

The background features a light green field with abstract yellow and teal shapes. On the left, there's a teal area with tomatoes, mushrooms, and a yellow pepper. Below that, a yellow area contains a carrot, a radish, and broccoli. At the bottom left, a brown basket is overflowing with a purple eggplant, green lettuce, a large orange pumpkin, a yellow squash, and a corn cob. On the right, a yellow area shows clusters of red grapes, strawberries, and cherries. At the bottom right, a watermelon sits next to a basket filled with pink peaches.

PY '25 S/FMNP NEW FARMER & FARMER MARKET ASSOCIATION TRAINING

BY
TEXAS DEPARTMENT OF
AGRICULTURE

TDA CONTACTS

Cristina Rodriguez
Lead Administrative Reviewer
Cristina.Rodriguez@TexasAgriculture.gov

&

Michelle Mitchell
Administrative Reviewer
Michelle.Mitchell@TexasAgriculture.gov



BEFORE WE BEGIN:

YOU UNDERSTAND THAT THE TRAINING YOU ARE ABOUT TO RECEIVE DOES NOT COVER THE ENTIRE SCOPE OF THE PROGRAM. YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING ALL HANDBOOKS, MANUALS, ALERTS, NOTICES, AND GUIDANCE, AS WELL AS ANY OTHER FORMS OF COMMUNICATION THAT PROVIDE FURTHER GUIDANCE, CLARIFICATION OR INSTRUCTION ON OPERATING THE PROGRAM.



OUTLINE

I. AGREEMENTS

II. S/FMNP PROGRAM OPERATIONS

III. VOUCHER ISSUANCE

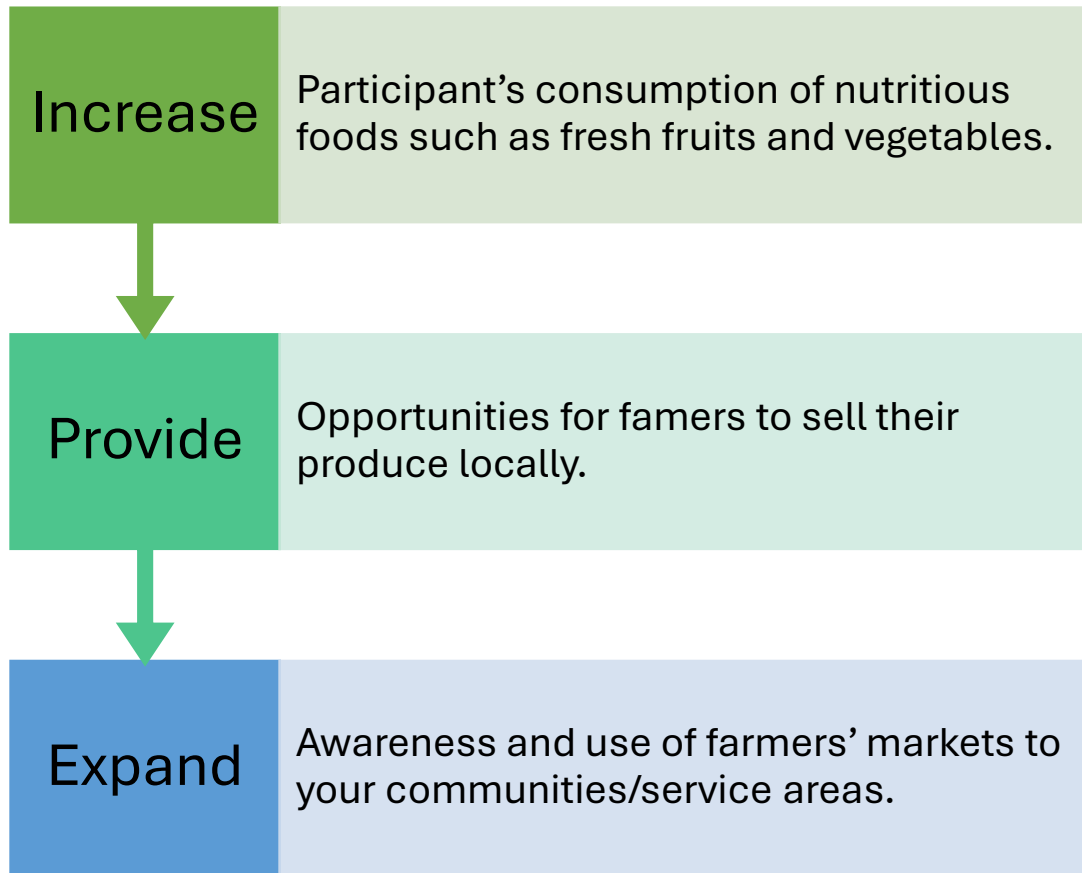
IV. VOUCHER REDEMPTION

V. TRAINING & MONITORING

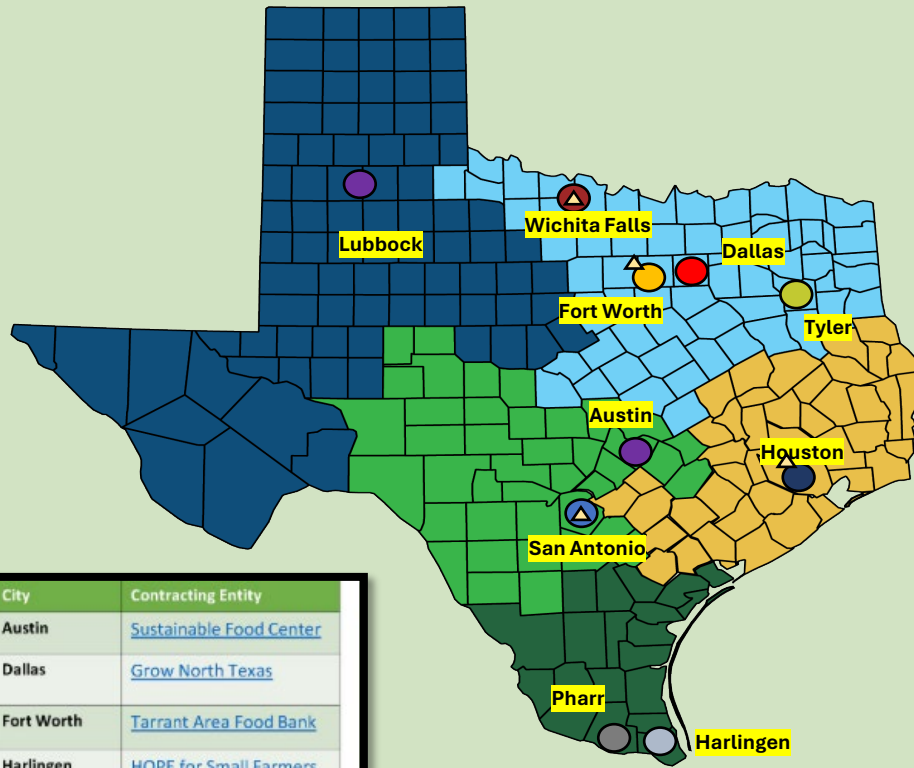
VI. OTHER



Purpose of the S/FMNP:



S/FMNP in Texas Overview



SFMNP	FMNP	City	Contracting Entity
	●	Austin	Sustainable Food Center
	●	Dallas	Grow North Texas
▲	●	Fort Worth	Tarrant Area Food Bank
	●	Harlingen	HOPE for Small Farmers Sustainability
▲	●	Houston	City of Houston Health Department
	●	Lubbock	Sustainable Food Center
	●	Pharr	McAllen Farmers Market
▲	●	San Antonio	San Antonio Food Bank
	●	Tyler	Northeast Texas Public Health- (NET Health Tyler)
▲	●	Wichita Falls	Wichita Falls Area Food Bank

Women Infants Children (WIC) Farmers Market Nutrition Program:

- WIC participants receive FMNP vouchers/sheets in addition to regular WIC benefits.
- Vouchers can be used to buy approved foods from Texas-approved farmers, farmers markets, or roadside stands.
- 10 service areas and 9 participating Contracting Entities (CE).
- **1 available service area: Abilene.**

Senior Farmers Market Nutrition Program (SFMNP):

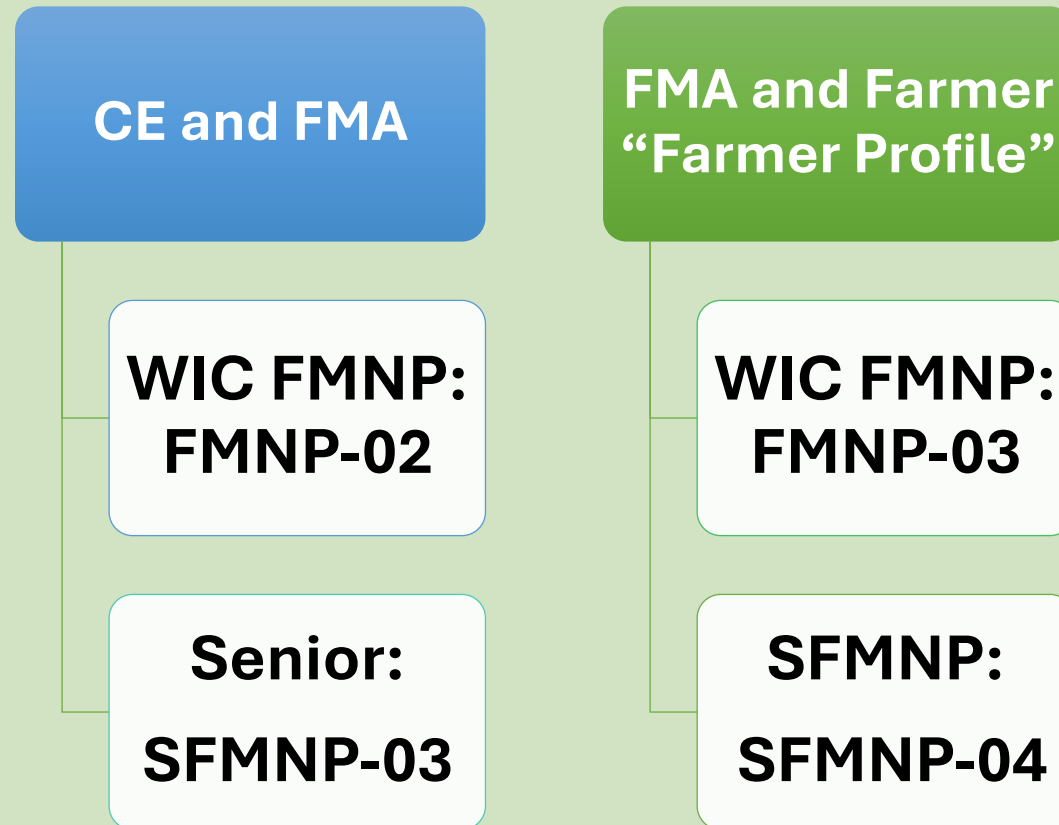
- Low-income seniors aged 60+ who meet income guidelines may participate in the program.
- Participants sign up at participating farmers markets and receive vouchers/booklets.
- Vouchers/sheets can be used to buy eligible produce from farmers, markets, or roadside stands.
- 4 service areas and 4 participating Contracting Entities (CE): Houston, Ft. Worth, San Antonio, and Wichita Falls.

I. Agreements



S/FMNP Agreements

- The CE, FMA, and farmer enter into the following agreements every 3 years
- **New 3-year cycle: Program Year (PY)2025 through PY 2027**



II. S/FMNP PROGRAM OPERATIONS



Authorizing Farmers' Markets, Associations, Farmers & Roadside Stands



Mandatory: CEs, Farmers' Markets Associations (FMAs), and farmers must be certified and trained by the Texas Department of Agriculture annually.



Farmers must sell eligible foods & meet merchantable quality.



Markets must consist of (2) or more farmers selling most of their own produce.

75% of agriculture products sold at markets, must be grown in Texas.

**** You may also sell produce from New Mexico, Oklahoma, Arkansas and/or Louisiana.***

**** Produce from Mexico is not allowed***



Farmers' Market Certification Application

Annual Certification

- Annually, markets must be TDA certified to participate in the S/FMNP
- PY 24 FM certificates expired on December 31
- Applications for PY 25 are now being accepted

PY 25 TDA Application

- TDA FM Application is now online via JotForm at: <https://form.jotform.com/241835716350153>

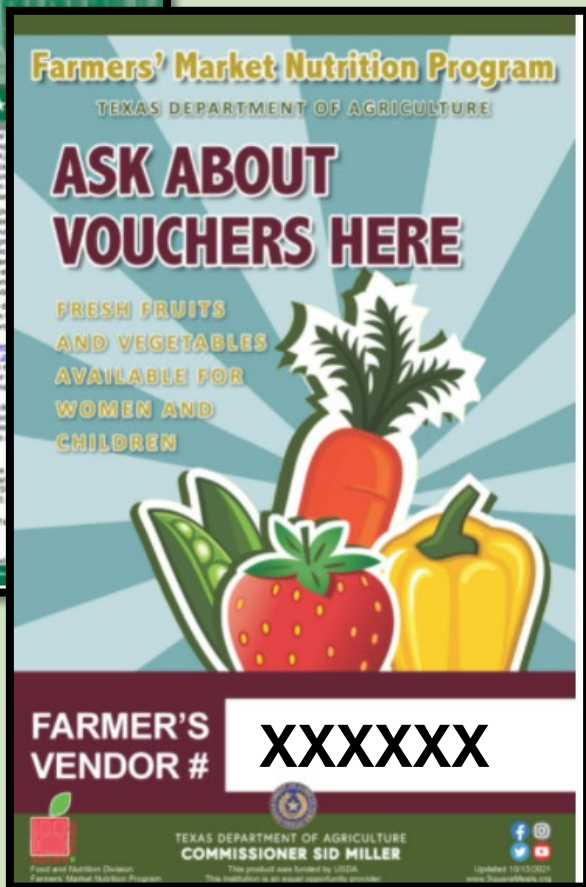
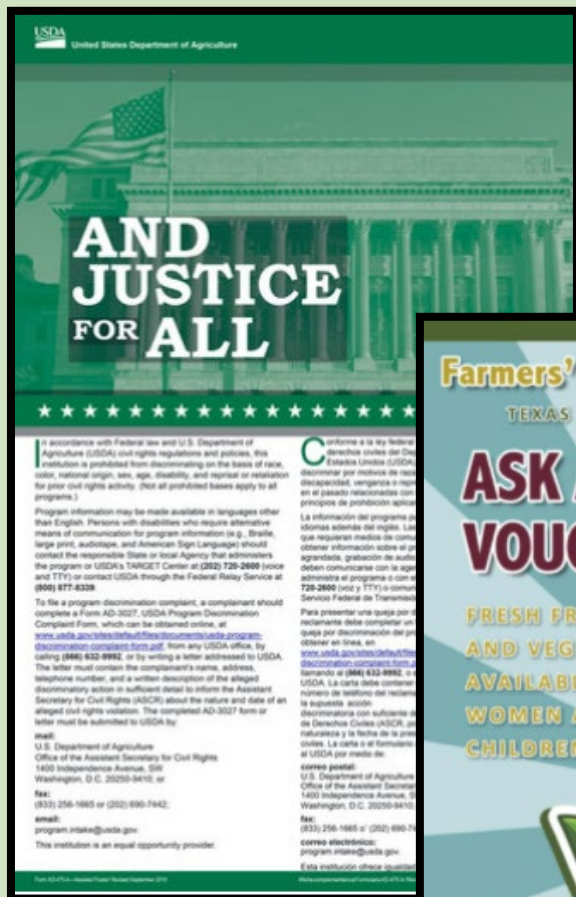
E-Certificate

- The application will be reviewed & an invoice will be emailed to CE/FMA
- An E-Certificate will be emailed once TDA processes your payment.

TDA Contact

- **Casey Corley**
Casey.Corley@TexasAgriculture.gov

Farmers' Markets Posters/Signage



Vendor Posters

- Individual farmers must prominently display a 'vendor poster' indicating they accept S/FMNP vouchers.
- The poster must be visible to participants and should not be placed in hard-to-see areas.
- The vendor ID number must be clearly displayed.
- CEs will provide these posters via digital print.

And Justice For All "AJFA"

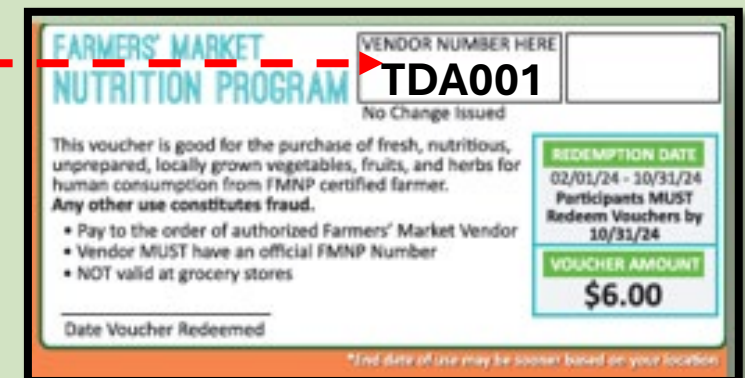
- AJFA posters should also be displayed in prominent areas during S/FMNP market hours.
- There are no USDA updates required on the poster, so printing may continue.

Farmers' Markets Vendor ID Number

Each participating farmer's poster must include the Vendor ID number, which will be provided by the CE/FMA.

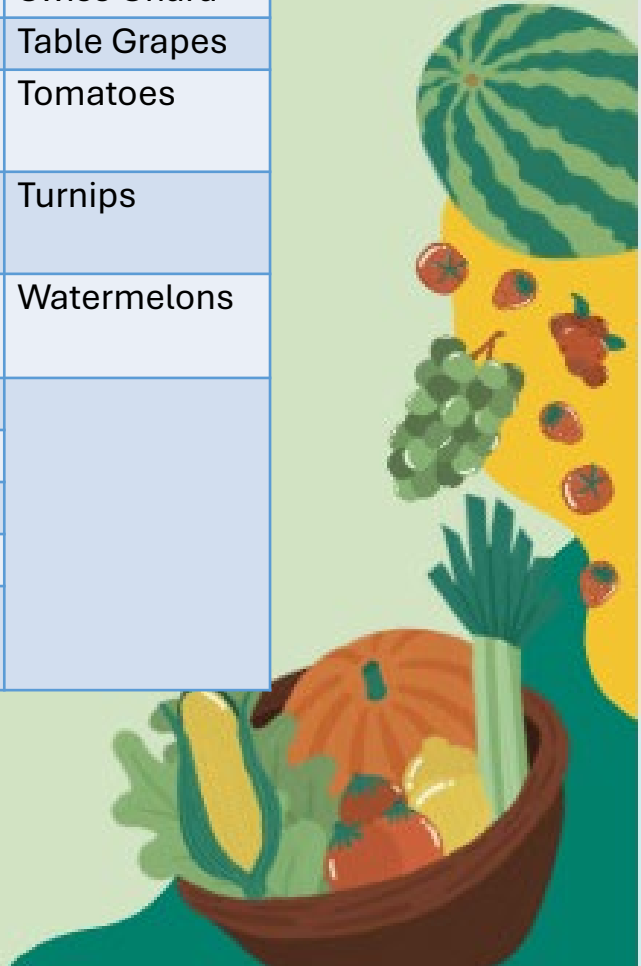
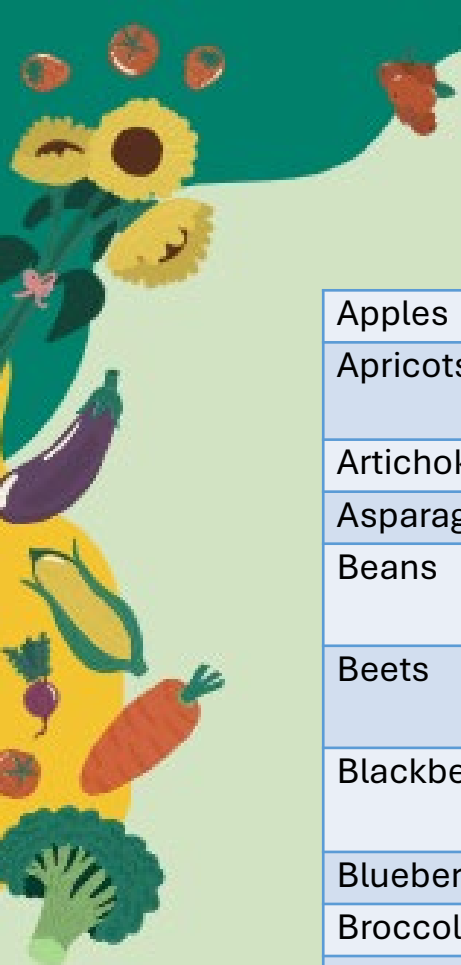
Please make sure the Vendor ID number is also documented on each redeemed voucher.

*Farmers may use a vendor ID stamp to record their number on the redeemed vouchers.



WIC FMNP Eligible Foods

Apples	Cantaloupes	Figs	Limes	Pears	Strawberries
Apricots	Carambola/Star Fruit	Garlic	Melons	Peas (Shelled)	Sweet Potatoes
Artichokes	Carrots	Grapefruit	Micro Greens	Peppers	Swiss Chard
Asparagus	Cauliflower	Green Onions	Mushrooms	Persimmons	Table Grapes
Beans	Celery	Greens/tops	Mustard Greens	Plums	Tomatoes
Beets	Collard Greens	Head Lettuce	Nectarines	Potatoes	Turnips
Blackberries	Corn	Herbs (fresh cut)	Okra	Pumpkins	Watermelons
Blueberries	Cucumbers	Kale	Onions	Radishes	
Broccoli	Dates	Kohlrabi	Oranges	Raspberries	
Brussels Sprouts	Dewberries	Leaf Lettuce	Papaya	Spinach	
Cabbage	Dragon Fruit	Leeks	Parsnips	Sprouts	
Cactus/Nopales/ Prickly Pear	Eggplants	Lemons	Peaches	Squash	



WIC FMNP

Disallowed/Not Eligible Foods:

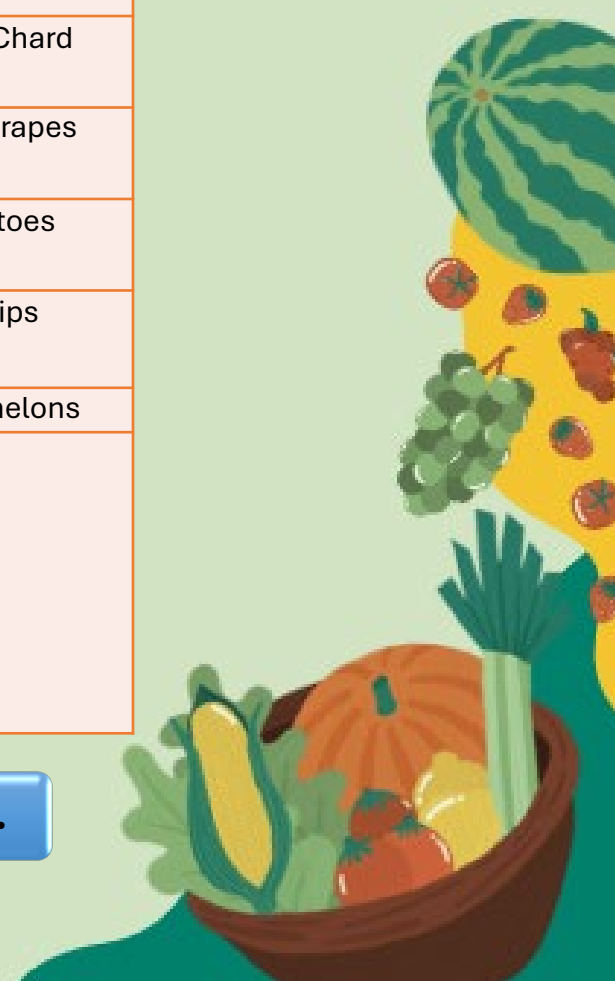
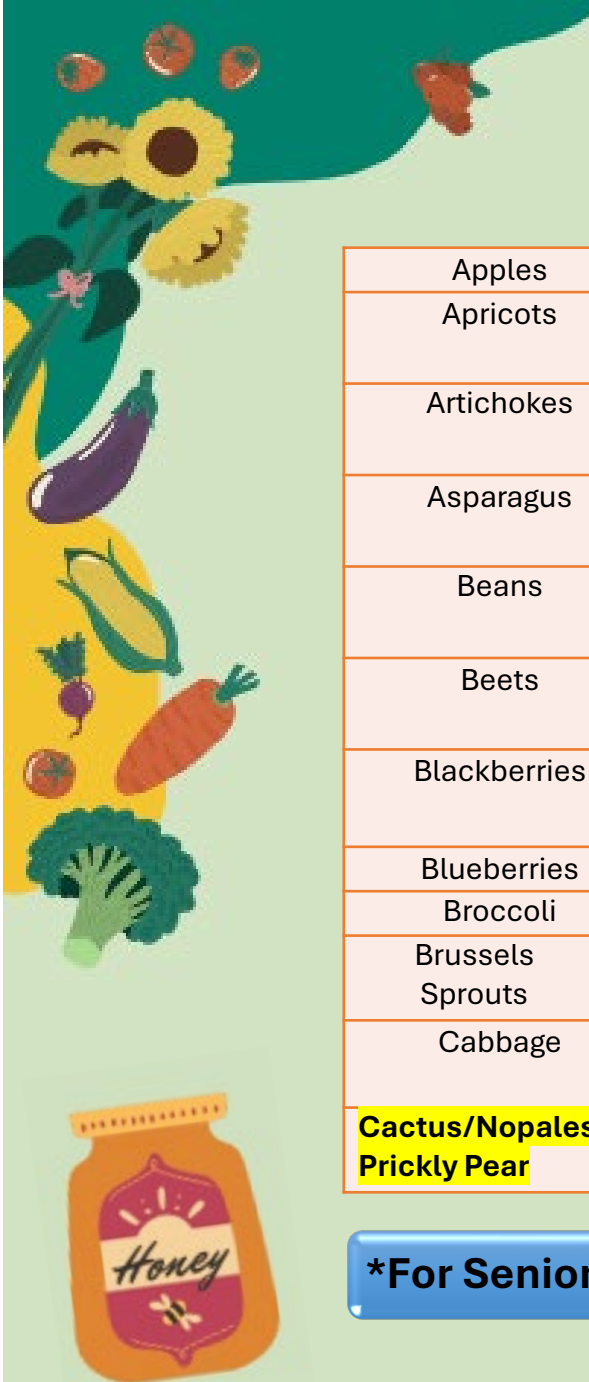
Dried Fruits	Flowers	Processed Foods
Aloe Vera	Honey, raw or processed	Roasted Peppers
Baked Goods	Jams	Seafood
Cheese	Meat	Seeds
Cider	Non-food items	Sun-dried Tomatoes
Decorative Gourds	Nuts of any kind	Syrup
Dried Chili Peppers	Pecans	Wild Rice
Dried/Potted Herbs	Picante Sauce	
Dried Fruits/Vegetables	Potted Fruits or vegetable plants	
Eggs	Preserves	

*For WIC FMNP participants: Honey cannot be purchased with FMNP vouchers.

SENIOR FM: Eligible Foods

Apples	Cantaloupes	Figs	Lemons	Peaches	Squash
Apricots	Carambola/Star Fruit	Garlic	Limes	Pears	Strawberries
Artichokes	Carrots	Grapefruit	Melons	Peas (Shelled)	Sweet Potatoes
Asparagus	Cauliflower	Green Onions	Micro Greens	Peppers	Swiss Chard
Beans	Celery	Greens/tops	Mushrooms	Persimmons	Table Grapes
Beets	Collard Greens	Head Lettuce	Mustard Greens	Plums	Tomatoes
Blackberries	Corn	Herbs (fresh cut)	Nectarines	Potatoes	Turnips
Blueberries	Cucumbers	Honey	Okra	Pumpkins	Watermelons
Broccoli	Dates	Kate	Onions	Radishes	
Brussels Sprouts	Dewberries	Kohlrabi	Oranges	Raspberries	
Cabbage	Dragon Fruit	Leaf Lettuce	Papaya	Spinach	
Cactus/Nopales/ Prickly Pear	Eggplants	Leeks	Parsnips	Sprouts	

***For Senior Participants: Honey can only be purchased with SFMNP vouchers.**



SFMNP: Disallowed Foods

Dried Fruits	Flowers	Roasted Peppers
Aloe Vera	Jams	Seafood
Baked Goods	Meat	Seeds
Cheese	Non-food items	Sun-dried Tomatoes
Cider	Nuts of any kind	Syrup
Decorative Gourds	Pecans	Wild Rice
Dried Chili Peppers	Picante Sauce	
Dried/Potted Herbs	Potted Fruits or vegetable plants	
Dried Fruits/Vegetables	Preserves	
Eggs	Processed Foods	

Reminders for Operating S/FMNP Farmers' Markets and Roadside Stands

1

CE/FMA will certify eligible participants and issue voucher sheets, along with instructions on how to redeem them.

2

Participants will choose the produce they wish to purchase using their S/FMNP vouchers.

3

Each farmer must:
Display and clearly label prices for S/FMNP Eligible Foods.

**Use pricing list*

4

Best Practice:
Separate the ineligible produce and mark those items as non- S/FMNP.

5

Encourage S/FMNP participants to return to the markets and utilize any unused vouchers.



Pricing List Example


 JANUARY 31 | 11AM - 3PM | MEETING PLACE
Farmer's Market


FRUITS		VEGETABLES	
GRAPE TOMATOES	\$2.00/pck	MUSHROOMS	\$2.00/pck
SMALL APPLES	\$0.25/ea	CARROTS - MINI	\$1.50/bag
RED APPLES	\$0.50/ea	CUCUMBER	\$2.00/ea
PEARS	\$0.25/ea	KALE	\$2.50/ea
BANANAS	3 for \$1 or \$0.50/ea	SWEET POTATOES	\$1.50/lb
CLEMENTINES	\$4/bag	BUTTERCUP SQUASH	\$2.00/lb
ORANGES	\$0.50/ea	SPAGHETTI SQUASH	\$1.50/lb
PINEAPPLES	\$4/ea		
STRAWBERRIES	\$5/pck		




 PREMIUM QUALITY

Tomatoes	\$2.00	Qt.
Peppers	\$.50	
Carrots	\$1.50	
Garlic	3 For 100	
Radishes	\$.75	
Potatoes	\$2.00	Qt.
Corn	5 / \$2.00	
Onions	\$2.00	
Herbs	\$1.00	





Voucher Instructions

How to use your WIC FMNP Vouchers

- BRING YOUR WIC SHOPPING LIST**
- RECEIVE 5 FMNP VOUCHERS. VALUE OF \$30.00**
- CHOOSE ELIGIBLE PRODUCE**
- PAY WITH VOUCHERS**
- COME BACK TO PARTICIPATING FARMERS' MARKETS & REDEEM VOUCHERS**

1 VOUCHER= \$6.00
 2 VOUCHERS= \$12.00
 3 VOUCHERS= \$18.00
 4 VOUCHERS= \$24.00
 5 VOUCHERS= \$30.00

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER
 Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
 Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)
 This product was funded by USDA.
 This institution is an equal opportunity provider.

Instructions on how to use S/FMNP Vouchers one pager

HOW TO USE SENIOR FARMERS' MARKET NUTRITION PROGRAM (SFMNP) VOUCHERS

- MUST BE 60+ YEARS OLD, BRING ID, MEET INCOME GUIDELINES.**
- FILL OUT APPLICATION & RECEIVE (5) SFMNP VOUCHERS PER ELIGIBLE PARTICIPANT. TOTAL WORTH: \$50.00.**
- CHOOSE ELIGIBLE PRODUCE.**
- PAY WITH VOUCHERS.**
- IF YOU HAVE ANY UNUSED VOUCHERS, COME BACK TO A PARTICIPATING SFMNP MARKET TO REDEEM.**

• Note: A participant may designate a proxy to assist/act on behalf of the participant.

1 VOUCHER= \$10
 2 VOUCHERS=\$20
 3 VOUCHERS = \$30
 4 VOUCHERS= \$40
 5 VOUCHERS = \$50

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER
 FRAUD HOTLINE: 1-844-5-FRAUD-4 OR 1-844-537-2834 | P.O. BOX 12847 | AUSTIN, TX 78711
 TOLL FREE: (877) TEX-MEAL | FOR THE HEARING IMPAIRED: (800) 735-2989 (TTY)

FOOD AND NUTRITION DIVISION
 COMMODITY SUPPLEMENTAL FOOD PROGRAM

THIS PRODUCT WAS FUNDED BY USDA.
 THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

UPDATED 2/15/2024
 WWW.SQUAREMEALS.ORG

III. Voucher Issuance



Voucher Issuance

First day CE/FMAs may issue S/FMNP vouchers to participants

1 Feb.

30 Sep.

Last day the CE/FMA may issue S/FMNP vouchers to participants.

***Note: Dates may vary depending on each CE/Service Area**

FMNP: Voucher Issuance

For PY 25, each eligible FMNP participant will receive a dark hunter green perforated sheet containing five (5) vouchers and one cover sheet.

1 FMNP Sheet - Total value: \$30.00 (\$6.00 per voucher).

Farmer must enter their Vendor ID number and/or stamp.

Please have the participant enter the date of redemption at the time of transaction. Participant Signature line has been removed.

2025

FARMERS' MARKET NUTRITION PROGRAM

<<Vouch# - Vouch#>>

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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VENDOR NUMBER HERE <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.
Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor **MUST** have an official SFMNP Number
- NOT valid at grocery stores

Date Voucher Redeemed

REDEMPTION DATE
02/01/25 - 10/31/25
Participants **MUST**
Redeem Vouchers by
10/31/25

VOUCHER AMOUNT
\$6.00

*End date of use may be sooner based on your location

VENDOR NUMBER HERE <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.
Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor **MUST** have an official SFMNP Number
- NOT valid at grocery stores

Date Voucher Redeemed

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No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.
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Date Voucher Redeemed

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02/01/25 - 10/31/25
Participants **MUST**
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VOUCHER AMOUNT
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*End date of use may be sooner based on your location

VENDOR NUMBER HERE <<Vouch#>>

No Change Issued

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- NOT valid at grocery stores

Date Voucher Redeemed

REDEMPTION DATE
02/01/25 - 10/31/25
Participants **MUST**
Redeem Vouchers by
10/31/25

VOUCHER AMOUNT
\$6.00

*End date of use may be sooner based on your location

FMNP: Voucher Issuance Typo

Notice: FMNP Voucher Typo

Please be advised that there are small typos on the FMNP voucher (green voucher). While the errors do not impact the voucher usage, we kindly ask you to disregard it.

The program name listed in the top left corner of each voucher is **accurate** and reflects the intended use and correct information.

The image shows a sample FMNP Voucher. The top left corner reads "FARMERS' MARKET NUTRITION PROGRAM". To the right is a field for "VENDOR NUMBER HERE". Below this, the text "No Change Issued" is crossed out with a large red 'X'. The main body of the voucher contains the following text: "This voucher is good for the purchase of fresh, nutritious, unprepared, non-tinned vegetables, fruits, and herbs for human consumption from SFMNP certified farmer. Any other use constitutes fraud." Below this are three bullet points: "• Pay to the order of authorized Farmers' Market Vendor", "• Vendor MUST have an official SFMNP Number", and "• NOT valid at grocery stores". To the right of this text is a box for "REDEMPTION DATE" with the dates "02/01/25 - 10/31/25" and the instruction "Participants MUST Redeem Vouchers by 10/31/25". Below that is a box for "VOUCHER AMOUNT" with the value "\$6.00". At the bottom left is a field for "Date Voucher Redeemed" and at the bottom right is a note: "*End date of use may be sooner based on your location".

- The CE will provide the FMNP Voucher Typo form to display during FMNP hours of operation, indicating the misprint.
- The form will also be attached to each voucher sheet issued to participant

Voucher Issuance: SFMNP

For PY 25, each eligible SFMNP participant will receive a turquoise blue perforated sheet containing five (5) vouchers and one cover sheet.

PY 25: Last PY to operate under the ARPA Grant with a total value \$50.00 (\$10.00 per voucher). PY 26: The value will return to \$20.00 (\$4.00 per voucher).

The farmer must enter their Vendor ID number and/or stamp. Please ensure the participant enters the redemption date at the time of transaction.

Please have the participant enter the date of redemption at the time of transaction. Participant Signature line has been removed.

2025

SENIOR FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE: <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer. Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor MUST have an official SFMNP Number
- NOT valid at grocery stores

REDEMPTION DATE: 02/01/25 - 10/31/25
Participants MUST Redeem Vouchers by 10/31/25

VOUCHER AMOUNT: **\$10.00**

Date Voucher Redeemed

*End date of use may be sooner based on your location

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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SENIOR FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE: <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer. Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor MUST have an official SFMNP Number
- NOT valid at grocery stores

REDEMPTION DATE: 02/01/25 - 10/31/25
Participants MUST Redeem Vouchers by 10/31/25

VOUCHER AMOUNT: **\$10.00**

Date Voucher Redeemed

*End date of use may be sooner based on your location

SENIOR FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE: <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer. Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor MUST have an official SFMNP Number
- NOT valid at grocery stores

REDEMPTION DATE: 02/01/25 - 10/31/25
Participants MUST Redeem Vouchers by 10/31/25

VOUCHER AMOUNT: **\$10.00**

Date Voucher Redeemed

*End date of use may be sooner based on your location

SENIOR FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE: <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer. Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor MUST have an official SFMNP Number
- NOT valid at grocery stores

REDEMPTION DATE: 02/01/25 - 10/31/25
Participants MUST Redeem Vouchers by 10/31/25

VOUCHER AMOUNT: **\$10.00**

Date Voucher Redeemed

*End date of use may be sooner based on your location



Voucher Issuance

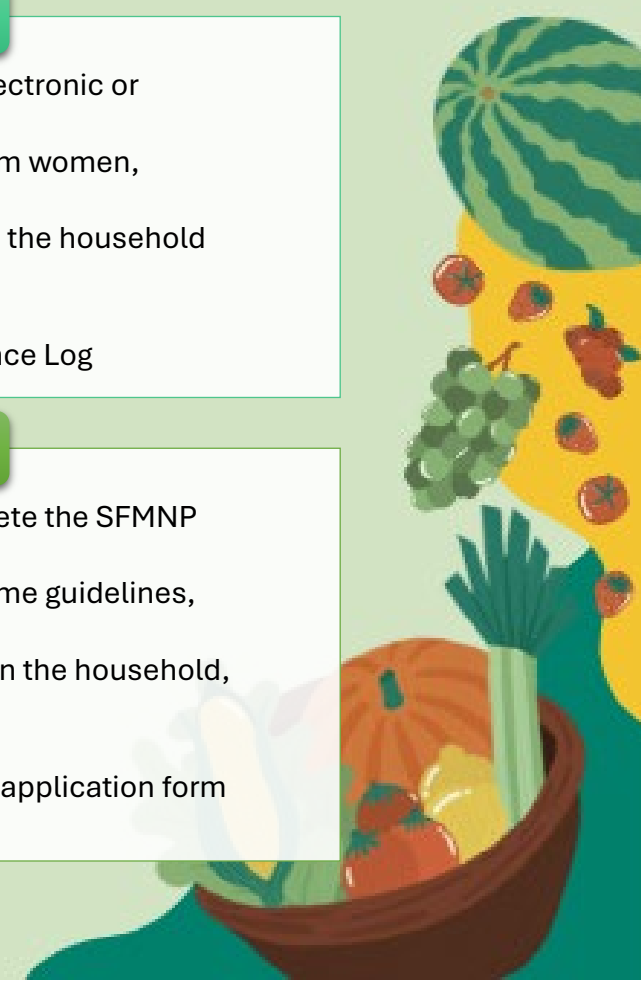
Allocation of S/FMNP Vouchers

- TDA determines the number of vouchers each CE may order within a PY.
- TDA communicates amount to each CE
- Voucher Redistribution may occur if a CE cannot utilize their allocated amount. Another CE may place an order for the remaining vouchers.

WIC Participants (FMNP):

- **Eligibility Criteria:** Must provide proof of WIC shopping list (electronic or paper).
- **Eligible Participants:** WIC Pregnant, breastfeeding, postpartum women, children 1-5 years, infants over 4 months.
- **Voucher Distribution:** 1 FMNP Sheet per eligible participant in the household distributed annually on a first-come, first-served basis.
- **No Dual Participation** – Complete Voucher Issuance Log
- **Proxy:** Proxy use allowed – List proxy under the Voucher Issuance Log

Senior Participants (SFMNP):

- **Application Process:** Annually, senior applicants must complete the SFMNP Application, H1430
 - **Eligibility Criteria:** Must be 60 years of age or older, meet income guidelines, show proof of ID, and reside in the CE's service area
 - **Voucher Distribution:** 1 SFMNP sheet per eligible participant in the household, distributed annually on a first-come, first-serve basis.
 - **No Dual Participation**– Complete Voucher Issuance Log
 - **Proxy:** Proxy use allowed but must be designated in writing via application form or signed statement by the participant.
- 

WIC Shopping List Slide Example Paper vs Electronic

3/20/24, 9:33 AM Family Benefit Issuance: Family Benefit Issuance: 5077171036003155025_05/01/2024-05/31/2024 - Dynamics 365

TEXAS WIC
Smart Choices • Healthy Families
Opciones sabias • Familias sanas

Texas WIC Shopping List

Parent/Guardian: Emily TXDLWMarch Date: Mar 20, 2024
 PAN: 5077171036003155025 Time: 2:27 PM
 Next Appointment: TXDLWMarch - Reload Card After Online Class Clinic: Fallbrook WIC Center
 Appointment Date/Time: May 30, 2024, 6:00 PM

To report a Lost or Stolen card, call: 1-800-942-3678
 For questions about benefits, or if your card does not work in the store, call your clinic: (713) 407-5800
 For Texas WIC information: Go to TexasWIC.org

BENEFITS ISSUED FOR THE MONTHS OF:

SHOPPING LIST ITEMS	March 2024	April 2024	May 2024
BREAD/TORTILLAS/RICE/OAT/PASTA	3.00 lb	3.00 lb	3.00 lb
CEREAL	72.00 ounce	72.00 ounce	72.00 ounce
CHEESE	2.00 lb	2.00 lb	2.00 lb
DRY OR CAN BEANS/PEANUT BUTTER	3.00 item	3.00 item	3.00 item
EGGS SMALL/MEDIUM/LARGE/JUMBO	2.00 dozen	2.00 dozen	2.00 dozen
FRUITS and/OR VEGETABLES	73.00 value	73.00 value	73.00 value
JUICE 48 OZ and/OR 12 OZ FRZ	3.00 can	3.00 can	3.00 can
JUICE 64 OZ and/OR 16 OZ FRZ	2.00 can	2.00 can	2.00 can
LOW/NONFAT YOGURT OR MILK SKIM 1%	1.00 quart	1.00 quart	1.00 quart
WHOLE FAT YOGURT OR MILK	1.00 quart	1.00 quart	1.00 quart
WHOLE MILK ONLY	3.00 gal	3.00 gal	3.00 gal

DROP SHIP ITEMS	March 2024	April 2024	May 2024
Dropship-238-DUOCAL PWD 400G	6.00 can	13.00 can	13.00 can

FOR STAFF USE ONLY

https://txuat2.crm9.dynamics.com/main.aspx?appid=9905e731-efca-ea11-a813-001dd8305dde&pagetype=entirecard&etn=ms_familybenefitissuance... 1/2

3/20/24, 9:33 AM Family Benefit Issuance: Family Benefit Issuance: 5077171036003155025_05/01/2024-05/31/2024 - Dynamics 365

WICCAT/PRI/FOOD PKG/FORMULA/C

CLIENT/CID	March 2024	April 2024	May 2024
Clint TXDLWMarch / 00002275567	Child/3/2000	Child/3/2000	Child/3/2000
Ellie TXDLWMarch / 00002275216	Infant/4/1000/238/6.00	Infant/4/1000/238/13.00	Infant/4/1000/238/13.00
Emily TXDLWMarch / 00002275200	Pregnant/4/2002	Pregnant/4/2002	Pregnant/4/2002

Name of WIC Participants
Eligibility Dates

Welcome to myWIC!

With myWIC you can schedule upcoming appointments, upload documents, view benefits, and much more.

QR Code to download MY WIC APP

Elizabeth Davis

Breastfeeding
Eligibility Ends: 11/19/2021

Basic information

First name: Elizabeth
 Last name: Davis
 Date of birth: 05/05/1992
 Sex: Female

Proof of identity

Type: Driver's license
 Upload: IMG Driver's License Proof.jpg

Benefit programs

Program: SNAP

Members:
 Rico Suave
 Elizabeth Davis
 Ryan Davis
 Lily Davis

Household:
 3 dozen
 30 ounce
 72 ounce
 PASTA 3 lb
 2 quart
 BUTTER 3 item
 ERMILK 8 gal
 20 value

Voucher Issuance

Each participant must receive instructions on how to redeem vouchers, to include:

WIC & Senior participants:

- Locations and hours of operations for participating Farmers' markets and roadside stands.
- List of participating farmers, farmers' markets & roadside stands where vouchers may be redeemed.
- Description of Eligible Foods.
- Description statement: Prohibition of cash exchange for vouchers.
- Complaint Procedures.
- Procedures to designate a proxy

SFMNP Only:

- Participants shall read or be read to, the Participant Rights & Responsibilities (can be found on the Participation Application Form).

LOCATIONS

Pica Pica Plaza
910 SE Military Dr
San Antonio, TX 78214
Every Friday thru Oct
(except 5/24/24)
9 AM - 1 PM

San Antonio Food Bank
5200 Historic Old Hwy 90
San Antonio, TX 78227
Every 2nd Saturday
thru Oct (start 6/8/2024)
Every 3rd Monday
thru Sept (start 6/17/24) (except 7/15/24)
10 AM - 1 PM

New Braunfels Food Bank
1620 S. Seguin Ave
New Braunfels, TX 78130
Every 1st Monday thru Aug,
Last Chance 9/3/24
10 AM - 1 PM

Callaghan WIC
4412 Callaghan
San Antonio, TX 78228
Every 4th Thursday thru Oct
9 AM - 1 PM

Questions?
Call 210-431-8346

WHO IS ELIGIBLE?

WIC PARTICIPANTS

- Each **WIC participant** (eligible women and children) can receive \$30 in vouchers to spend at participating Farmers' Markets.
- **Bring your "SHOPPING LIST"** to the markets listed. Vouchers **distributed** until **30 Sept 2024**.
- **ONE PER PERSON PER YEAR**, while supplies last.
- Vouchers can be used until **31 Oct 2024**.

SENIOR PARTICIPANTS

- Adults **60 and older** who meet the income guidelines can receive \$50 in vouchers to spend at participating Farmers' Markets.
- **Bring your ID** to the Farmers Market listed.
- Vouchers **distributed** until **30 Sept 2024**.
- **ONE PER PERSON PER YEAR**, while supplies last.
- Vouchers can be used until **31 Oct 2024**.
- Seniors may use vouchers for honey.

ALLOWED FOODS

Apples	Cactus	Dragon fruit	Leaf Lettuce	Oranges	Radishes
Apricots	Cantaloupes	Eggplants	Leeks	Papaya	Raspberries
Artichokes	Carrots	Figs	Lemons	Parsnips	Spinach
Asparagus	Carambola	Garlic	Limes	Peaches	Sprouts
Beans	Cauliflower	Grapefruit	Melons	Pears	Squash
Beets	Celery	Green onions	Microgreens	Peas (shelled)	Strawberries
Blackberries	Collard Greens	Green/tops	Mushrooms	Peppers	Sweet potatoes
Blueberries	Corn	Head Lettuce	Mustard Greens	Persimmons	Swiss Chard
Broccoli	Cucumbers	Herbs (fresh cut)	Nectarines	Plums	Table grapes
Brussels Sprouts	Dates	Kale	Okra	Potatoes	Tomatoes
Cabbage	Dewberries	Kohlrabi	Onions	Pumpkins	Turnips
					Watermelons

Seniors may use vouchers for Honey

Participant Rights and Responsibilities

- Participants have the right to a fair hearing.
- It is not allowed to participate in the FMNP with more than one CE.
- Participants must be provided a complete list of all locations of participating Farmers' Markets.
- **No cash/change will be given for the voucher.** Lost, stolen or expired vouchers will not be replaced.
- You may assign a proxy on your behalf.

This institution is an equal opportunity provider

Last updated on 05/22/2024

SFMNP Only: Voucher Issuance

Eligibility Determinations

- CEs/site staff must determine an applicant's status as Eligible, Eligible & on a waiting list, or Ineligible within 15 days of the application date.
- If placed on a waiting list, the CE/site staff must document the applicants: name, address/phone number, & date placed on a waiting list.
- Applicants must be notified in writing if they do not meet eligibility criteria, including their right to a fair hearing.
- The SFMNP Participant Application form, H1430 may be used for this process.

Proxy

- A person designated by the participant to act on their behalf throughout the SFMNP process.
- **Responsibilities:** May apply for certification, receive and redeem SFMNP vouchers at authorized farmers' market and/or roadside stands.
- **Designation:** May occur at any time during the PY but must be done in writing via the Participant Application (Form H1430) or a signed statement (written note).

Voucher Management & Security

Responsibility:

- CEs, FMAs, and farmers are responsible for the management and security of vouchers throughout the Program Year.

Security Protocol:

- Vouchers must be securely stored at all times:
 - At the CE location
 - During transfers to markets
 - Throughout market hours
 - After redemption

Delegation:

- CEs may delegate voucher management and distribution responsibilities to FMAs.
- Prevent conflict of interest
- Provide voucher management & security training

Voucher Management & Security

The CE must maintain written procedures for voucher management & security to include the following:

Prior to Issuance:

- Receipt, Storage, & Security of vouchers at the CE location.
- Voucher booklets will be securely packaged to prevent tampering or damage.

Transportation

- Vouchers will be transported using secure methods, such as locked containers or sealed bags, to maintain their security throughout the transfer process.
- Authorized personnel/staff will handle the voucher transportation

Issuance Procedures:

- Security measures and guidelines will be followed for voucher sheet distribution at the site/market.
- Vouchers will be distributed following a defined procedure, which includes verifying participant eligibility prior to issuance.

Record Keeping

- A sign-in sheet or electronic tracking system will be utilized to monitor voucher issuance.
- This will help in identifying and resolving any issues or discrepancies, losses, or misuse related to voucher distribution at the site(s)/markets.

IV. Voucher Redemption



Voucher Redemption

First day CE/FMAs may redeem
S/FMNP at qualifying farmers
markets.

1 Feb.

October 31.

Last day the CE/FMA may
redeem vouchers at qualifying
farmers markets.

***Note: Dates may vary depending on each CE/Service Area**

Voucher Redemption

Engage with S/FMNP participants: Build relationships with participants and provide them with information about the S/FMNP.

Know your products.

- Verify that the foods being purchased with S/FMNP vouchers are eligible..
- Ensure all products are clearly labeled helping customers make informed purchasing decisions: such as labeling by the produce name, prices, if they are eligible/non-eligible.

Follow market and program policies. Check voucher program year and color, enter your vendor ID number, and ensure date of transaction is on the voucher.





Voucher Redemption Reminders

Price Consistency:

- Must not charge more to S/FMNP customers than to non-S/FMNP customers for the same foods.

Voucher Redemption Value:

- Do not redeem S/FMNP vouchers for less than their full value.

Cash Transactions:

- Do not provide cash change or require cash to be paid for S/FMNP eligible foods.

Unredeemed or Lost Vouchers:

- Do not seek restitution/do not bill or attempt to collect payment for lost or unredeemed vouchers.
- Please report to CE if any misuse or lost vouchers are identified*

Sales Tax:

- Must not collect sales tax on S/FMNP produce purchases.
- 



Voucher Reconciliation Redemption Reminders

Do not accept Invalid Vouchers and report lost vouchers to CE.

Missing farmer's
vendor
identification
number

Missing
Redeemed/sale
date

Vouchers
redeemed after
"Dates of Use"

Forged/altered or
from another PY

Vouchers from the
county/different
federal or city
programs

Lost or stolen
vouchers





Voucher Redemption Processes

The CE must maintain written procedures for the reconciliation & redemption of vouchers to include:

Voucher Validity Determinations

- The CE must verify the validity of each voucher by checking:
 - Lost or stolen vouchers through tracking systems
 - Expired vouchers by comparing issue and expiration dates.
 - Inconsistencies with issuance log or redemption list by cross-referencing voucher details

Error Reduction in Transactions

- The CE must implement measures to reduce S/FMNP voucher discrepancy errors:
 - Regularly updating and reconciling transaction records
 - Utilizing automated systems to flag discrepancies or invalid vouchers
 - Providing training and guidance to staff to ensure proper handling and processing



Voucher Redemption Processes

The CE must maintain written procedures for the reconciliation & redemption of vouchers to include:

Handling Redeemed Vouchers without Issuance Records

- Investigate the discrepancy, checking for errors in the issuance system/logs.
- Contact participants or farmers to clarify voucher details.
- Mark the voucher as invalid if no issuance record can be located.

Disposal of Invalid or Unused Vouchers at End of PY

- TDA will communicate to CEs at the end of the PY on how to dispose unused vouchers.
- CEs will collect and destroy expired, or unused vouchers to prevent future misuse.
- Follow established procedures for destroying invalid vouchers.

V. Training & Monitoring



Training



01

CE Mandatory Training:

TDA conducts an annual training for participating S/FMNP CEs.

02


Annual Training:

CEs will annually conduct training for their staff, FMAs, and farmers on required topics.

03

New Farmer & FMA Training:

Any CE, FMA, or farmer participating in their first year must complete training through TDA. *Ensure you have proof of training completion, such as a sign-in sheet.



**Note: Trainings may be interactive (face-to-face or via teams/zoom meetings).*

S/FMNP Training Topics

- Identification of eligible foods

- Record keeping and document retention requirements.

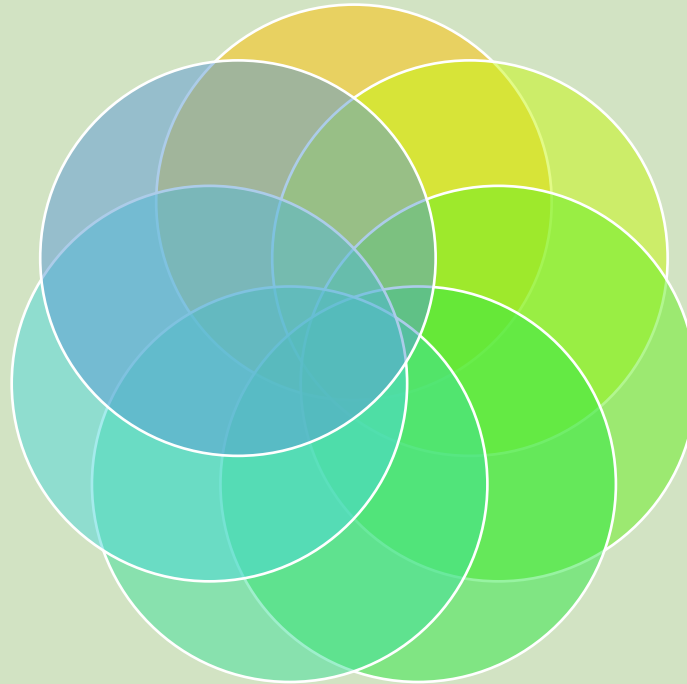
- Proper voucher redemption procedures, including deadlines for submission of vouchers

- Civil rights compliance and guidelines; Complaints & grievances process

- Equal treatment of participants

- Voucher cancellation procedures

- Voucher security, storage, and distribution



Civil Rights Complaint Process

S/FMNP Handbook, Section 6000: Civil Rights update:

- CEs must train staff and volunteers before they initially assume any S/FMNP duty and each program year thereafter.
- Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be written or verbal. If the complainant makes a verbal complaint, the person to whom the allegation is made must write up the elements of the complaint and should make every effort to obtain the following information:
 - Name, address, and telephone number or other means of contacting the complainant;
 - The specific location and name of the organization participating in S/FMNP;
 - The nature of the incident or action that led to the complaint of discrimination;
 - The basis on which the complainant believes discrimination exists (race, color, national origin, age, disability or sex);
 - The names, telephone numbers, titles, and business or personal address of persons that may have knowledge of the alleged discriminatory action; and
 - The date(s) during which the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).
- If a civil rights complaint is filed, the CE must forward it to USDA immediately. The complaints should be sent to:

USDA Food and Nutrition Service
Attn: Regional Civil Rights Director
1100 Commerce St.
Dallas, Texas 75242
- In addition to notifying USDA, all civil rights complaints must also be forwarded to TDA immediately. CEs may submit TDA's complaint form on behalf of the complainant via TDA's Complaints form (<https://app.smartsheet.com/b/form/063062f61d4d42e590290cbddb4ea35b>) located on the S/FMNP Administration/Forms page on SquareMeals.org. Finally, CEs, subdistributing agencies, and distribution sites are also required to provide the complainants with contact information for USDA for filing a civil rights complaint³ and explain that a complaint of a violation of their civil rights may be made directly to USDA.

Monitoring

CEs must conduct on-site reviews of a minimum of 10% of farmers & 10% of farmers markets **to include the highest risk farmers and markets.**

The CE develops a tool to identify high risk farmers and markets. *CE reviews these markets & farmers in its respective PY.

High-Risk Indicators: High volume of FMNP voucher redemptions by one farmer in a market, participant complaint(s), and/or first year participation

Monitoring

Areas of non-compliance/findings are referred to as “infractions”

Point system per “infraction”

If the market and/or farmer reaches “15 points”, the CE may sanction/disqualify them from participating in the S/FMNP

	Infraction	Explanation/Example	Points
1	Redemption of invalid vouchers: <ul style="list-style-type: none">• Redeemed after end date : After October 31	Must not exceed 5% of redeemed vouchers	1 Point
2	Providing unauthorized food or goods, except for firearms, ammunition, or controlled substances as defined in 21 USC 802 (including alcohol and tobacco), which have a higher points penalty. See #9 below.	Nuts or Clothing	5 Points
3	Charging FMNP customers more than other customers	\$6.00 worth of food for a participant is less than for a non-participant	5 Points
4	Requiring cash to be paid by FMNP participants in addition to voucher		5 Points
5	Asking FMNP participants to pay for vouchers not redeemed by TDA		5 Points
6	Falsifying information on vouchers	Date redeemed	5 Points
7	Charging for food items not received	Rain checks	5 Points

Example:
 $5 \times 3 = 15$ points = disqualification for 1 year

Monitoring

Sanctions: The CE may disqualify any farmer or farmers' market from participation in the S/FMNP by PY if the infraction score reaches 15+ points.

Total Number of Points	Disqualification Period	
15 Points	1 Year	May not accept vouchers for the current program year
20 Points	2 Years	May not accept vouchers for the current program year and the next program year
25 Points	3 Years	May not accept vouchers for the current program year and the next two program years

CEs must develop and follow written monitoring procedures that describe how the CE will monitor farmers' markets and farmers, and administer sanctions when infractions are found:

Monitoring

Monitoring and evaluation including development of a review schedule that uses high risk factors

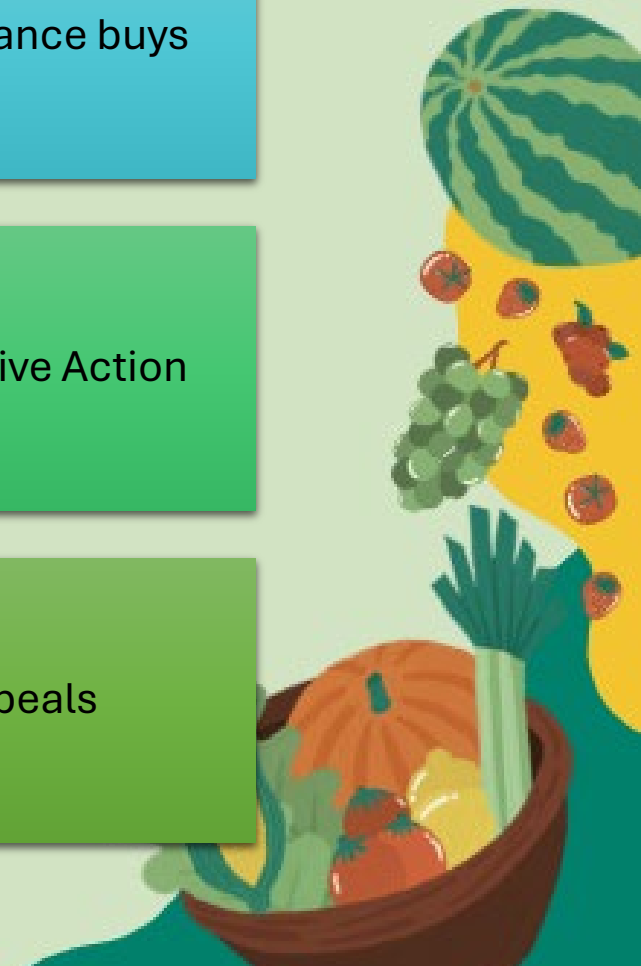
Compliance buys

Sanctioning

Corrective Action

Written Notice

Appeals



VII. Other:



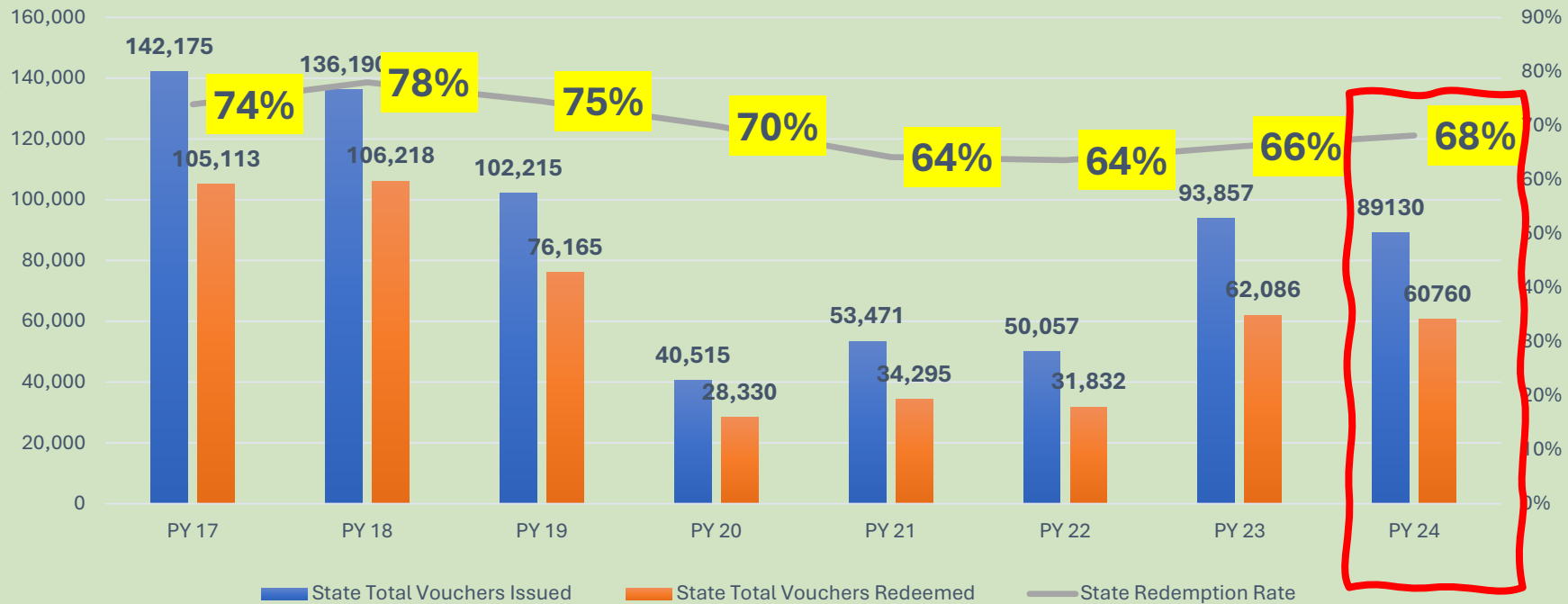
Issuance and Redemption FMNP:

PY 24 Increase of 2% for redemption*

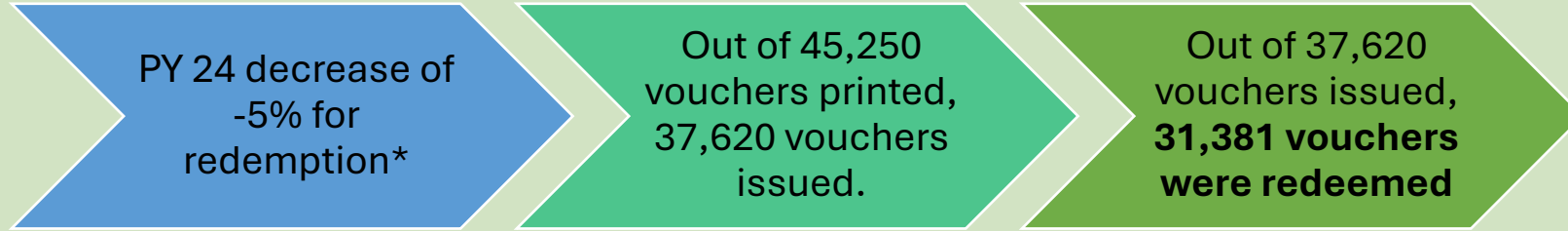
Out of 100,000 vouchers printed, 89,130 vouchers issued.

Out of 89,130 vouchers issued, **60,760 vouchers were redeemed**

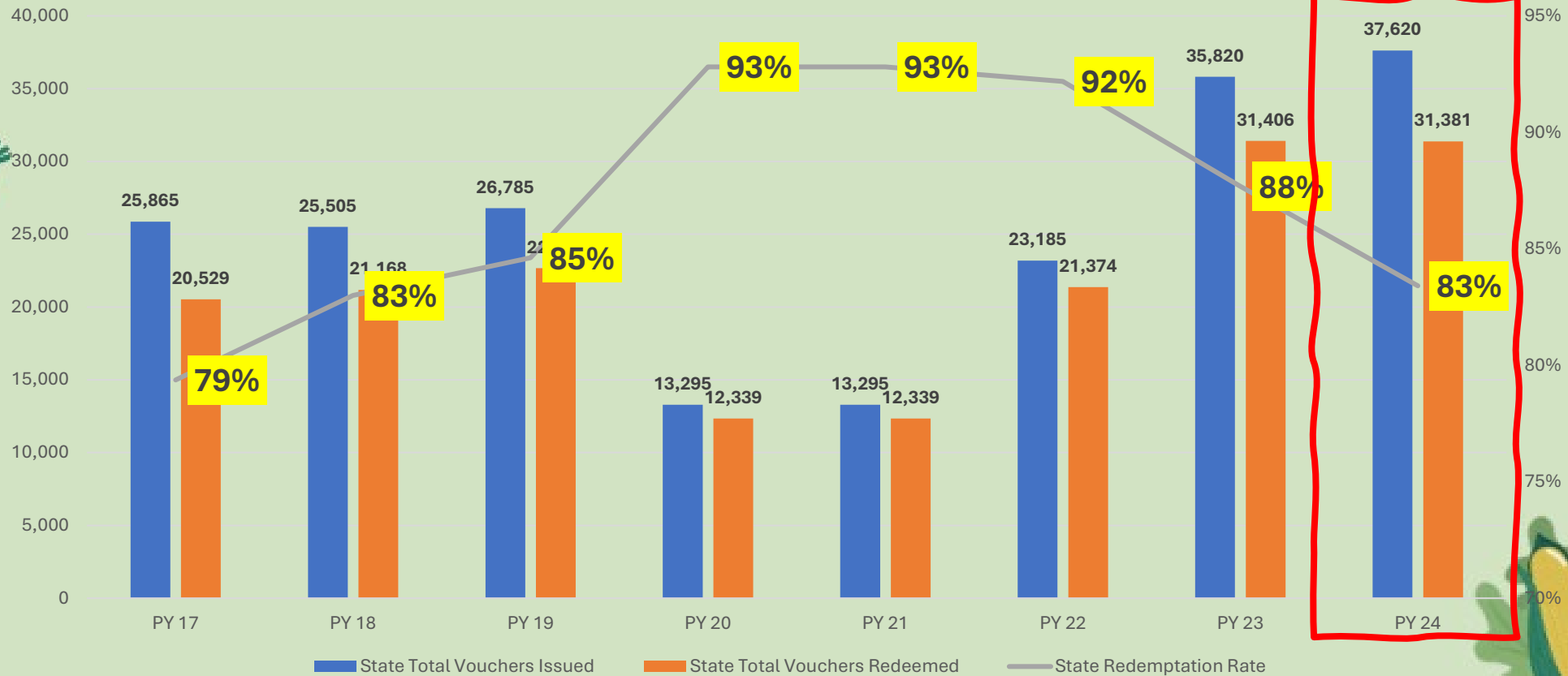
FMNP Issuance & Redemption



Issuance & Redemption SFMNP:



SFMNP Issuance & Redemption





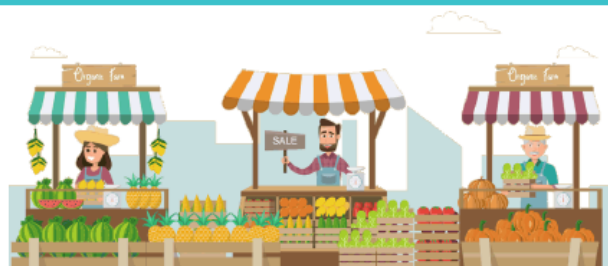
Updates/Reminders



End of PY 24 Survey Results

Senior & WIC Farmers Market Nutrition Program (S/FMNP)

End of the 2024 Survey



Feedback:

How was your Farmers Market Nutrition Program experience? Please provide your feedback by filling out this quick survey!

Use your phone to access the survey here:



OR click here to take the survey:

[2024 End of PY Survey](#)



Food and Nutrition Division
www.SquareMeals.org

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.
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Updated 6/24/2024
Farm Fresh Initiative



Forms/ Handbook Updates

[S/FMNP Handbooks](#)

[Farmers Market Review tool](#)

[S/FMNP Recipes](#)

[Other Resources >
SquareMeals.org](#)

[S/FMNP Map on SquareMeals.org](#)



Reminders

Voucher Issuance and Redemption/Submission Deadlines

First Day Vouchers may be Issued to Participants and Redeemed at at Farmers' Markets/ Roadside Stands	February 1
Last Day Vouchers may be Issued to Participants	September 30
Last Day Participants may Redeem Vouchers at Farmers' Markets/ Roadside Stands	October 31
Last Day Farmers Submit Redeemed Vouchers to FMA	November 15
Last Day FMA Submit Redeemed Vouchers to CE	November 30
Last Day CEs Submit Claim for Reimbursement to TDA	December 15

Reminders



Reach out to your WIC clinics and senior centers



Outreach/advertise programs



Create Pop Up Markets

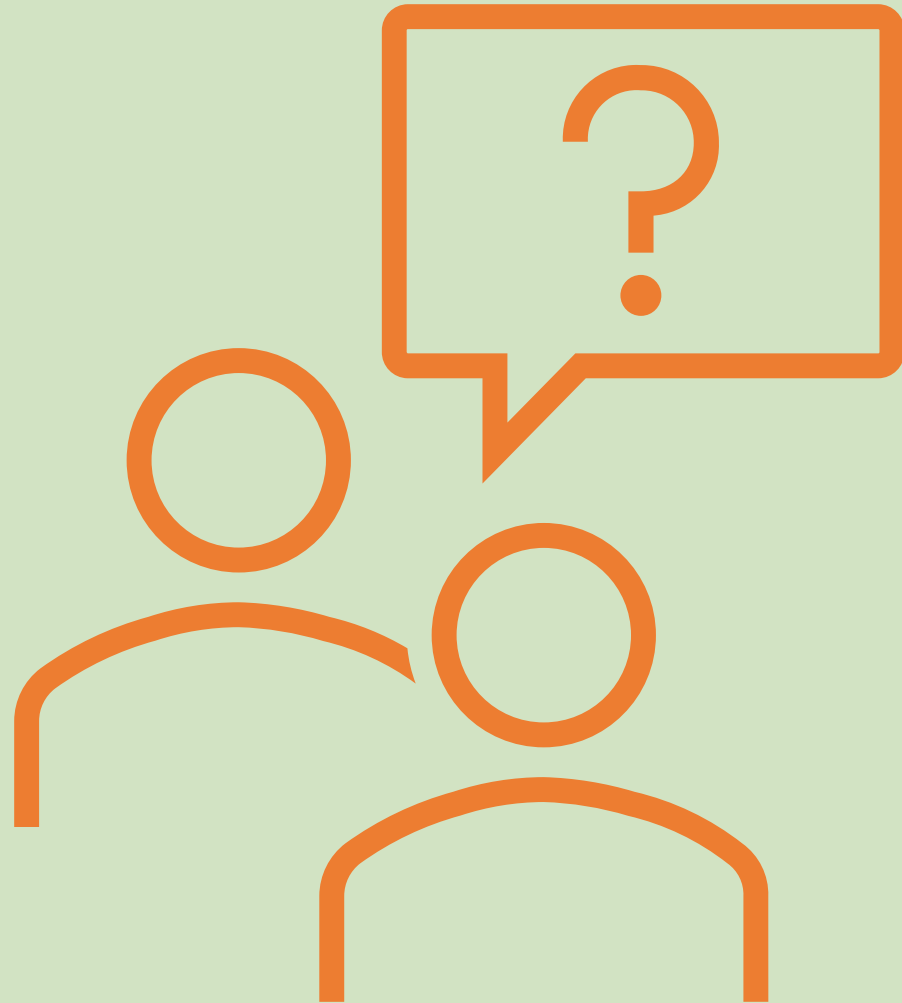


Remind participants to redeem their vouchers or return to participating markets



Ensure website information with current PY farmer locations and hours of operation

Questions



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov.

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COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
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Food and Nutrition Division
Commodity Supplemental Food Program



Updated 3/31/2025
www.SquareMeals.org