and assist the Department in any investigation.

**Watch the Participant Sign the Check after Selecting Produce**

**Must say Farm Fresh Check**

**Complete \$5.00 amount**

**Signature must match the ID Folder**

**Make sure the ID number on the check matches the ID number on the WIC Folder**

**Must write the date the check was accepted**

**Use your FMNP vendor stamp**

Use your FMP stamp containing your Identifier vendor number. Stamp in the lower right hand box on the check. Only one market stamp will be ordered for each vendor. You can't duplicate it. You must get a different stamp from each market and use it only for checks at that site.

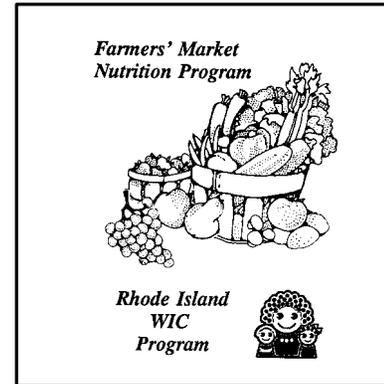
Ask to see the WIC ID Folder after the Shopper Selects Produce

**FMNP Sign to Be Posted at Your Stand**

RHODE ISLAND WIC IDENTIFICATION	
CASHIER: MATCH SIGNATURE ON WIC CHECK TO ONE OF THESE SIGNATURES.	
Payee	
NAME	Jane Smith
SIGNATURE	Jane Smith
Alternate Shopper Name	
NAME	
SIGNATURE	
PARTICIPANT ID NUMBERS	
1.	400 07541
2.	
3.	
4.	
5.	
HOUSEHOLD ID NUMBER	
	400 07541
IF THIS GUIDE IS FOUND PLEASE CONTACT MY WIC CLINIC AT	
Agency	Chad Brown WIC
Address	285A Chad Brown St. Providence, RI
Phone	831-0020 x22
Rhode Island Department of Health Division of Family Health Office of Women, Infants, and Children Program Three Capitol Hill, Room 302, Providence, RI 02908 1-800-942-7434	

The shopper's signature on the check must match

Check the participant ID number on the folder



**We Accept (Acceptamos)  
WIC Farmers Market Checks**

Rhode Island Department of Health WIC Program		400-07541 WIC ID No.	Jane Smith Name of Participant	AS/CL				
<b>Pay To The Order of</b> <small>The authorized Rhode Island WIC Vendor Stamped Below.</small>	<small>Payable Through FBMC Security State Bank Howard Lake, NY</small>	75-1248 919 Account # 886007	WIC USE ONLY	FIRST DAY TO USE 6/01/06				
		FOR THESE ITEMS, SIZES, QUANTITIES ONLY	Shopper Initials for Price Correction	DATE USED	LAST DAY TO USE 10/31/06			
<table border="1"> <thead> <tr> <th>QTY</th> <th>Description (No Substitutions Allowed)</th> </tr> </thead> <tbody> <tr> <td></td> <td>***FARM FRESH CHECK*** ***** * -FIVE DOLLARS**\$5.00-****** GOOD FOR FRESH FRUITS AND VEGETABLES **USE** *ONLY AT FARMERS' MARKETS</td> </tr> </tbody> </table>		QTY	Description (No Substitutions Allowed)		***FARM FRESH CHECK*** ***** * -FIVE DOLLARS**\$5.00-****** GOOD FOR FRESH FRUITS AND VEGETABLES **USE** *ONLY AT FARMERS' MARKETS	APPROVED/PRICE CORRECTION	ACTUAL \$ AMOUNT	VENDOR MUST DEPOSIT WITHIN 30 DAYS OF LAST DAY TO USE <b>W.I.C. 04762</b> GODDARD PARK Id 10002 PROPERTY OF STATE OF RI PENALTY FOR DUPLICATION <small>VENDOR PLACE RHODE ISLAND WIC STAMP HERE</small>
QTY	Description (No Substitutions Allowed)							
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<small>PRICE &amp; PRICE SIGN HERE ONLY AFTER PRICE IS ENTERED</small>		5.00	X	Jane Smith				

Sponsored by: State of Rhode Island  
Food and Nutrition Services / USDA  
RI Department of Health  
RI Dept of Environmental Management

This institution is an equal opportunity provider 2006

**List of Allowed Fruits and Vegetables**

“Local grown” means fresh fruits and vegetables, grown on RI farms. Fresh fruits and vegetables from adjacent states (if in accordance with the by laws of the market) may be considered” locally grown” if sold by a farmer from an adjacent state under the following circumstances:

- ❑ If the market site does not consistently have two or more Rhode Island FMNP authorized farmers in attendance with sufficient produce to meet demand, or
- ❑ If the market sites serve a border community that straddles state lines (RI / CT or RI / MA), and there is reciprocal authorization for RI farmers to accept the neighboring state’s FMNP food instruments at that site.

If you have grown produce that does not appear on the list, or if you have a question as to the eligibility of an item, please call the Department of Agriculture at 222-2781.

<b>Allowed Fresh Vegetables</b>		<b>&amp; Fresh Fruit</b>
Asparagus	Lettuce	Apples
Beans	Mushrooms	Blueberries
Beets	Okra	Blackberries
Broccoli	Onions	Cantaloupes
Brussels Sprouts	Parsnips	Cherries
Cabbage	Peas	Cranshaw Melon
Carrots	Peppers	Elderberries
Cauliflower	Potatoes	Gooseberries
Celery	Pumpkins	Grapes
Collard Greens	Radishes	Honeydew Melon
Corn	Rhubarb	Mulberries
Cucumbers	Rutabaga	Peaches
Endive	Scallions	Pears
Eggplant	Spinach	Plums
Garlic	Squash	Raspberries
Green Beans	Swiss Chard	Strawberries
Greens	Tomatoes	Watermelon
Fresh Herbs	Turnips	
Kale	Yams	
Leeks	Zucchini	

**Not Allowed Food Items**

Citrus and tropical fruits cannot be purchased with the Farmer’s Market Nutrition Program checks. These fruits are not grown in Rhode Island and other adjacent states.

<b>Citrus &amp; Tropical Fruits Not Allowed</b>	<b>Other Foods Not Allowed</b>
Banana	Baked goods
Grapefruit	Cheese
Lemons	Cider
Limes	Dried herbs
Mangos	Eggs
Oranges	Flowers
Pineapples	Gourds
Tangerines	Honey
	Jams
	Nuts
	Painted pumpkins
	Milk

**Guidelines and Procedures for FMNP Sponsors**  
RI Farmer's Market Nutrition Program

A: To be eligible to participate, a farmer's market must:

**Revised 11-03**

1. *Be comprised of bona fide Rhode Island farmers, who individually sell fresh fruits and vegetables produced by themselves directly to consumers. Farmers from adjacent states (if in accordance with the by laws of the market) may be considered a bona fide FMNP farmer under the following circumstances:*
  - a. If the market sites does not consistently have two or more Rhode Island FMNP authorized farmers in attendance with sufficient produce to meet demand, or
  - b. *If the market sites serve a border community that straddles state lines (RI/CT or RI/MA), and there is reciprocal authorization for RI farmers to accept the neighboring state's FMNP food instruments at that site.*
2. Be located in a community with a WIC nutrition site and be easily accessible by WIC program participants.
3. Have a formal or informal organizational structure, including a name, sponsor, and designated manager. The sponsor may be an unincorporated association, a not-for-profit corporation, a cooperative cooperation, a private cooperation, or a private individual.
4. Have a current set of printed rules and regulations which include, at a minimum, standards for farmer/vendor participation, conduct, and sale of eligible products, and provide for sanctions for violations of the standards by participants.
5. Have a fixed schedule of days and hours of operation with a minimum of one day per week and three hours per day for a minimum of three months during the local growing season.
6. Have a fixed site that will available for the period of the market operations during the local growing season.
7. Have the capacity to supply a sufficient volume and variety of high-quality fresh fruits and vegetables to meet the needs of FMNP participants.
8. Have a minimum of 75% of the eligible farmers at the market willing to participate in the program.

9. Have the ability to obtain verification of the status of a participating farmer as a bona fide producer of agricultural products.
  10. Sign a market contract with the Rhode Island Department of Health to administer the program in accordance with program guidelines for markets and farmers.
- B: The Sponsor of a farmers market selected to participate in the WIC Farmers Market Nutrition Program (FMNP) must:
1. Sign an agreement with the Department of Health to administer the program at specified farmers markets. All copies of the Agreement must be signed and returned.
  2. Identify farmers eligible to participate in the program.
    - a. *Eligible farmers are bona fide Rhode Island framers, who individually sell fresh fruit, vegetables and fresh cooking herbs at the farmers market. Farmers from adjacent states (if in accordance wit the by laws of the market) many be considered a bona fide FMNP farmer under the following circumstances:*
      - i. *If the market sites do not consistently have two or more Rhode Island FMNP authorized farmers in attendance with sufficient produce to meet demand, or*
      - ii. *If the market sites serve a bonder community that straddles state lines (RI/CT or RI/MA), and there is reciprocal authorization for RI farmers to accept neighboring state’s FMNP food instruments at that site.*
    - b. *Farmers should provide documentation verifying their bona fide producer status, such as a signed “crop plan” listing crops intended to be grown and sold at the market.*
    - c. *If market rules permit a farmer to purchase locally grown produce for resale to supplement what he/she grows or intends to grown, such a farmer will be considered a bona fide farmer and eligible for FMNP authorization only if he/she grows or intends to grow at least 10% (by volume) of the produce offered for sale at any time.*
  3. Provide eligible farmers with program information and material supplied by the Department, including the Rules and Procedures for Farmers, and the Farmer Participation Agreement form.
  4. Authorize eligible farmers for the program by obtaining and forwarding signed Farmer Participation Agreements from each eligible farmer wishing to participate in the program. Signed agreements must be obtained and copes forward to the Department before farmers can accept coupons and redeemed by the market

sponsor.

5. Explain to authorized farmers the importance of compliance with program Rules and Procedures for Farmers, including the requirements that farmers:
  - a. Accept “farm fresh” FMNP checks **ONLY** for the purchase of locally grown fresh fruits, farm fresh vegetables (including non-painted pumpkins), and fresh cooking herbs. (Checks many **NOT** be accepted for eggs, cheese, preserves, honey, maple syrup, baked goods, plants, flowers, gourds, painted pumpkins, or other products).

*Revised 12/03*

*“Local grown” means fresh fruits and vegetables, grown on RI farms. Fresh fruits and vegetables from adjacent states (if in accordance with the by laws of the market) may be considered “locally grown” if sold by a farmer from an adjacent state under the following circumstances:*

- i. If the market site does not consistently have two or more Rhode Island FMNP authorized farmers in attendance with sufficient produce to meet demand, or*
    - ii. If the market sites serve a border community that straddles state lines (RI/CT or RI/MA), and there is reciprocal authorization for RI farmers to accept the neighboring state’s FMNP food instruments at that site.*
- b. Accept checks only at authorized farmers markets at which they have signed a Farmer Participation Agreement.
- c. **NOT** issue cash change to check recipients for purchases made exclusively with checks. If the amount of a purchase made with checks is less than \$5.00 or a multiple of \$5.00, a farmer must add additional eligible products of the customer’s choice to make up the difference.
- d. Accept only checks from the check recipients only on or after “First Day To Use” printed on the check and on or before the printed “Last Day to Use”.
- e. Post “We Accept WIC Farmers’ Market Checks” signs provided by the Department (or reproductions) at all times during market operations.
- f. Cancel each check on the front right side with the assigned numbered FMNP Cancellation Stamp.
- g. Ensure that all checks are redeemed by November 30<sup>th</sup> of the current year.



- e. Participating farmers do not discriminate against check recipients in price, quality or service.
11. If the market includes non-farmer vendors or farmers selling exclusively ineligible products who have not been authorized to accept farmer's market checks ensure that these vendors and/or farmers DO NOT accept checks by:
    - a. Informing unauthorized non-farmer vendors and/or farmers that acceptance of checks will be grounds for suspension or termination from the market, and could subject them to prosecution under applicable federal, state or local laws.
    - b. Informing unauthorized non-farmer vendors and/or farmers that they will be monitored by the sponsor and the Department for compliance with this policy. The monitoring will include compliance purchases.
  12. If improper check acceptance is observed or suspected, a report is to be filed immediately to the Department by means of the toll-free hotline 222-3940 and assist the Department in any investigation.
  13. If an authorized farmer has been identified as selling ineligible products, returning cash change for checks, redeeming checks from unauthorized farmers or non-farmer vendors, or discriminating against check recipients he/she will be notified in writing by the Department that a violation of program rules has been recorded and will be required to provide an explanation by a specified date. A copy of the letter will be sent to the market sponsor. Upon its receipt the market must inform the farmer orally or in writing that the market is aware of the violations and could result in termination from the program and the market.
  14. If an authorized farmer is identified to have committed a second violation or a decision is made to terminate a farmer's participation in the program for the first violation, at the Department's direction the market sponsor is to inform the farmer that no checks other than those already collected may be redeemed. The Department will inform the farmer of this in writing and require that the farmer return his/her check cancellation stamps and "We Accept WIC Farmers' Market Checks" signs to the market sponsor.
  15. If an unauthorized farmer or non-farmer vendor is found to be accepting checks he/she will be notified of this in writing by the Department. A copy of the letter will be sent to the market sponsor. The market sponsor is to then notify the unauthorized farmer or vendor that further acceptance of checks will be grounds for suspension or termination of their participation in the market under the markets own rules and regulations. If further checks acceptance occurs, the Department will expect the market sponsor to sanction the farmer or vendor through suspension or termination of participation in the market or by alternative means.
  16. Immediate suspension or termination from the program may occur if:

- (1) A farmer does not respond to the first or second violation notice by the specified date;
- (2) A farmer does not attend a required meeting;
- (3) A farmer is found to be cashing (i.e. trafficking in) checks obtained from unauthorized sources;
- (4) A farmer is found to be discriminating against check recipients in price, quality, or service. Farmers terminated from the program may be ineligible to participate in future years.

17. If a market is unable to perform any of the actions required under these guidelines or the Market Agreement the market must immediately inform the Department in writing.

If a market is scheduled to close prior to October 31, the market sponsor must inform the Department and clearly post the closing date at the market site at least two weeks in advance.

18. Market sponsors must:

- a. Accommodate additional farmers in the market, in accordance with market rules or practices, if space permits.
- b. Accept training from the Department on the program's purposes, rules and procedures including, if possible, in attendance at a program workshop.
- c. Provide information on the market to Departments of Health (DOH) and/or Environmental Management (DEM) upon request.
- d. Assist DOH and DEM staffs in resolving problems in relation to recipient use of the market and check redemption by farmers.
- e. Assist check recipients, the general public, and the news media in understanding the program, using materials and information provided by the Department.
- f. Refer inquires concerning participation in the program to the WIC Program (toll-free 222-3940) or DEM (toll-free 222-2781).
- g. Assist the Departments in evaluation the program's impact on farmers and check recipients and provide such information as the Departments may require for reports to the USDA Food and Nutrition Service.
- h. Provide participating farmers with information prepared by the Department on authorization to accept USDA food stamps.

19. Any questions, problems, or complaints regarding the check program should be communicated to the Department via the toll-free hotline 222-3940 or DEM at 222-2781.
20. Market sponsors must provide suitable space in the market for nutrition education exhibits and demonstrations for check recipients by URI Cooperative Extension regarding the benefits of shopping at farmers markets and the selection and use of fresh fruits and vegetables. Where requested, market sponsors must also assist RUI Cooperative Extension staff in soliciting farmer interest in service as a nutrition education volunteer and in soliciting small donations of fresh produce from authorized farmers for use in the nutrition education exhibits and demonstrations.

## Fruits and Vegetables Allowed

### Fruits

Apples  
Blueberries  
Blackberries  
Cantaloupe  
Cherries  
Elderberries  
Gooseberries  
Grapes  
Melons  
Mulberries  
Peaches  
Pears  
Plums

### Vegetables

Asparagus  
Beans  
Beets  
Broccoli  
Brussels Sprouts  
Cabbage  
Carrots  
Cauliflower  
Celery  
Collard Greens  
Corn  
Cucumbers  
Endive  
Mushrooms  
Okra  
Onions  
Parsnips  
Peas  
Peppers  
Potatoes  
Pumpkins  
Radishes  
Rhubarb  
Rutabaga  
Scallions  
Spinach

### (b) Raspberries Eggplant Squash

Strawberries  
Watermelon  
Garlic  
Green Beans  
Greens  
Fresh Herbs  
Kale  
Leeks  
Swiss Chard  
Tomatoes  
Turnips  
Yams  
Zucchini

### Section 1.02 Lettuce

**Reminder:** These fruits and vegetables are available at different times during the growing season. Depending on the growing season, the variety of produce at the markets will vary.

### Not Allowed

Baked Goods	Jams
Bananas	Lemons
Cheese	Limes
Cider	Mangoes
Eggs	Nuts
Flowers	Oranges
Gourds	Painted Pumpkins
Grapefruit	Pineapples
Dried Herbs	Tangerines
Honey	Milk



## Article II. Shopping Tips

Shop early in the day for the best choices.

Take a large, strong bag to carry the food you buy.

Walk around the market to see what is available before you buy. Check prices and quality of the fruits and vegetables.



Rhode Island Department of Health  
Family Health Programs

In cooperation with:  
Rhode Island Department of Environmental  
Management - Division of Agriculture and Food  
Resource Marketing

Funded through:  
Food and Nutrition Services, U.S.D.A.  
State of Rhode Island  
4/2007 forms/fmnp.1

## Farmers' Market Nutrition Program



Rhode Island  
WIC  
Program



## How to Use your Farmers' Market Checks

Use your checks **only** at the farmers' markets on the list provided by your WIC staff.

Take your WIC folder with you.

Go **only** to the farmers with the Farmers Market / WIC sign.

Use your checks to buy the fresh fruits and vegetables listed in this handout.

Sign your check at the farmer stand.

**No cash change can be given.** Try to match the cost of your food to the check amount.

Use your checks before October 31

## TO GET MORE FOR YOUR CHECKS USE THEM IN LATE SUMMER

Fresh goods are much more plentiful and cheaper later in the summer!

### Picking the Best Produce

**Apples** Fruit should be smooth and bright, avoid bruised or dented apples

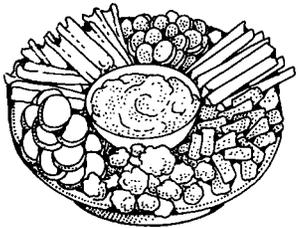
**Broccoli** Good product is firm with groups of small flower buds. It should be dark or sage green. Avoid broccoli with yellow buds.

**Cabbage** Product should be solid and fairly heavy. Heads with some of the leaves separated may have undesirable flavor and texture.

**Carrots** Should be firm and smooth with bright color. Smaller carrots are tenderer.

**Cucumbers** Avoid product that is turning yellow. Large cucumbers have larger seeds.

**Green Beans** Beans should be clean, tender and crisp. Avoid scarred beans.



**Lettuce** Product should be clean and tender.

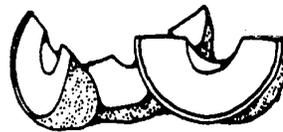
**Melons** Avoid soft melons with a musky smell. Certain varieties of watermelon are yellow on the underside when ripe.

**Onions** Product should be hard, firm and dry with small necks. Avoid sunburn spots or blemishes.

**Peppers** Common varieties mature from green to red.

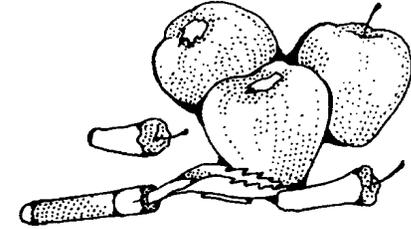
**Potatoes** Avoid product that is greening. Product should be firm and without bruises.

**Strawberries** Berries should be firm, plump, solid red color with green caps intact. Berries should be dry and clean.



**Sweet Corn** Ears covered with rounded kernels are best. Avoid ears with large dark kernels.

**Tomatoes** Product should be plump, uniform in size and shape and free of bruises and sprouts.



### Storage

Refrigerate most fresh fruits and vegetables unless you are going to eat them within a day or two.

Store potatoes and onions in a cool, dry, dark place.

Eat fresh fruits and vegetables within 5 days. Even in the refrigerator they will spoil.

### How to use them

Wash them before eating or cooking.

Trim away any stems, soft spots, or damaged leaves.

Eat them raw or cook them.

### To save vitamins when cooking:

Prepare them in large pieces or cook them whole.

Cook with the skin on.

Cook or steam them in small amounts of water and for short periods of time.

## FRUTAS Y VEGETALES PERMITIDOS

### FRUTAS

Arándanos  
 Baya de Saúco  
 Cerezas  
 Ciruelas  
 Frambuesas  
 Fresas  
 Grosellas Silvestres  
 Manzanas  
 Melocotones o  
 Duraznos  
 Melón (Cantalupo)  
 Melones  
 Moras Moreras  
 Moras Zarzamorras  
 Peras  
 Sandías  
 Uvas

### VEGETALES

Acelga  
 Ajo  
 Apio  
 Batatas  
 Berenjena  
 Berzas verdes o col rizada  
 Brécol o Bróculi  
 Calabacines  
 Calabacín o Zapallito  
 Calabazas o Zapallos  
 Cebollas  
 Champiñones  
 Chivirias o Chirivías  
 Col Berza Rizada  
 Col o Repollo  
 Coles de Bruselas  
 Coliflor

### 1) VEGETALES

Endibia o Escarola	Espinaca
Guisantes	Habichuelas o frijoles
Hierbas finas	Judías Verdes
Lechugas	Maíz
abos	Patatas o Papas
Pepinos o pepinillos	Pimientos
Puerros	Quimbombó
Rábanos	Remolachas
Ruibarbo	Rutabaga
Tomates	

### NO PERMITIDOS

Artículos de Pastelería o Pan	Leche
Guineos	Limones
Plátanos o Bananas	Limas
Queso	Mangos
Huevos	Naranjas
Flores	Cidra
Nueces	Jaleas
Toronzas	Piñas
Naranjas Mandarinas	Miel
Calabazas Decorativas / pintadas	



## Consejos para hacer sus Compras

**Vaya de compras temprano en el día para obtener las mejores selecciones**

**Lleve una bolsa grande y fuerte para poner los productos que compre.**

Antes de comprar algo, camine por el mercado para ver lo que está disponible, y compare los precios y la calidad de las frutas y vegetales.



*Departamento de Salud de Rhode Island*

**a) Programa de Salud Familiar**

En Cooperación con el:  
 Departamento de Administración Ambiental  
 de Rhode Island

Fondos disponibles a través de:  
 Servicios de Alimento y Nutrición, U.S.D.A  
 Estado de Rhode Island

4/2007 forms/fmnp.1s

*Farmers' Market  
 Nutrition Program*



*Rhode Island  
 WIC  
 Program*



## Como Usar Sus Cheques para El Mercado Agrícola

Use sus cheques **sólo** en los Mercados Agrícolas (Al Aire Libre) de la lista que se le ha proveído a través del WIC.

Lleve su fólder del WIC con usted.

Vaya **solamente** a los puestos que tengan el rótulo: Mercado Agrícola /WIC

Use sus cheques para comprar las frutas frescas y los vegetales que están en la lista de este folleto.

Firme sus cheques en el puesto del agricultor.

**NO se le puede dar cambio en efectivo.** Trate de que el total de su compra se acerque a la cantidad que aparece en el cheque.

Use sus cheques antes del **31 de Octubre.**

**Recuerde:** Estas frutas y vegetales están disponibles según la temporada. Dependiendo de la temporada de cosecha, la variedad de productos en los mercados pueden variar

## PARA SACARLES MEJOR PROVECHO A SUS CHEQUES, USELOS AL FINAL DEL VERANO

¡Las frutas y los vegetales frescos son más abundantes y más baratos al final del verano!

### Cómo Escoger las Mejores

#### Frutas y Vegetales

**Manzanas** Deben ser lisas y brillantes, evite manzanas magulladas o abolladas.

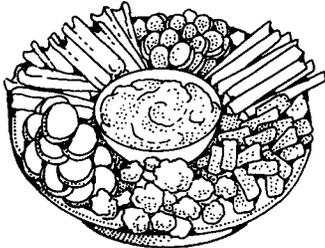
**Brócoli** El brócoli es firme y tiene grupos de brotes pequeños. Debe ser verde oscuro. Evite brócoli que tiene brotes amarillos.

**Repollo** Debe ser sólido y pesado. A veces, el repollo que no es firme puede tener un mal sabor y textura.

**Zanahorias** Deben ser firmes y lisas con un color brillante. Las zanahorias más pequeñas son más tiernas.

**Pepinos** Evite el pepino que se pone amarillo. Los pepinos grandes tienen las semillas más grandes.

**Habichuelas Tiernas** Deben ser limpias, tiernas y frescas. Evite las habichuelas marcadas.



**Lechuga** Debe ser limpia y tierna.

**Melones** Evite melones blandos que tienen un olor a humedad. Ciertas variedades de melones son amarillos por debajo cuando están maduros.

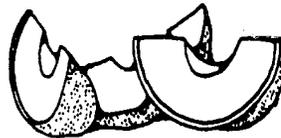
**Cebollas** Deben ser duras, firmes y secas con cuellos pequeños. Evite las cebollas que tienen marcas.

**Pimientos** Las variedades comunes maduran de verdes a rojos.

**Papas** Evite el producto que se pone verde. Debe ser firme y sin magulladuras.

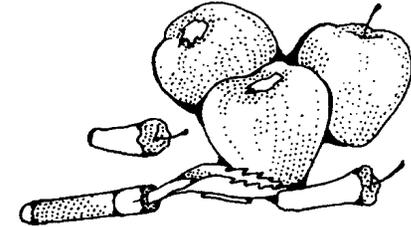
**Fresas** Deben ser firmes, rechonchas, rojas, y deben estar secas y limpias.

**Maíz** Las espigas cubiertas por semillas redondas son los mejores. Evite las espigas que tienen semillas



oscuras y grandes.

**Tomates** El producto debe ser rechoncho y uniforme en su medida y en su forma, sin magulladuras y brotes.



### El Almacenaje

Todas las frutas y los vegetales frescos deben estar en la nevera al menos que se las vayan a comer dentro de uno o dos días.

Guarde las papas y las cebollas en un lugar que es fresco, seco, y oscuro.

Coma las frutas y los vegetales frescos dentro de 5 días porque aunque estén en la nevera se pueden dañar.

### Cómo Usarlos

Lávelos antes de comer o cocinar.

Corte los tallos, puntos blandos o hojas dañadas.

Se pueden comer crudas o cocinadas.

### Para Preservar las Vitaminas

#### **(ii) Cuando Usted Está Cocinando**

Prepare los vegetales en trozos grandes o cocínelos enteros.

Cocínelos sin pelar (cocínelos con la cáscara).

Cocínelos o póngalos al vapor con muy poca agua. No los cocine por mucho tiempo.

Rhode Island Department of Health & Rhode Island Department of Environmental Management  
 Rhode Island Farmer's Market Nutrition Program  
**Farmer Participation Agreement**

I am a bona fide farmer who grows, harvests and markets fresh fruits and/or vegetables at the farmers market listed below. I understand the purposes of the Rhode Island Farmers Market Nutrition Program (FMNP) and wish to participate under the auspices of the farmers market sponsor which has contracted with the Department of Health to administer the program.

I have received and read the Farmers Market Nutrition Program "Guidelines and Procedures for FMNP Farmers" and agree to comply with program rules. I agree to be monitored by the market sponsor and the State of Rhode Island for my compliance. I agree to provide the market sponsor with evidence of my status as a bona fide farmer, such as a signed crop plan listing the fruits and vegetables I intend to grow and sell in exchange for Farmers Market Checks. I authorize the market sponsor and the State of Rhode Island to verify my bona fide status and/or crop plan by visiting my farm if needed.

I understand that violation of the Rules and Procedures for Farmers including (1) acceptance of FMNP Checks for any products other than locally grown fresh fruits and vegetables (and cooking herbs), (2) returning cash change in FMNP check transactions, (3) redeeming FMNP checks on behalf of unauthorized farmers or vendors, or (4) discriminating against FMNP check customers in price, quality, or service, constitutes grounds for termination of my participation in the program.

1) Name \_\_\_\_\_ 2) Farm name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City / Town \_\_\_\_\_ ZIP \_\_\_\_\_

Farm Address \_\_\_\_\_ City / Town \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ email address \_\_\_\_\_

State Sales Tax # \_\_\_\_\_ FEIN or SSN \_\_\_\_\_

Acres on your farm \_\_\_\_\_ Acres Leased \_\_\_\_\_ Total Acres Cultivated \_\_\_\_\_ Required to process application

Land Leased Form (Owner's Name & Address) \_\_\_\_\_

(Attached lease agreement – required)

\*\*\*\*\*

Name of Farmers Market that you are applying for \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Farmer's signature

Approved and Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Market Master signature

\*\*\*\*\*

RI Department of Health -WIC FMNP Program

Approved and Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Market Sponsor/Manager Signature: \_\_\_\_\_ Stamp Number Issued \_\_\_\_\_

Rev3/2006 FMNP-8 A Agreement

Original to State FMNP

Copy to Market Master

Copy to Farmer