



PY 24' SENIOR & WIC FARMERS' MARKET TRAINING

BY
TEXAS DEPARTMENT OF
AGRICULTURE



HELLO, EVERYONE!

TDA CONTACTS



CRISTINA RODRIGUEZ
&
MICHELLE MITCHELL

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.

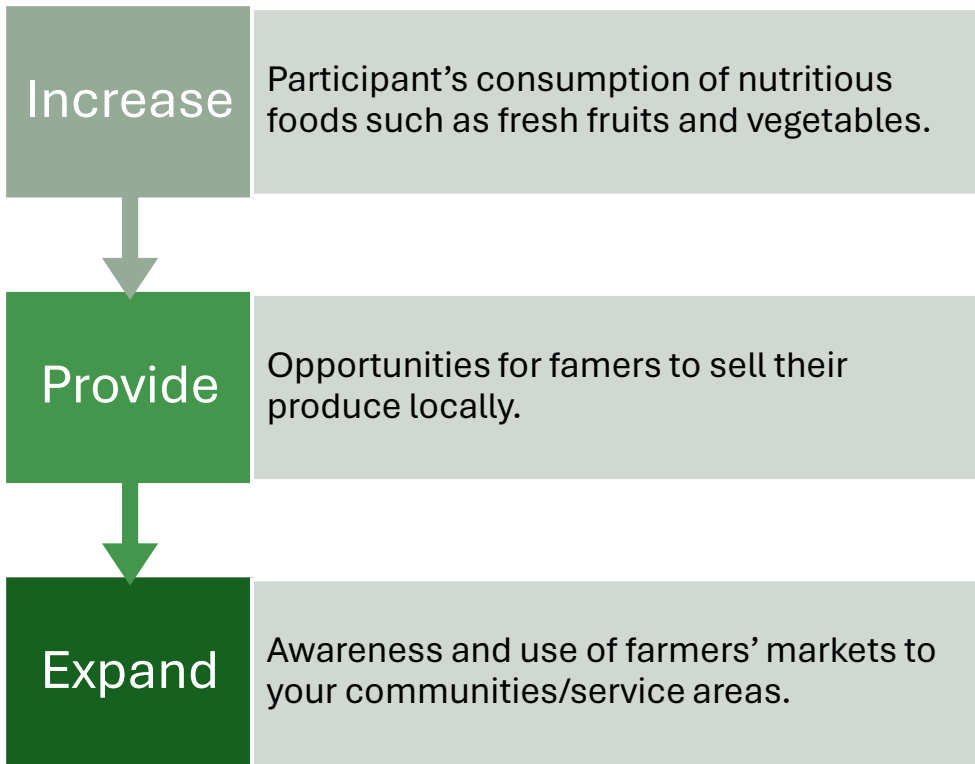


OUTLINE

- I. AGREEMENTS/CONTRACT PACKET RENEWALS**
- II. S/FMNP PROGRAM OPERATIONS**
- III. VOUCHER ISSUANCE**
- IV. VOUCHER REDEMPTION**
- V. TRAINING & MONITORING**
- VI. CLAIMS FOR REIMBURSEMENT**
- VII. OTHER**



Purpose of the S/FMNP:

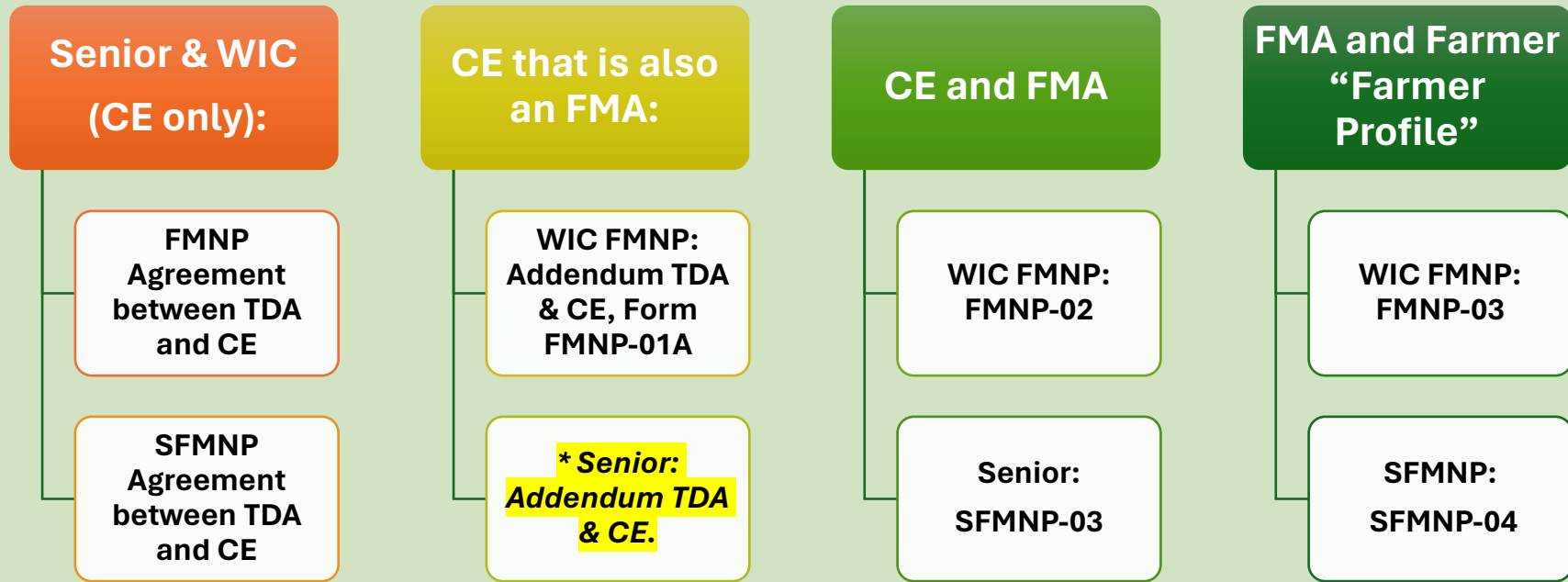


I. AGREEMENTS/ CONTRACT PACKET RENEWALS



S/FMNP Agreements

The following agreements are executed every 3 years, unless there is a new CE, FMA, and/or farmer:



S/FMNP Annual Contract Renewals in TXUNPS



1/16/24: CE Submit
Contract Packet into
TXUNPS

1/31/24: TDA PES
team will review and
approve S/FMNP
Contract Packets in
TXUNPS

**** CE may not order PY
24 vouchers until
their contract
packets are approved
by TDA.***

**** If not submitted on time, PES will request for a
corrective action plan.***

II. S/FMNP PROGRAM OPERATIONS



1. Authorizing Farmers' Markets, Associations & Farmers



Annually, CEs/Farmers' Markets Associations (FMAs) must be certified and trained by the Texas Department of Agriculture.



Farmers must sell eligible foods & meet merchantable quality.



FMAs must consist of two or more farmers selling most of their own produce.



75% of agriculture products sold at markets, must be grown in Texas. You may sell produce from New Mexico, Oklahoma, Arkansas and/or Louisiana.

*** Produce from Mexico is not allowed**



2. Farmers' Market Certification Application

Markets must be TDA certified to participate in the S/FMNP.

- All PY 23 certificates/applications are expired
- Now accepting PY 24 applications!

PY 24 TDA Application

- TDA FM Application is now online via JotForm at: <https://form.jotform.com/233333335027145>

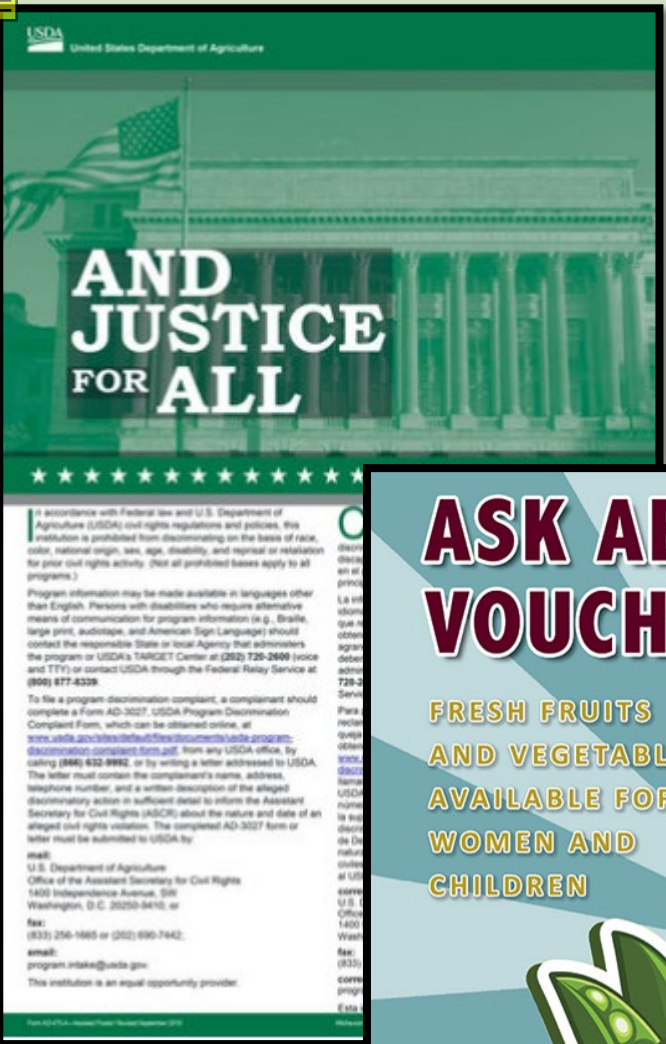
E-Certificate

- Application will be reviewed & an invoice will be emailed
- An E-Certificate will be emailed once TDA processes your payment.

TDA Contact

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

3: Farmers' Markets Posters



ASK ABOUT VOUCHERS HERE

FRESH FRUITS AND VEGETABLES AVAILABLE FOR WOMEN AND CHILDREN

FARMER'S VENDOR # XXXXXXXXXXXX

“Ask About Vouchers Here”

- Individual farmers must prominently display poster advertising that they will accept S/FMNP vouchers.
- Must have their vendor ID number clearly displayed.

And Justice For All “AJFA”

- Posters should also be displayed in prominent areas during S/FMNP market hours.
- No USDA updates on poster; May print.

4. 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:

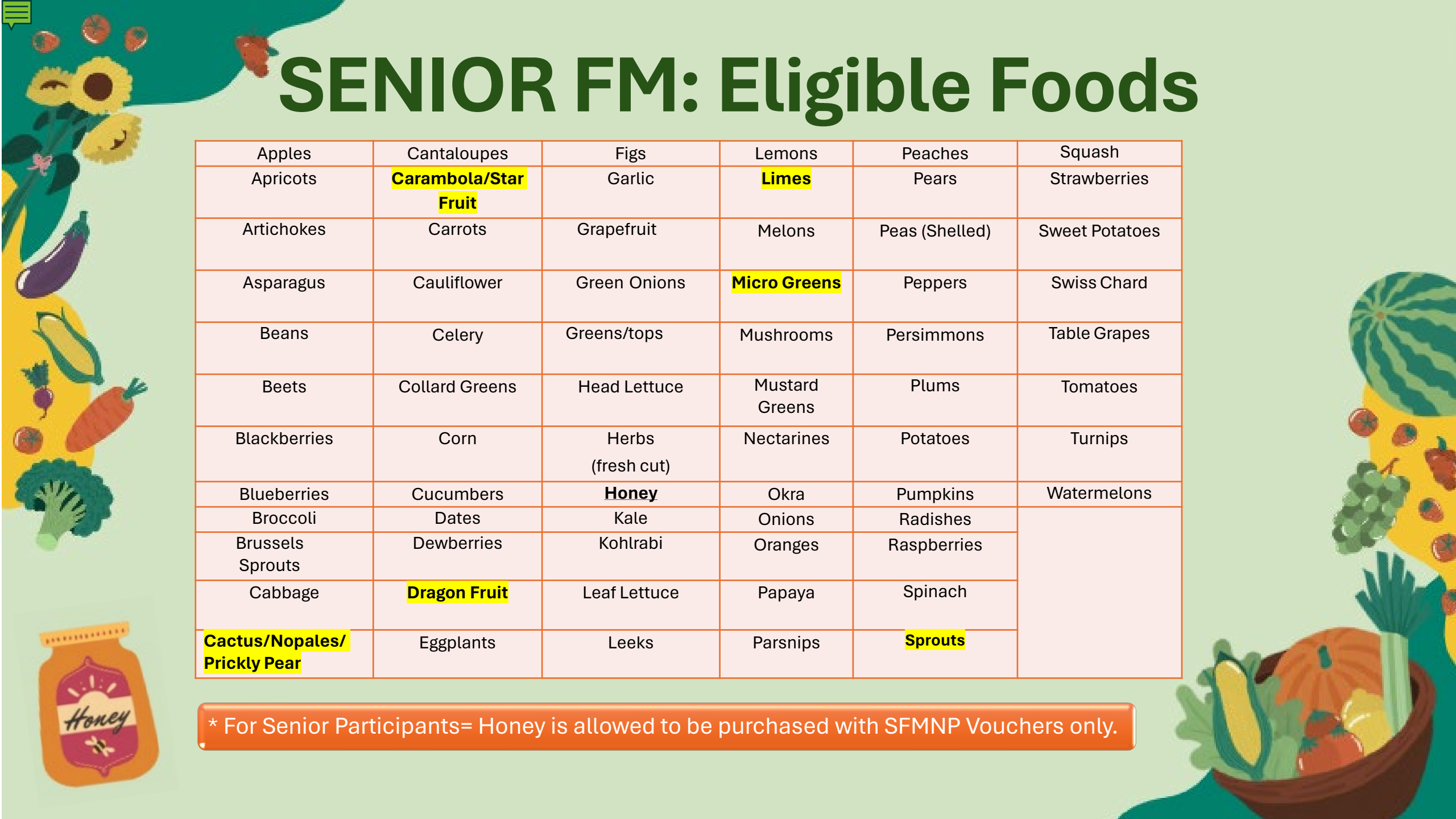
Dried Fruits	Flowers	Processed Foods
Aloe Vera	Honey, raw or processed	Roasted Peppers
Baked Goods	Jams	Seafood
Cheese	Meat	Seeds
Cider	Non-food items	Sun-dried Tomatoes
Decorative Gourds	Nuts of any kind	Syrup
Dried Chili Peppers	Pecans	Wild Rice
Dried/Potted Herbs	Picante Sauce	
Dried Fruits/Vegetables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

* For WIC FMNP Participants= Honey is not allowed to be purchased with FMNP Vouchers

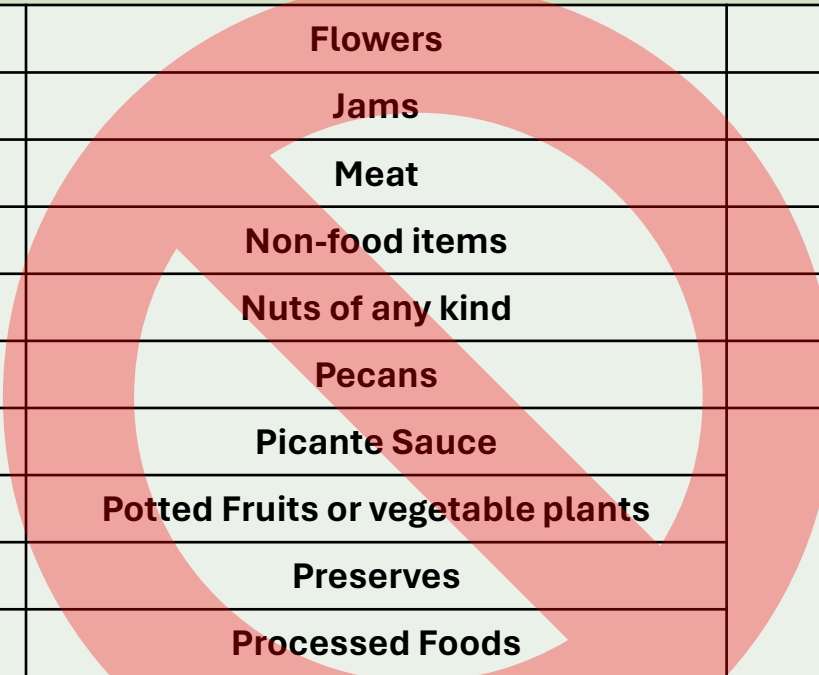
SENIOR FM: Eligible Foods

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	Kale	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 is allowed to be purchased with SFMNP Vouchers only.



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	



5: Operating S/FMNP Farmers' Markets & Roadside Stands Reminders



1

Create/Provide instructions on how the S/FMNP works. 'How to redeem vouchers'.

2

Display/label prices for S/FMNP Eligible Foods

3

Separate the ineligible produce. Mark items as non S/FMNP.

4

Encourage S/FMNP participants to come back to the markets to utilize their unused vouchers.



NEW

Instructions
on how to
use S/FMNP
Vouchers
one pager

How to use your WIC FMNP Vouchers

- 1**
BRING YOUR WIC SHOPPING LIST

- 2**
RECEIVE 5 FMNP VOUCHERS.
VALUE OF \$30.00

- 3**
CHOOSE ELIGIBLE PRODUCE

- 4**
PAY WITH VOUCHERS

- 5**
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)

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III. Voucher Issuance



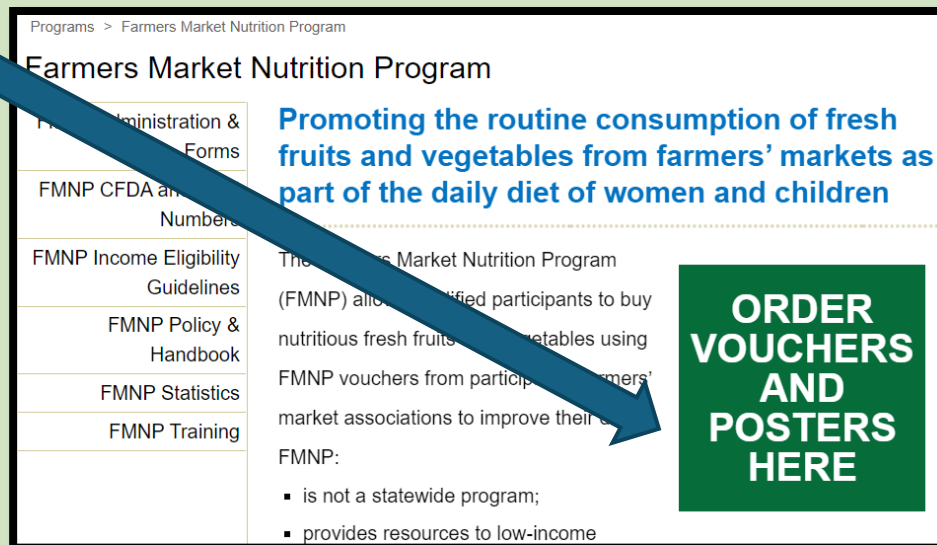
Ordering Vouchers & Posters

All S/FMNP voucher & posters will be ordered via SquareMeals.org

Before approving CE's Order Request: TDA will review quantity, CE name/ staff ordering for validity.

Vouchers are mailed to CE by TDA's fulfillment center.
** Process may take up to 3 weeks. Please order timely.*

Voucher Issuance begins February 1 – September 30th.
Season varies between CEs.



Programs > Farmers Market Nutrition Program

Farmers Market Nutrition Program

Promoting the routine consumption of fresh fruits and vegetables from farmers' markets as part of the daily diet of women and children

Administration & Forms	
FMNP CFDA and Numbers	
FMNP Income Eligibility Guidelines	The Farmers Market Nutrition Program (FMNP) allows qualified participants to buy nutritious fresh fruits and vegetables using FMNP vouchers from participating farmers' market associations to improve their diet.
FMNP Policy & Handbook	
FMNP Statistics	
FMNP Training	

FMNP:

- is not a statewide program;
- provides resources to low-income

ORDER VOUCHERS AND POSTERS HERE

*Note: For the SFMNP, there are less vouchers printed due to the funding of program

FMNP: Voucher Issuance

For PY 24, each eligible FMNP participant will receive an orange perforated sheet of (5) vouchers & 1 cover sheet

FMNP- Total value \$30.00/ \$6.00 each voucher

*Participant Signature line has been removed. Please only have the participant enter the date of redemption.

2024

FARMERS' MARKET NUTRITION PROGRAM

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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VENDOR NUMBER HERE

No Change Issued

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

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

REDEMPTION DATE
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

VOUCHER AMOUNT
\$6.00

Date Voucher Redeemed

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

VENDOR NUMBER HERE

No Change Issued

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

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

REDEMPTION DATE
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

VOUCHER AMOUNT
\$6.00

Date Voucher Redeemed

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

VENDOR NUMBER HERE

No Change Issued

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

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

REDEMPTION DATE
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

VOUCHER AMOUNT
\$6.00

Date Voucher Redeemed

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

VENDOR NUMBER HERE

No Change Issued

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

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

REDEMPTION DATE
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

VOUCHER AMOUNT
\$6.00

Date Voucher Redeemed

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

SAMPLE

Voucher Issuance: SFMNP

PY 24, Each eligible SFMNP participant will receive a maroon perforated sheet of (5) vouchers & 1 cover sheet

SFMNP- Due to the ARPA Grant PY 23 & PY 24: Total value \$50.00/ \$10.00 each voucher.

*Participant Signature line has been removed

2024

SENIOR FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE

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
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

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

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
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

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

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
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

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

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
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

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

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
02/01/24 - 10/31/24
Participants MUST Redeem Vouchers by 10/31/24

VOUCHER AMOUNT
\$10.00

Date Voucher Redeemed

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

TEXAS DEPARTMENT OF AGRICULTURE
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SAMPLE



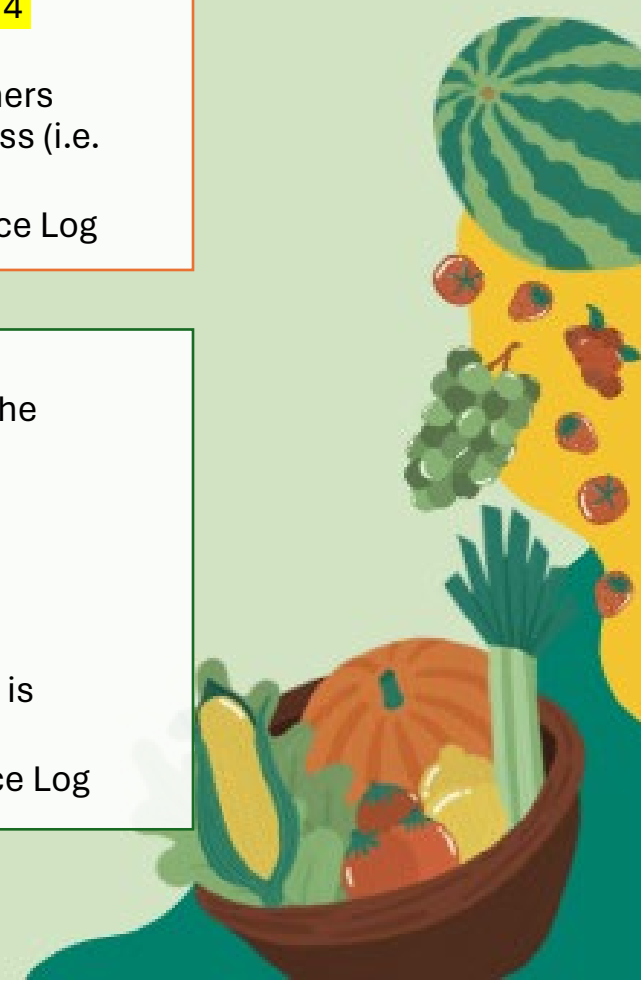


Voucher Issuance

WIC Participants (FMNP):

- Annually, 1 FMNP booklet is given per eligible participant in the household (Pregnant, breastfeeding, postpartum women, children (1-5 years of age), + Infants (over 4 months) on a first come, first serve basis.
- Must show proof of WIC eligibility to receive vouchers (shopping list). Each CE may have their own process (i.e. shopping list must be printed).
- No Dual Participation – Complete Voucher Issuance Log

Senior Participants (SFMNP):

- Each PY, the applicant must apply by completing the Participant Application, H1430
 - Must be 60 years of age or older
 - Must meet income guidelines
 - Show proof of ID
 - Reside in the CE's service area
 - Annually, 1 SFMNP booklet per eligible participant is given on a first come, first serve basis
 - No Dual Participation– Complete Voucher Issuance Log
- 

Voucher Issuance

WIC & Senior participants:

- Each participant must receive instructions on how to redeem vouchers, to include:
 - Locations & Hours of operations of participating Farmers' markets/Roadside Stands
 - Names of participating Farmers' Markets & Roadside Stands
 - Description of Eligible Foods & Prohibition of cash exchange
 - Complaint Procedures

SFMNP Only:

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



2022 FARMERS' MARKET



www.safoodbank.org/farmersmarkets

LOCATIONS

<p style="text-align: center; color: red; font-weight: bold;">Not SAFB Markets</p> <p style="text-align: center; font-weight: bold;">Olmos Basin</p> <p>100 Jackson Keller SA TX 78216 Every Tues and Sat 8AM-1PM</p> <p style="text-align: center; font-weight: bold;">Leon Valley Public Library</p> <p>6427 Evers Rd SA TX 78238 Every Wed 8AM-1PM</p> <p style="text-align: center; font-weight: bold;">WIC Clinic Medical Center</p> <p>5500 Babcock, Suite 123 SA TX 78240 Every Th. 10AM-1PM</p> <p style="text-align: center; font-size: x-small; color: red;">Questions? Call 210-842-0376</p>	<p style="text-align: center; font-weight: bold;">Pica Pica Plaza</p> <p>910 SE Military Dr SA TX 78214 Every Friday (Starting 4/1) 9 AM - 12 PM</p> <p style="text-align: center; font-weight: bold;">WIC Clinic Callaghan</p> <p>4412 Callaghan Rd SA TX 78228 4/7, 5/5, 6/2, 7/7, 8/4, 9/1, 10/6 (1st Thursdays) 9 AM-12 PM</p> <p style="text-align: center; font-weight: bold;">WIC Clinic Naco-Perrin</p> <p>4020 Naco Perrin SA TX 78217 4/4, 5/2, 6/6, 8/1, 10/3 (1st Mondays) 9 AM-12 PM closed 7/4 & 9/5</p> <p style="text-align: center; font-weight: bold;">WIC Clinic Pecan Valley</p> <p>802 Pecan Valley SA TX 78220 4/11, 5/9, 6/13, 7/11, 8/8, 9/12 (2nd Mondays) 9 AM-12 PM closed 10/10</p>	<p style="text-align: center; font-weight: bold;">New Braunfels Food Bank</p> <p>1620 S. Seguin Ave New Braunfels, TX 78130 4/6, 5/4, 6/1, 7/6, 8/3, 9/7, 10/5 (1st Wednesdays) 9 AM-12 PM</p> <p style="text-align: center; font-weight: bold;">Mission Marquee Plaza</p> <p>3100 Roosevelt Ave. SA, TX 78214 Starting April- Every 1st & 3rd Saturday 9 AM-12 PM</p> <p style="text-align: center; font-weight: bold;">Health Texas Holy Cross</p> <p>590 N General McMullen SA TX 78228 4/21, 5/19, 6/16, 7/21, 8/18, 9/15, 10/20 (3rd Thursdays) 9 AM-12 PM</p> <p style="text-align: center; font-weight: bold;">Robert B Green-UHS</p> <p>903 W Martin St. SA TX 78207 Starting May- Every 1st & 3rd Tuesday 9 AM-12 PM</p> <p style="text-align: center; font-size: x-small; color: red;">Questions? Call 210-431-8358</p>
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WHO IS ELIGIBLE?

<p style="text-align: center; font-weight: bold; color: white;">WIC PARTICIPANTS</p> <ul style="list-style-type: none"> 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 2022. ONE PER PERSON PER YEAR, while supplies last. Vouchers can be used until 31 Oct 2022. 	<p style="text-align: center; font-weight: bold; color: white;">SENIOR PARTICIPANTS</p> <ul style="list-style-type: none"> Adults 60 and older who meet the income guidelines can receive \$20 in vouchers to spend at participating Farmers' Markets. Bring your ID to the Farmers Market listed. Vouchers distributed until 30 Sept 2022. ONE PER PERSON PER YEAR, while supplies last. Vouchers can be used until 31 Oct 2022 Seniors may use vouchers for honey.
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ALLOWED FOODS

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

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.
- Vouchers must be signed IN FRONT OF THE FARMER AT TIME OF USE. You may assign a proxy on your behalf.

This institution is an equal opportunity provider **Last updated on 04/14/2022**

SFMNP Only: Voucher Issuance

Eligibility Determinations

- **CEs must deem applicants either Eligible, Eligible & on a waiting list, or Ineligible within (15 days from the date of application)**
- **If placed on a waiting list, CE must document the applicant's name, address/phone number, & date placed on waiting list.**
- **Applicants must be advised in writing if they do not meet eligibility criteria and their right to a fair hearing.**
- **** May utilize the Participant Application form.***

Proxy

- A proxy is a person designated by a participant to act for the participant as necessary throughout the SFMNP process.
- The proxy may apply for certification, be issued SFMNP vouchers, and use SFMNP vouchers at authorized farmers' market and/or roadside stands.
- The participant may name a proxy any time during the program year. *This information must be provided in writing.*
- The participant may list a proxy on the Participant Application (Form H1430) during certification or provide a signed statement (written note).

Participant Voucher Issuance Log

Voucher Log
Revised March
2023

- Includes Infant Category
- Removed Participant Signature

CE/FMA

- Ensure booklet serial numbers are recorded on log
- Protect participant confidentiality

Record Keeping

- Reviewed during Administrative Reviews
- Utilize for data collection

You may create
your own voucher
issuance log

- Meet minimum federal criteria

Participant Name (Please Print)		Proxy Name (Please Print)	Participant Category (FMNP Only)	Voucher Serial Numbers	CE Staff Initials
Cristina Rodriguez		Eddie Rodriguez	<input type="checkbox"/> Pregnant <input type="checkbox"/> Breastfeeding <input type="checkbox"/> Postpartum <input checked="" type="checkbox"/> Child <input type="checkbox"/> Infant	1000-10005	HG
			<input type="checkbox"/> Pregnant <input type="checkbox"/> Breastfeeding <input type="checkbox"/> Postpartum <input type="checkbox"/> Child <input type="checkbox"/> Infant		
			<input type="checkbox"/> Pregnant <input type="checkbox"/> Breastfeeding <input type="checkbox"/> Postpartum <input type="checkbox"/> Child <input type="checkbox"/> Infant		
			<input type="checkbox"/> Pregnant <input type="checkbox"/> Breastfeeding <input type="checkbox"/> Postpartum <input type="checkbox"/> Child <input type="checkbox"/> Infant		
			<input type="checkbox"/> Pregnant <input type="checkbox"/> Breastfeeding <input type="checkbox"/> Postpartum <input type="checkbox"/> Child <input type="checkbox"/> Infant		
			<input type="checkbox"/> Pregnant <input type="checkbox"/> Breastfeeding <input type="checkbox"/> Postpartum <input type="checkbox"/> Child <input type="checkbox"/> Infant		

Texas Department
of Agriculture

March 2023

Participant Voucher Issuance Log

Contracting Entity:

Date Vouchers Issued:

Farmers' Market Nutrition Program (FMNP)

Site/Market:

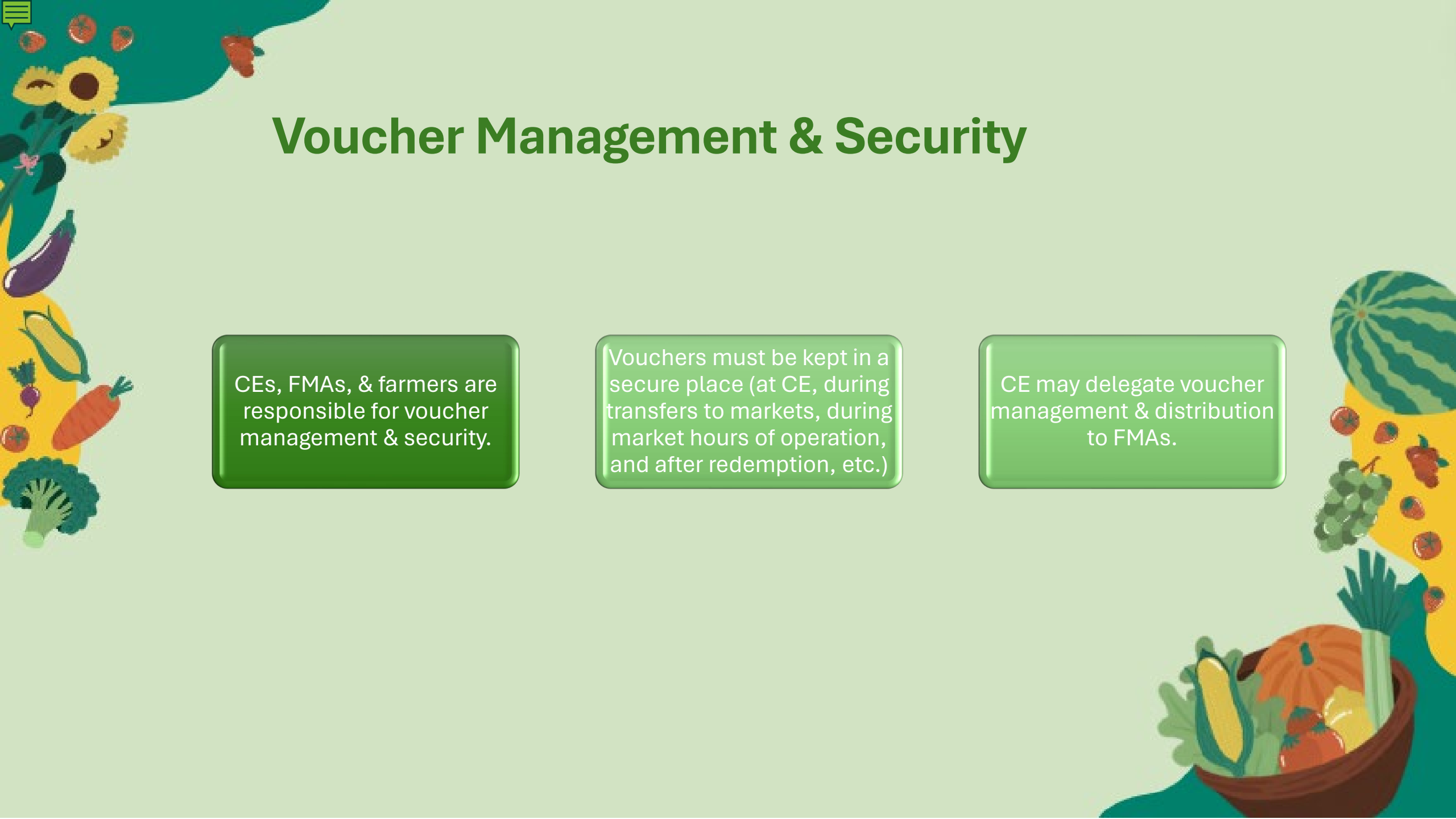
Senior Farmers' Market Nutrition Program (SFMNP)

Voucher Management & Security

CEs, FMAs, & farmers are responsible for voucher management & security.

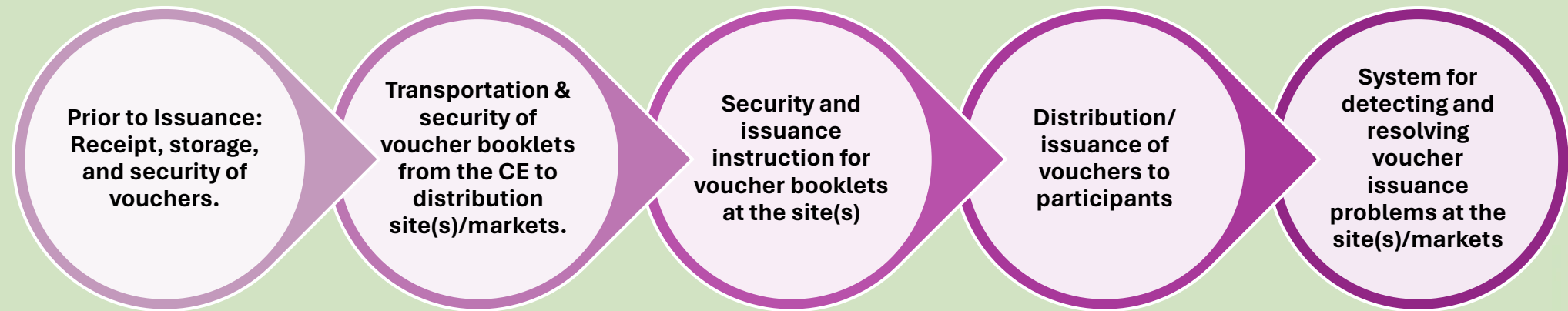
Vouchers must be kept in a secure place (at CE, during transfers to markets, during market hours of operation, and after redemption, etc.)

CE may delegate voucher management & distribution to FMAs.



Voucher Management & Security

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



IV. Voucher Redemption





Voucher Redemption

Begins February 1- October 31 of each PY.

Participants may only redeem vouchers by purchasing eligible S/FMNP produce.

Farmers must enter their vendor numbers on voucher. * May utilize a stamp that contains number.





Voucher Redemption Reminders

Farmer/FMA must not charge a higher price than that charged to non- S/FMNP customers for the same foods

Do not redeem S/FMNP vouchers less than their value

Do not provide cash change for purchases OR require cash to be paid for S/FMNP eligible food.

Do not bill or attempt to collect for unredeemed vouchers



Voucher Redemption Reminders

Do not accept Invalid Vouchers:

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
programs

Voucher Redemption

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

How the CE determines the validity of each voucher (lost, stolen, expired, or inconsistent with issuance log or redemption list.)

How it reduces the numbers of errors in transactions

How it handles redeemed vouchers that cannot be traced to a record of issuance

How it will dispose of vouchers not valid or used at the end of each PY.

V. Training & Monitoring



Training

01

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

02

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

03

Any CE, FMA, and farmer that is participating for their first year must be trained by TDA. *

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

S/FMNP Training

- Identification of eligible foods

- Record keeping and document retention requirements.

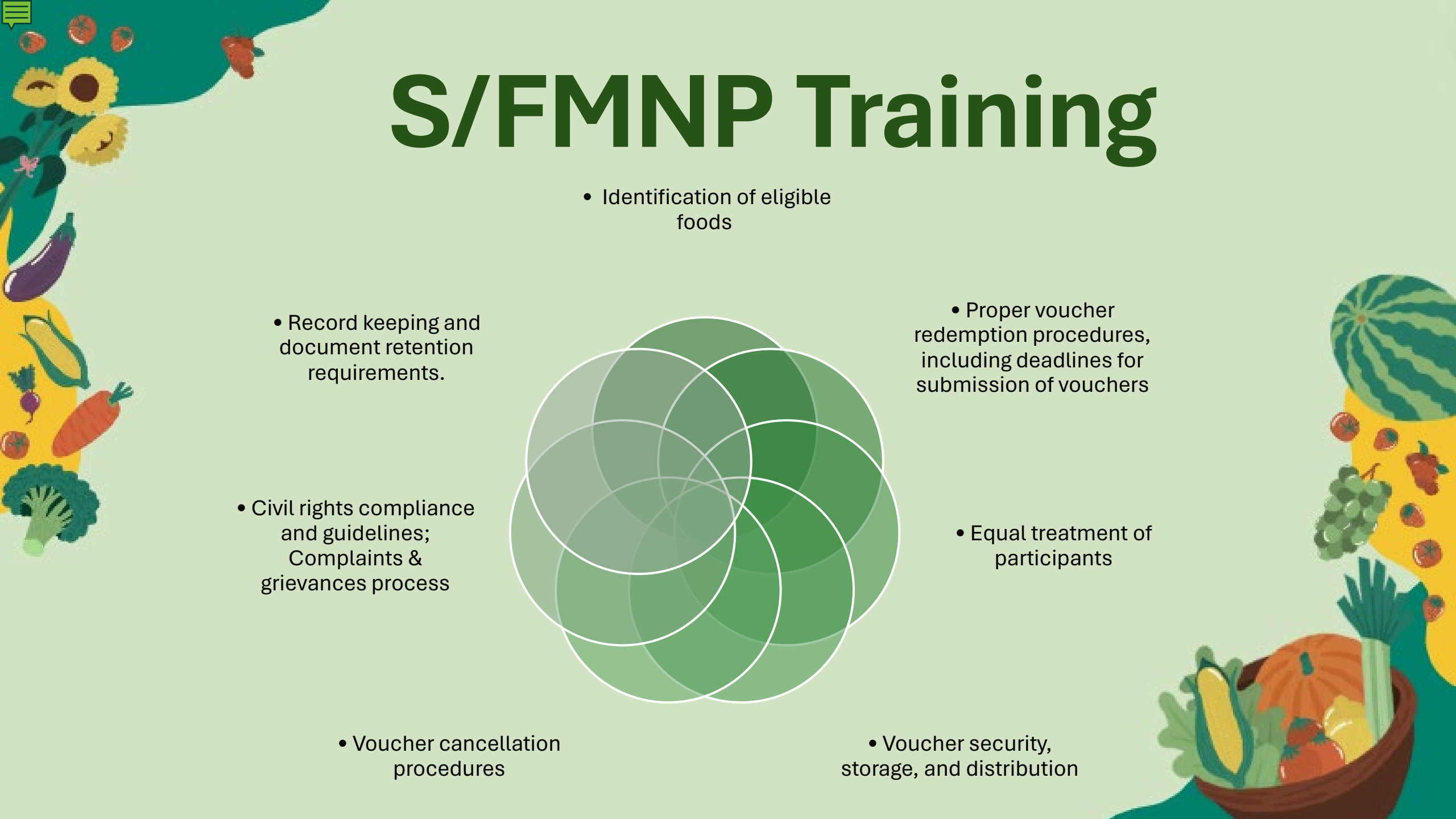
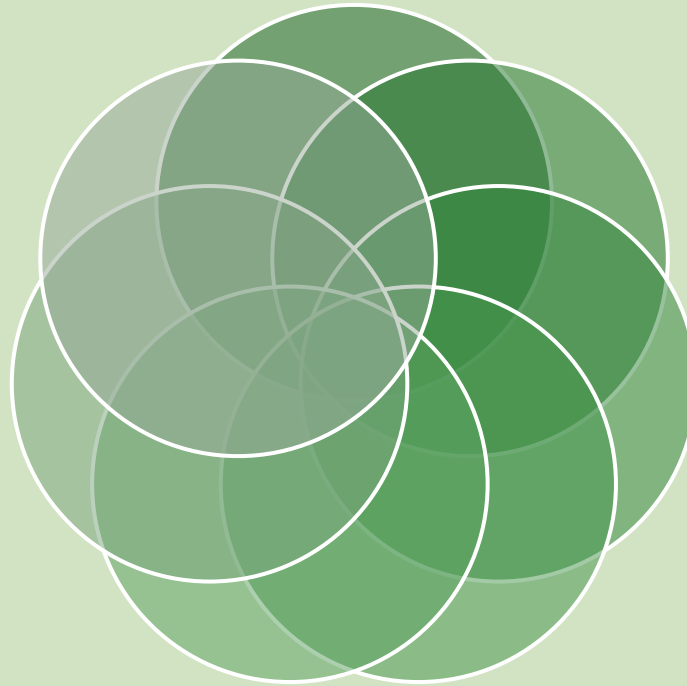
- Proper voucher redemption procedures, including deadlines for submission of vouchers

- Civil rights compliance and guidelines; Complaints & grievances process

- Equal treatment of participants

- Voucher cancellation procedures

- Voucher security, storage, and distribution



Monitoring

Annually, CEs are required to monitor 10% farmers, markets, and/or roadside stand and FMAs.

Update: S/FMNP Market, Farmer & Roadside Stand Review Tool – Revised November 2023

Compliance buys, or test buys, may be performed to make sure vendors are observing all regulations regarding sales to S/FMNP participants

NEW

Texas Department
Of Agriculture

Farmers' Market Review
November 2023

S/FMNP Market, Farmer, and Roadside Stand Review

Section I. Review Information	
Contracting Entity (CE)/CE ID:	Date of Review:
Program(s) Reviewed: <input type="checkbox"/> Farmers' Market Nutrition Program (FMNP) <input type="checkbox"/> Senior Farmers' Market Nutrition Program (SFMNP)	
Name of Reviewer:	Title:
Name of Market or Roadside Stand Reviewed:	Type of Site (<i>Redemption only, Voucher Issuance & Redemption, etc.</i>):
Name(s) of Farmer(s) Reviewed (include Farmers' Market Association):	

Section II. Market Review & Voucher Redemption		Yes	No	N/A
2.1	Was a farmers' market/roadside stand observed for the S/FMNP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Is the "And Justice For All" Poster prominently displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Does each farmer have a vendor poster displayed showing they are authorized to redeem S/FMNP vouchers to include their vendor ID number? If no, list the farmers that did not have the poster displayed and/or their vendor ID number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Are individual farmers displaying prices for S/FMNP eligible Foods during market hours? If no, list the farmers not displaying prices for S/FMNP eligible foods:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Are vouchers kept secure during issuance and/or redemption? Describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Were vouchers redeemed by participants valid? If no, please describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 must develop a system to identify high risk farmers and markets. *Will be reviewed during Administrative Reviews.

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	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

Monitoring

Sanctions: The CE may disqualify any farmer or farmers' market from participation in the S/FMNP by PY if the sanction 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



VI. Claims for Reimbursement





Claims for Reimbursement & Deadlines

Monthly, CEs must submit S/FMNP claims for reimbursements into TXUNPS.

CEs may submit claims from February-December 15 of each PY.

Ensure accurate data/numbers is being entered into TXUNPS.



FMNP Administrative Funding

Each CE receives \$.90 of Administrative Funding per voucher redeemed.

CE's will also receive the total dollar amount of vouchers redeemed per claim period (\$6.00/voucher)

FMNP CEs will receive additional administrative funds if funds are available at the end of the PY.





SMNP Administrative Funding

CE's will receive the total dollar amount of vouchers redeemed per claim period (\$10.00/voucher)

If any remaining SFMNP administrative monies are remaining, it will get allocated to CEs.



FMNP Administrative Funding

Farmers' Market Nutrition Program (FMNP)

Claim Information

1. Total number of sub-agencies reporting this claim period (if applicable):	1
2. Total number of farmers' markets reporting this claim period:	1
3. Total number of farmers redeeming claims represented this claim period:	5
4. Total number of vouchers distributed to participants this claim period:	1,245
5. Total number of vouchers disallowed this claim period. (Includes: unsigned vouchers, undated vouchers, vouchers not dated for current year, vouchers without the farmer's ID number.)	0
6. Total number of vouchers redeemed by farmers:	752
7. Total Administrative Expenses based on number of vouchers redeemed this claim period (# vouchers redeemed x \$0.90):	\$676.80
8. Total dollar amount of vouchers redeemed [total number of vouchers redeemed during this claim period x \$6.00 (value of individual voucher)]:	\$4,512.00
9. Total Voucher Reimbursable Expenses (add \$ amounts of items 7 and 8)	\$5,188.80
Approved Reimbursement Amount:	\$4,512.00

SFMNP Administrative Funding

Senior Farmers' Market Nutrition Program (SFMNP)

Claim Information

1. Number of Sub-Agencies:	0
2. Number of Farmers' Markets:	3
3. Number of Farmers Redeeming Claims:	2
4. Number of Vouchers Distributed:	1,520
5. Number of Participants Receiving Bulk Purchased Foods: (bulk purchase distribution must equal \$20 in value per recipient)	0
6. Total Number of Vouchers Disallowed: (Includes: unsigned vouchers, undated vouchers, vouchers not dated for current year, vouchers without the farmer's ID number)	0
7. Number of Vouchers Redeemed By Farmers:	1,262
8. Value of Voucher:	\$10.00
9. Total Value of Vouchers Redeemed:	\$12,620.00
Approved Reimbursement Amount:	\$12,620.00

Claim Information - Administrative Expenses (Costs of Certifying/Verifying Applicants and Distributing

For SFMNP- CEs do not receive the \$.90 admin. funding per redeemed voucher

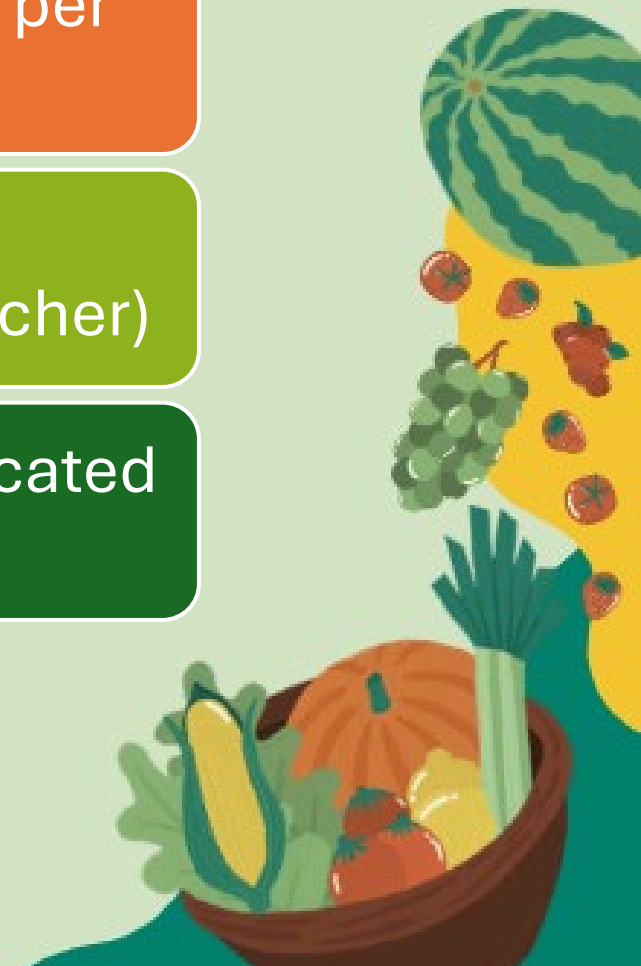


FMNP Administrative Funding

Each CE receives \$.90 of Administrative Funding per voucher redeemed.

CE's will also receive the total dollar amount of vouchers redeemed per claim period (\$6.00/voucher)

Any leftover Administrative monies will be reallocated to CEs.





Allowable VS. Unallowable Costs

CE's expenses for
planning, organizing, &
managing the S/FMNP
(salaries, transportation,
outreach)

Must be reasonable &
necessary

Be verifiable/adequately
documented





Allowable VS. Unallowable Costs

Unallowable Costs may never be claimed for reimbursement

Cannot be counted towards the State matching requirement

**Do not enter any State Matching on claims for reimbursements*



VI. Claims for Reimbursement & Deadlines

1/23: TDA S/FMNP Annual Training

1/16: S/FMNP Agreements & Renewal Packets due to TDA

1/31: TDA approves S/FMNP Contract Renewal Packets

Last day for Voucher Issuance to participants

11/10: Final October Numbers

11/15: Farmers submit redeemed vouchers to FMA

11/30: FMA submit redeemed vouchers to CE

Feb

Oct. 31

Dec.

Jan.

Sept. 30th

Nov.

2/1: CE to begin ordering vouchers from TDA/FMA

2/1: Begin voucher issuance & Redemption, if applicable

2/1: CEs to begin their annual training with staff, FMA, and farmers

Last day participants may redeem vouchers

12/15: Last day to submit claims for reimbursement to TDA

12/31: USDA FNS 683 A&B

** FMA should be submitting redeemed vouchers to CE monthly*

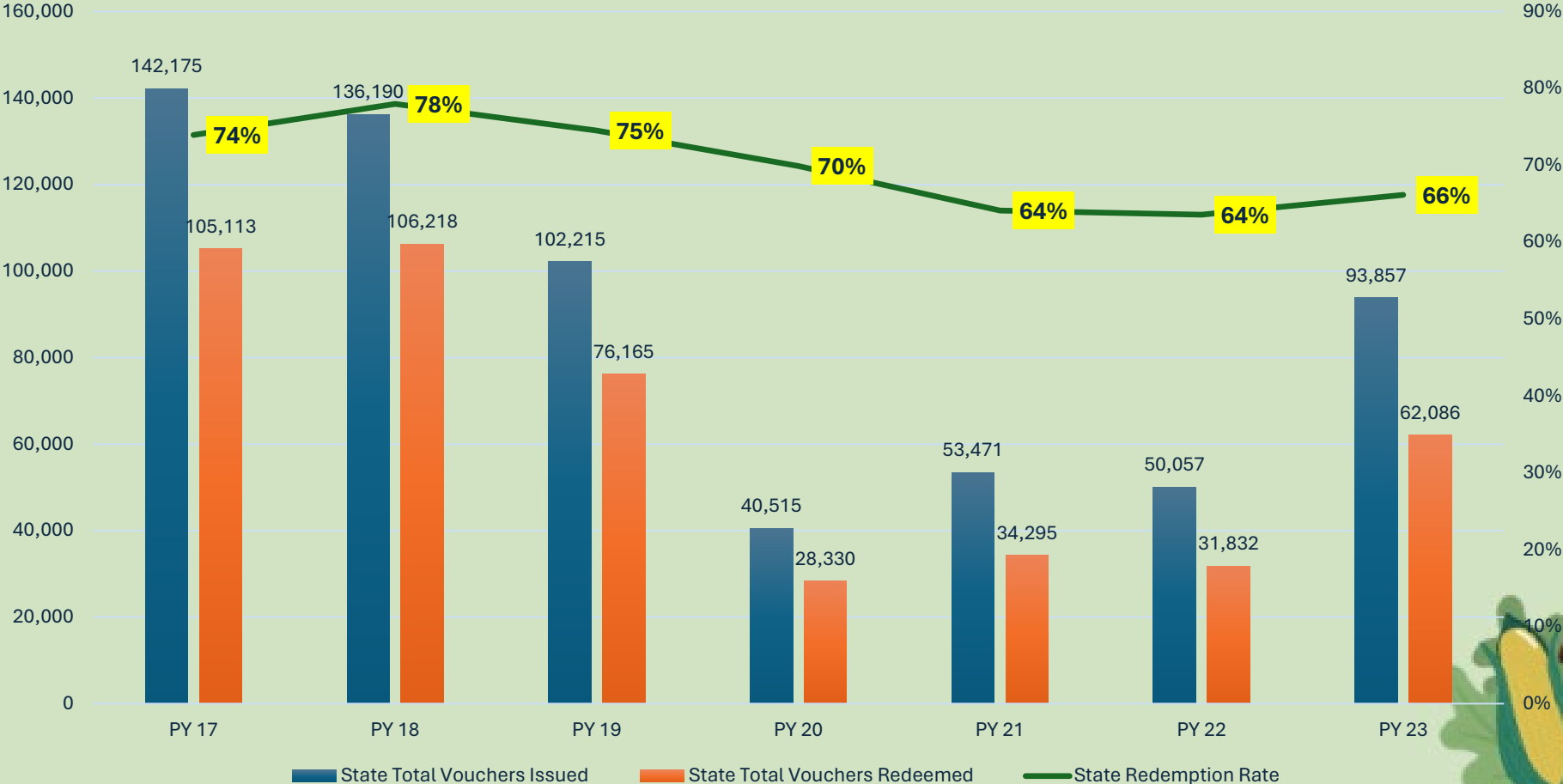


VII. Other:



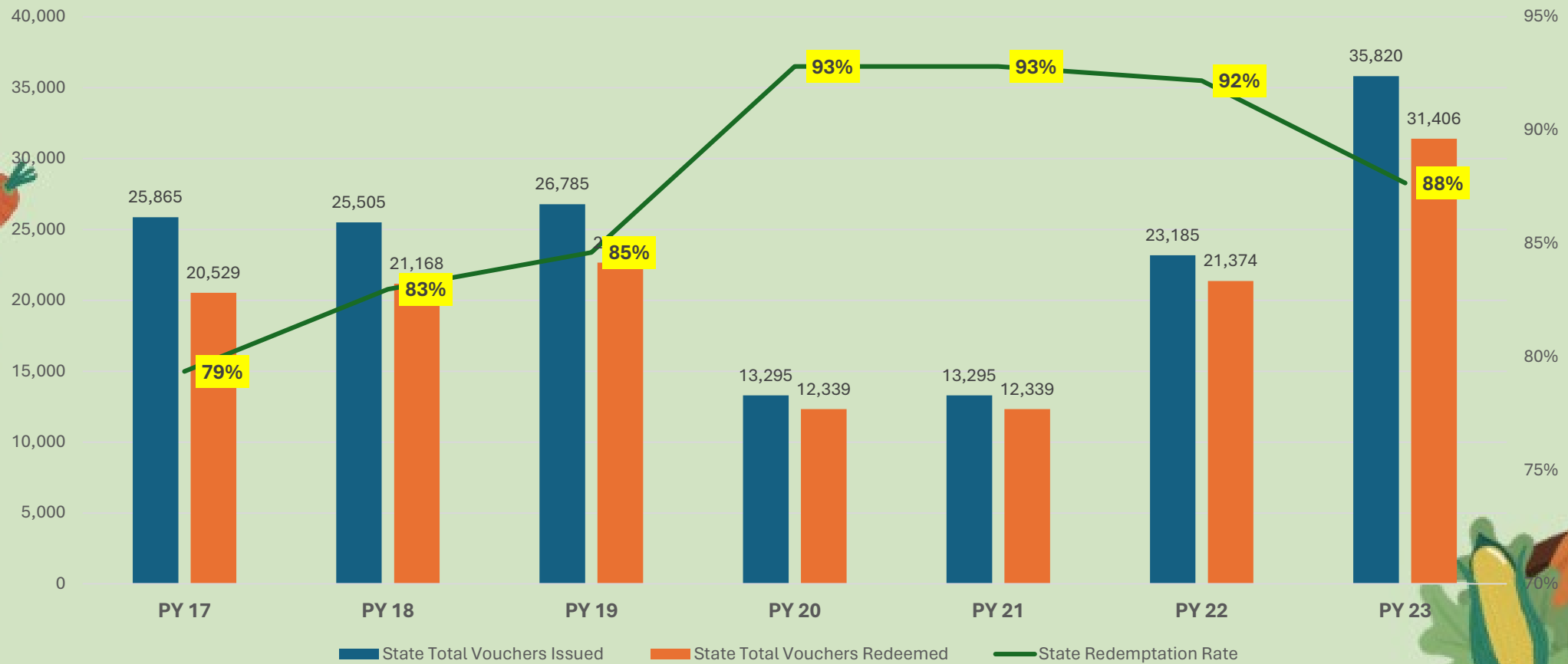
Issuance and Redemption FMNP:

FMNP Issuance & Redemption



Issuance & Redemption SFMNP:

SFMNP Issuance & Redemption



Updates/Reminders



End of Year PY 23 Survey Results

PY 23 SENIOR & WIC FARMERS MARKET NUTRITION PROGRAM (S/FMNP) END OF YEAR SURVEY RESULTS

Favorites:



- Happy w/Selection
- Fruit
- Other
- Greens
- Onions



Suggestions:



S/FMNP Participants, farmers, and market managers were surveyed about their experience with the farmers markets throughout Texas for Program Year 2023.

Vouchers Issued

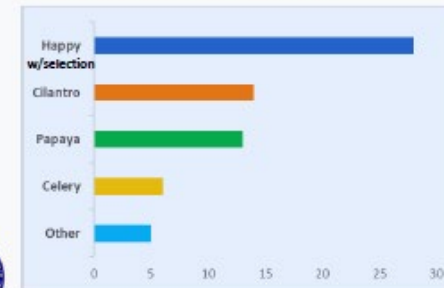
- FMNP- 93,857
- SFMNP- 35,820



Vouchers Redeemed

- FMNP- 62,086
- SFMNP- 31,406

Least Favorites:



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Memorandum of Understand (MOU)



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), number 551-8-13117 (MOU), is entered into by and between the Texas Health and Human Services Commission (HHSC), an agency of the State of Texas, and the Texas Department of Agriculture, (TDA) (collectively, the Parties).

1. Purpose of the MOU.

In previous years, HHSC has been the state agency responsible for administering the federal Special Supplemental Food Program for Women Infants and Children (WIC) Farmers Market Nutrition Program (FMNP) in Texas. In 2012, TDA assumed the role of state agency overseeing administration of this program in Texas. TDA and HHSC have identified the need and opportunity to work collaboratively on specific aspects of the program to maximize positive results.

TDA and HHSC executed an MOU in 2012, effective from May 21, 2012 through May 21, 2014, (and subsequent Interagency Grant Agreement which replaced MOU and expired May, 2016).

The purpose of this MOU is to reiterate the specific roles and responsibilities of HHSC and TDA in the cooperative effort of providing FMNP vouchers to eligible WIC clients.

The Parties agree as follows:

2. Roles and Responsibilities of HHSC.

- Provide clients with a participants' shopping list.
- Provide clients with nutrition education as required for FMNP participants under 7 Code of Federal Regulations 248.9, as amended.
- Distribute to participating WIC clinics posters and other printed materials describing FMNP program benefits, as provided by TDA.
- Facilitate communication between WIC clinics and TDA, as appropriate for program administration.
- Report any observed program irregularities to TDA promptly.
- Work with TDA to facilitate an automated process for agency collaboration, if needed.

3. Roles and Responsibilities of TDA.

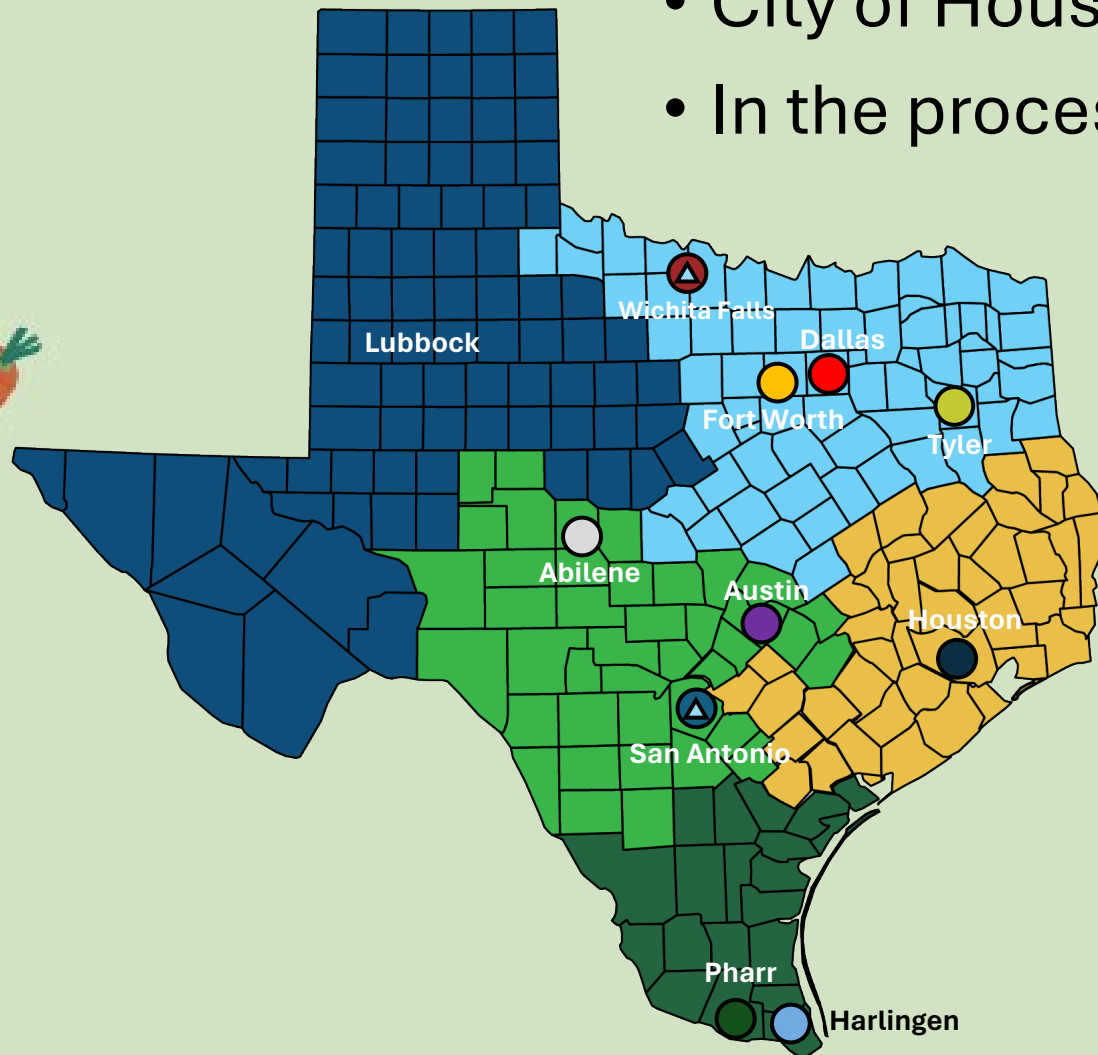
- Identify clinics where clients are to be served by FMNP.


TDA has an MOU with WIC's state department Texas Health & Human Services Commission (HHSC)

WIC Clinics must assist with CEs on distributing posters and other outreach materials describing the WIC FMNP program and benefits.


CE Updates

- City of Houston is now a SFMNP CE
- In the process of adding a new SFMNP CE





Forms/ Handbook Updates

- S/FMNP Handbooks
 - S/FMNP Farmers' Market, Roadside Stand, & Certification/Issuance Site Information Form, H1420
 - Farmers Market Review
 - Foods Calendar (pending)
 - SFMNP Addendum (CE & FMA) (pending)
 - FMNP Redemption Reminder Resource
 - SFMNP Recipes (pending)
 - Other Resources > [SquareMeals.org](https://www.squaremeals.org)
 - S/FMNP Map on [SquareMeals.org](https://www.squaremeals.org)
- 

Reminders



Reach out to your WIC clinics



Outreach; update your websites, & advertise programs

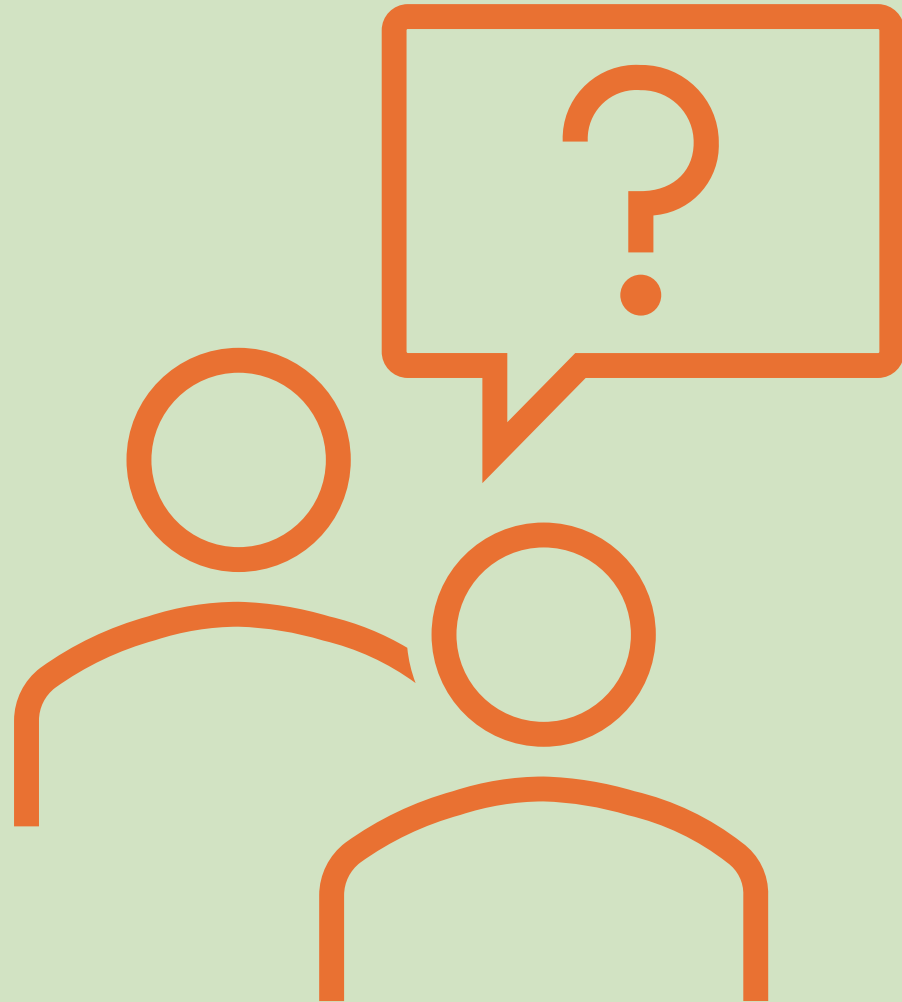


Create Pop Up Markets



Redemption, Redemption, Redemption!

Questions



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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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Food and Nutrition Division
Commodity Supplemental Food Program



Updated 1/18/2024
www.SquareMeals.org