



**PY '24 SENIOR & WIC
FARMERS MARKET
NUTRITION PROGRAM:
NEW FARMER & FMA
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

II. S/FMNP PROGRAM OPERATIONS

III. VOUCHER ISSUANCE

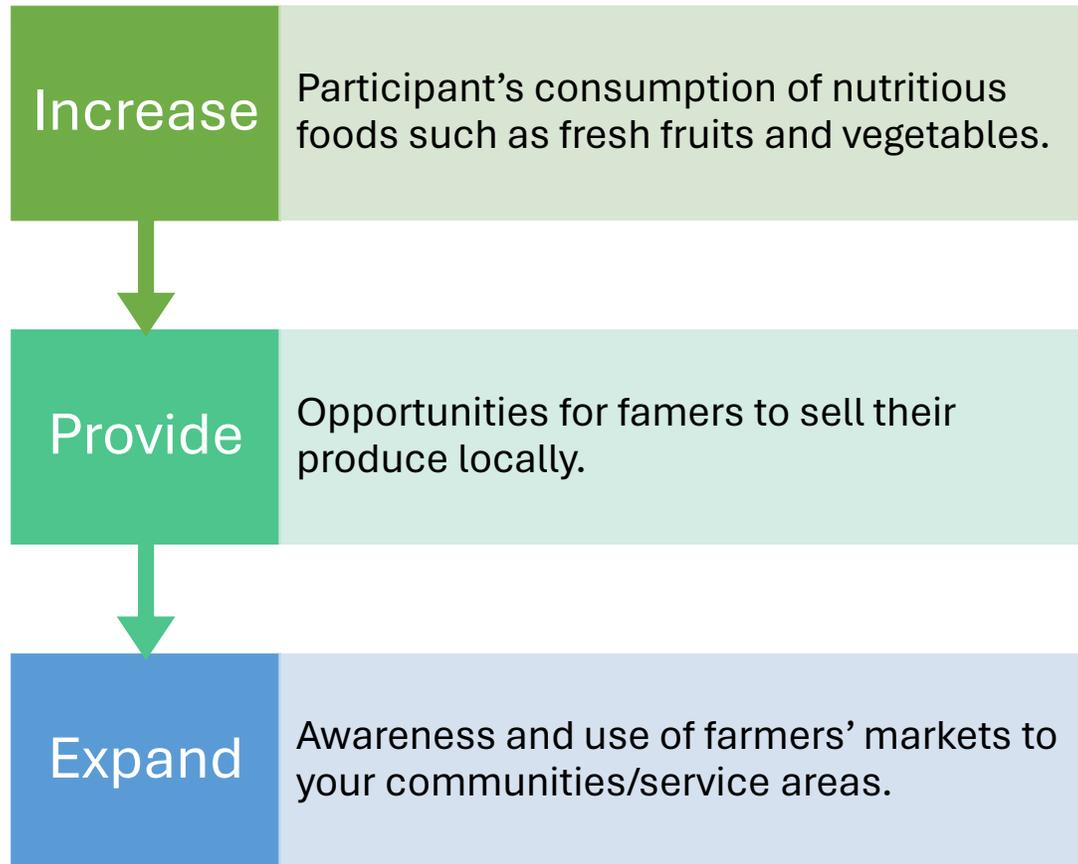
IV. VOUCHER REDEMPTION

V. TRAINING & MONITORING

VI. OTHER



Purpose of the S/FMNP:



S/FMNP in Texas

Women Infants Children (WIC) Farmers Market Nutrition Program:

- Eligible WIC participants are issued FMNP vouchers/booklets in addition to their regular WIC benefits.
- These vouchers can be used to buy eligible foods from farmers, farmers markets or roadside stands that have been approved by Texas.
- 11 service areas

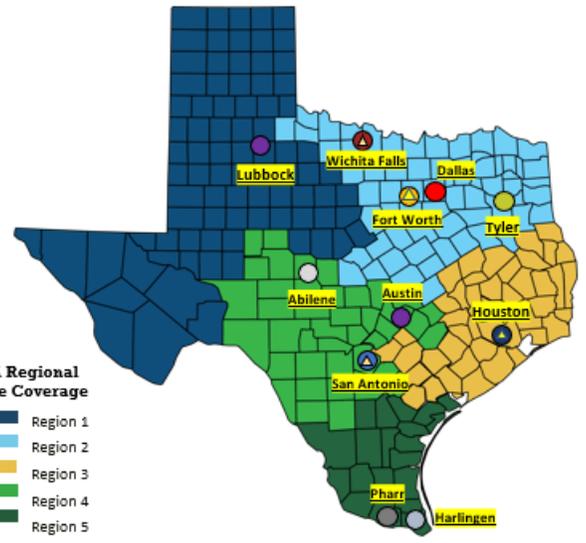
Senior Farmers Market Nutrition Program (SFMNP):

- Low- income seniors, 60+ that meet income guidelines may participate in the program
- They will sign up at participating farmers markets and receive vouchers/booklets that can be used to buy eligible produce from farmers, markets, or roadside stands.
- 4 service areas (Houston, Ft. Worth, San Antonio, & Wichita Falls)

Appendix K

PY2024 Contracting Entities and Locations

Availability of Farmers' Market Nutrition Program and Senior Farmers' Market Nutrition Program

SFMNP	FMNP	City	Contracting Entity
	○	Abilene	WIC City of Abilene
	○	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

TDA Regional Office Coverage

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

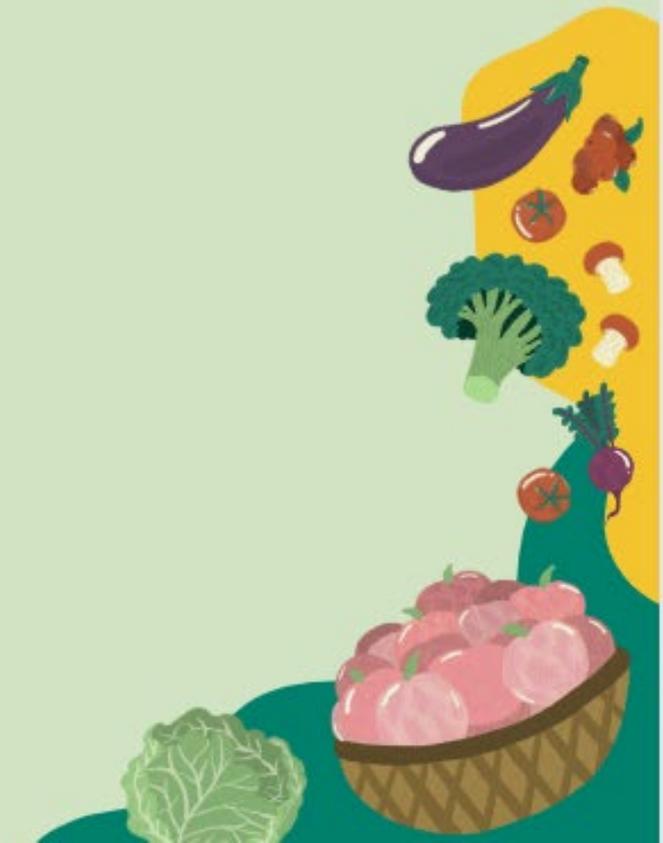
Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2634 | P.O. Box 12647 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

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Updated 3/5/2024
www.SquareMeals.org

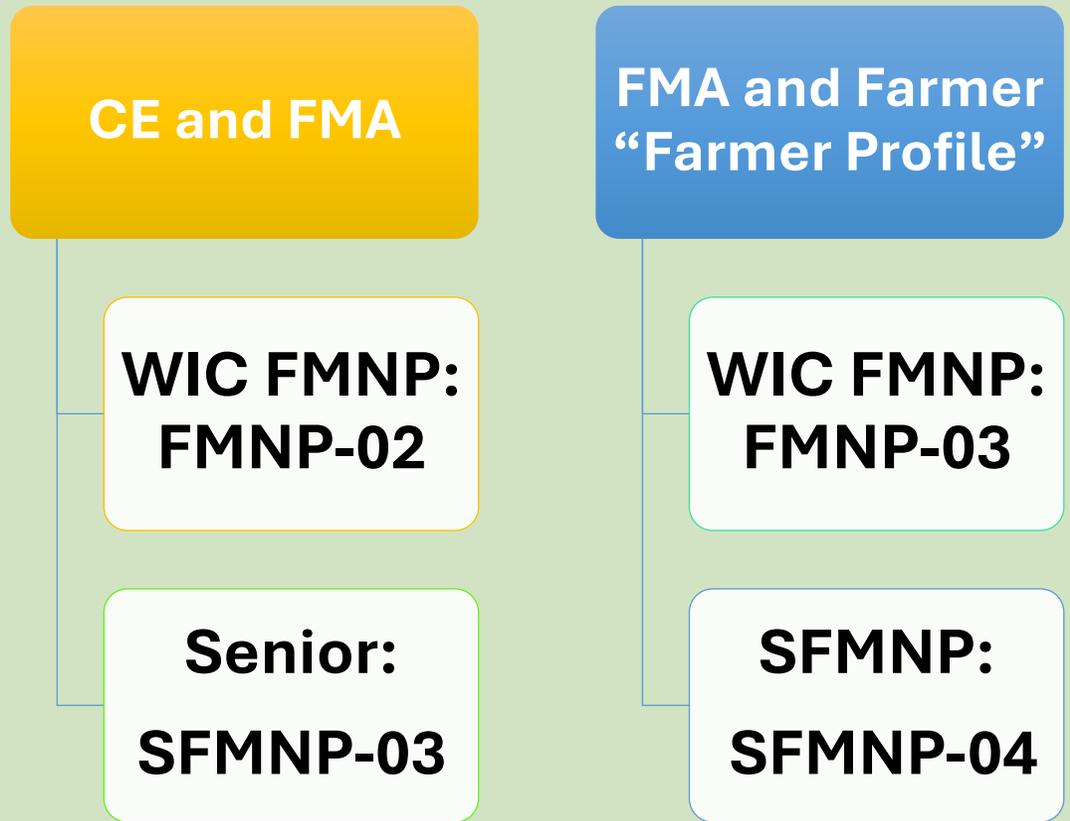
Food and Nutrition Division
USDA Foods

I. Agreements



S/FMNP Agreements

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



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!

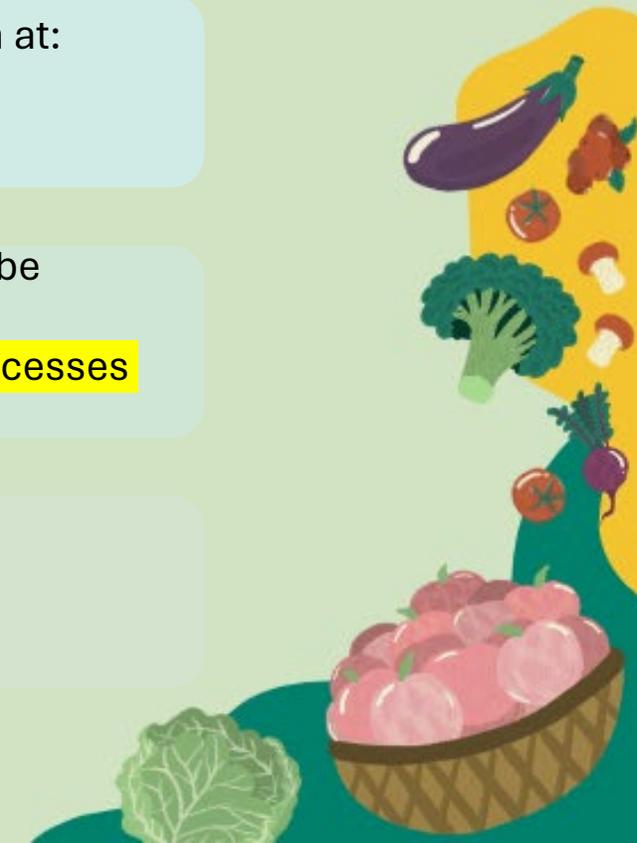
PY 24 TDA Application

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

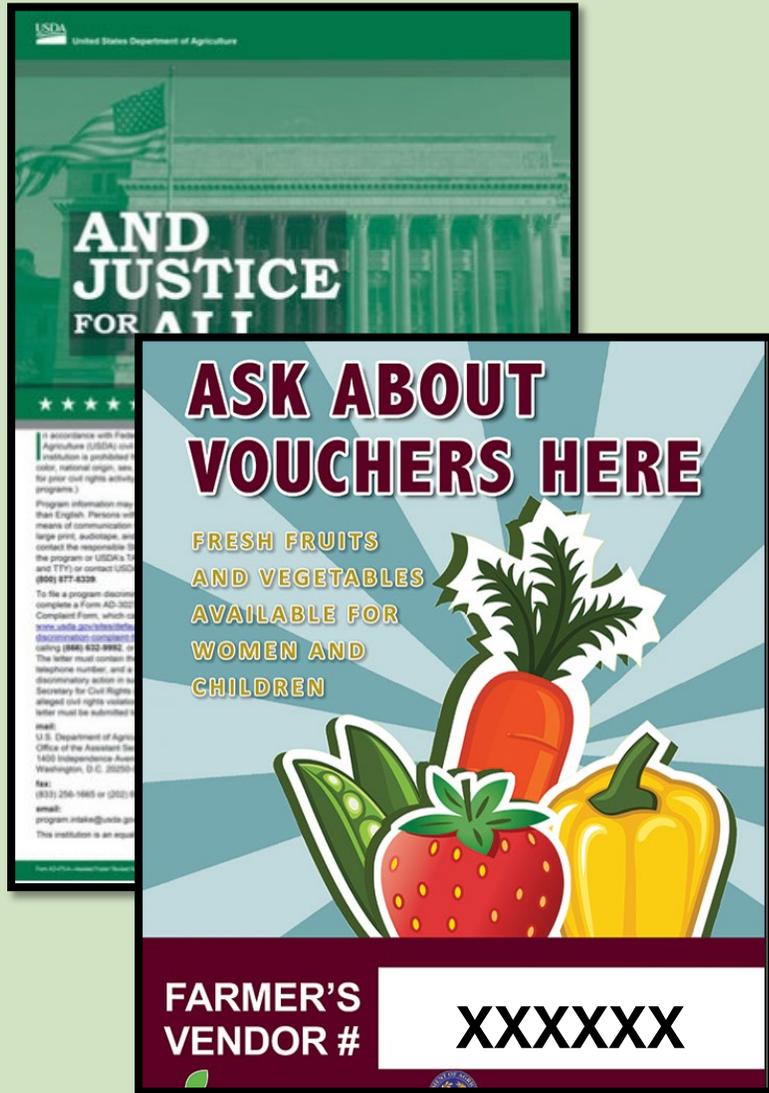
E-Certificate

- 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”

- 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.

Ordering Posters

- The CE will order the posters for each market and farmer.

Farmers' Markets

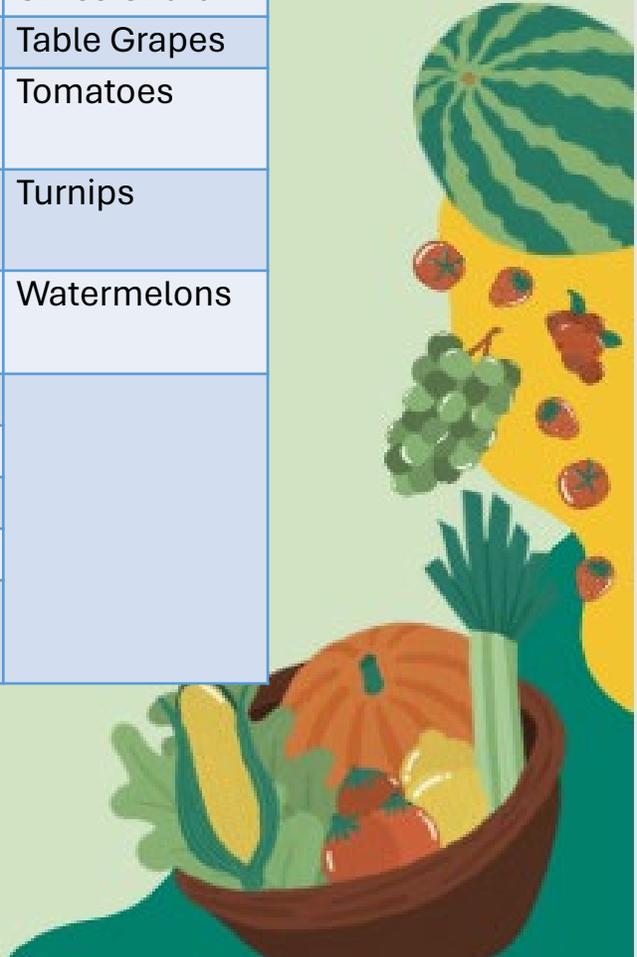
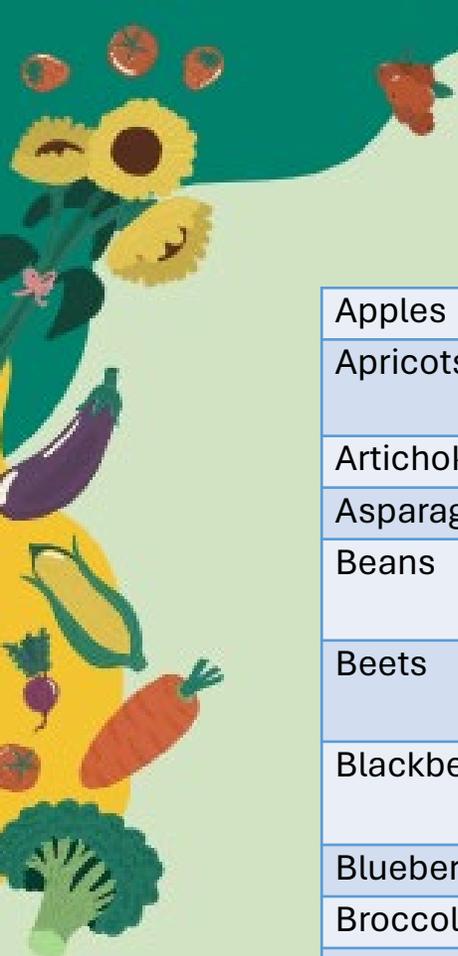
Vendor ID numbers will be issued to the farmer by the CE/FMA.

The farmer may use a vendor ID stamp as a means to document their number on redeemed vouchers



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:

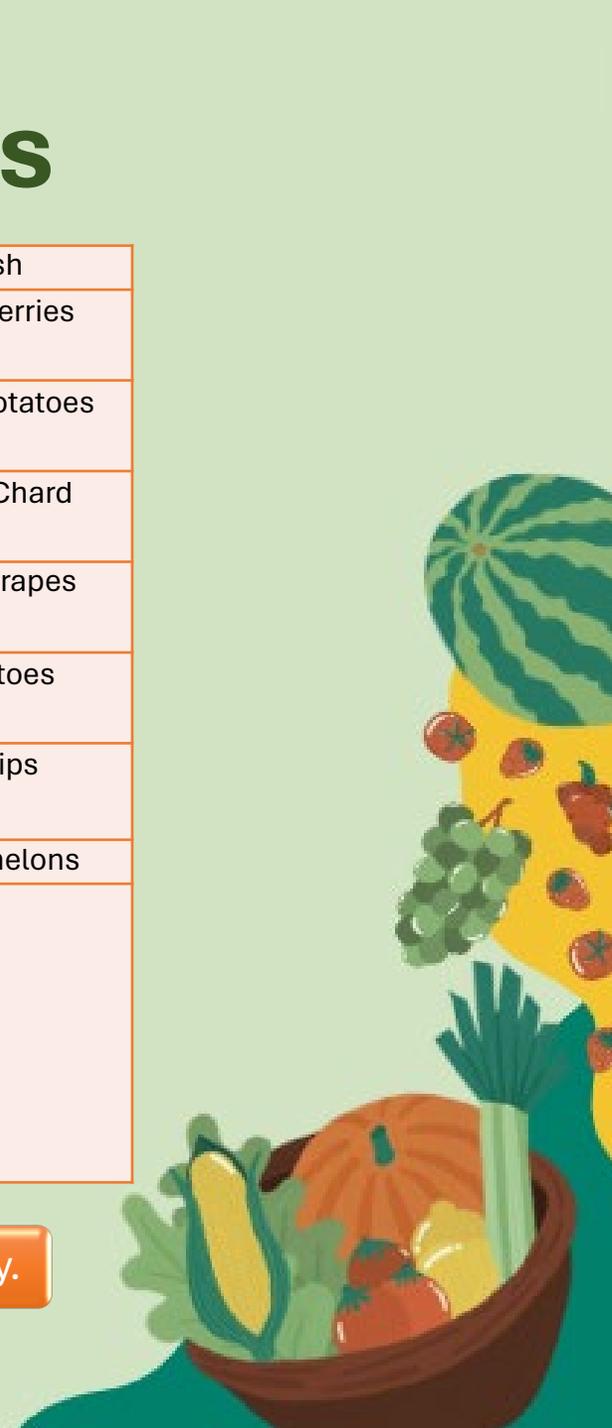
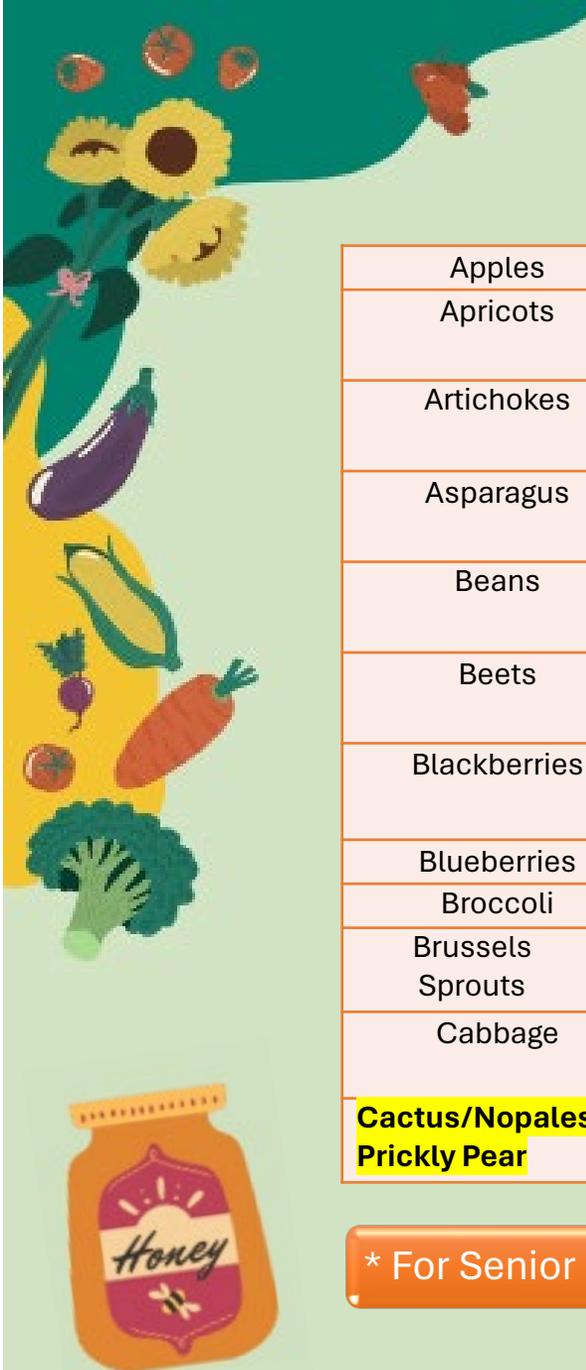
Dried Fruits	Flowers	Processed Foods
Aloe Vera	<u>Honey, raw or processed</u>	Roasted Peppers
Baked Goods	Jams	Seafood
Cheese	Meat	Seeds
Cider	Non-food items	Sun-dried Tomatoes
Decorative Gourds	Nuts of any kind	Syrup
Dried Chili Peppers	Pecans	Wild Rice
Dried/Potted Herbs	Picante Sauce	
Dried Fruits/Vegetables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

CE will: Certify eligible participants & issue voucher sheets. Instructions will be provided on how to redeem their vouchers.

2

Participants will choose which produce they want to purchase with their S/FMNP Vouchers.

3

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

4

Each farmer must: Separate the ineligible produce.
**** Mark items as non-S/FMNP.**

5

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



NEW

How to use your WIC FMNP Vouchers

- 1** BRING YOUR WIC SHOPPING LIST

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

1 VOUCHER= \$6.00
2 VOUCHERS= \$12.00
3 VOUCHERS= \$18.00
4 VOUCHERS= \$24.00
5 VOUCHERS= \$30.00
- 3** CHOOSE ELIGIBLE PRODUCE

- 4** PAY WITH VOUCHERS

- 5** COME BACK TO PARTICIPATING FARMERS' MARKETS & REDEEM VOUCHERS




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Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)
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Instructions on how to use S/FMNP Vouchers one pager

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

- 1** MUST BE 60+ YEARS OLD, BRING ID, MEET INCOME GUIDELINES.

• Note: A participant may designate a proxy to assist/act on behalf of the participant.
- 2** FILL OUT APPLICATION & RECEIVE (5) SFMNP VOUCHERS PER ELIGIBLE PARTICIPANT. TOTAL WORTH: \$50.00.

1 VOUCHER= \$10
2 VOUCHERS=\$20
3 VOUCHERS = \$30
4 VOUCHERS= \$40
5 VOUCHERS = \$50
- 3** CHOOSE ELIGIBLE PRODUCE.

- 4** PAY WITH VOUCHERS.

- 5** IF YOU HAVE ANY UNUSED VOUCHERS, COME BACK TO A PARTICIPATING SFMNP MARKET TO REDEEM.



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FOOD AND NUTRITION DIVISION
COMMODITY SUPPLEMENTAL FOOD PROGRAM

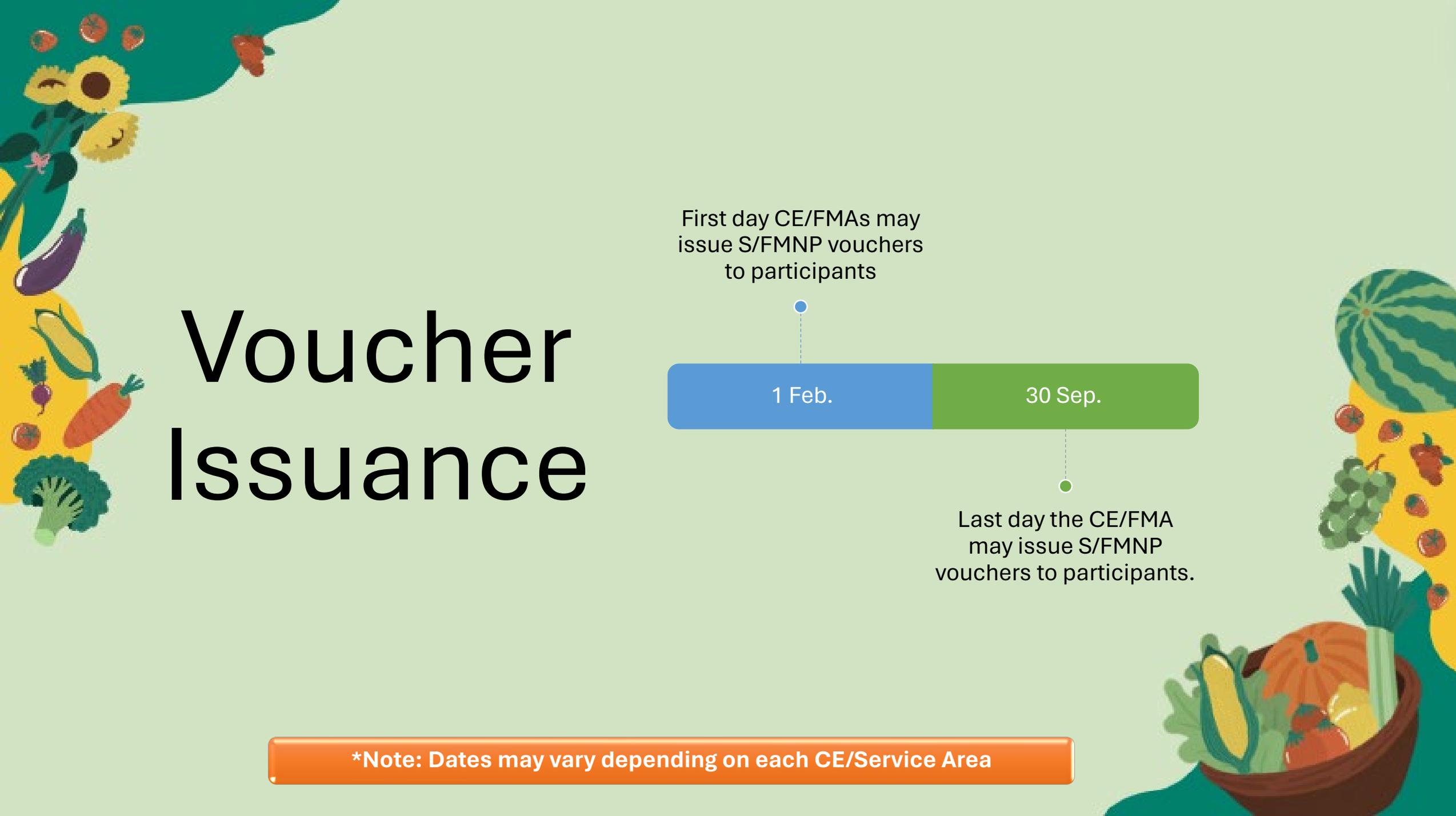
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UPDATED 2/15/2024
WWW.SQUAREMEALS.ORG



III. Voucher Issuance





Voucher Issuance

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

1 Feb.

30 Sep.

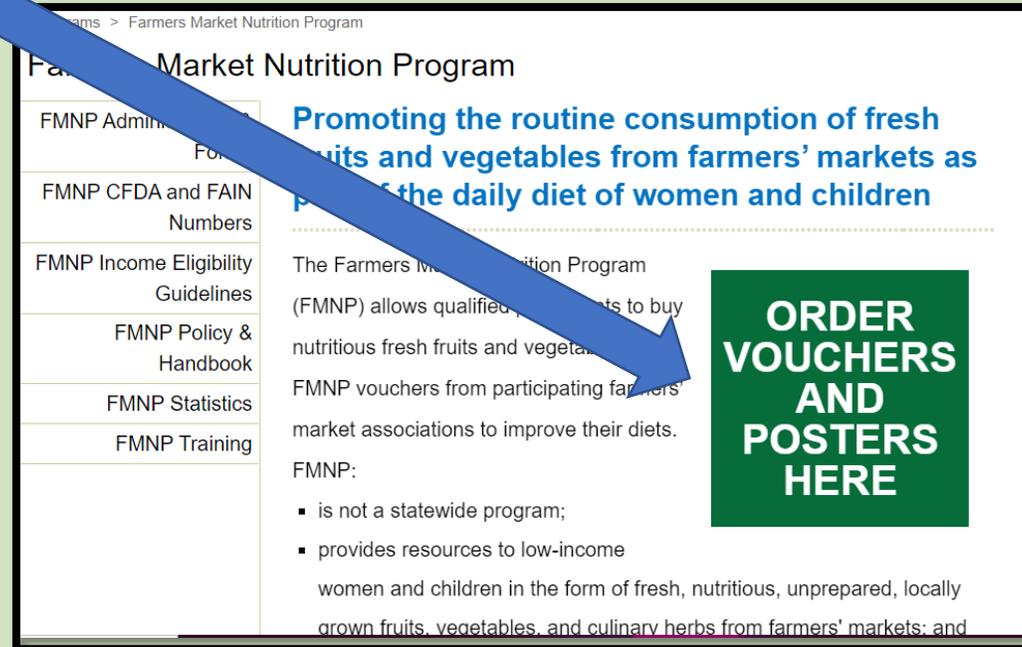
Last day the CE/FMA may issue S/FMNP vouchers to participants.

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

Ordering Vouchers & Posters

CEs order all vouchers and posters for their markets, farmers, & Roadside Stands.

Materials may take up to 3 weeks to mail out



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

FMNP Administration	
FMNP CFDA and FAIN Numbers	
FMNP Income Eligibility Guidelines	The Farmers Market Nutrition Program (FMNP) allows qualified low-income women and children to buy nutritious fresh fruits and vegetables from participating farmers' market associations to improve their diets.
FMNP Policy & Handbook	
FMNP Statistics	
FMNP Training	

FMNP:

- is not a statewide program;
- provides resources to low-income women and children in the form of fresh, nutritious, unprepared, locally grown fruits, vegetables, and culinary herbs from farmers' markets; and

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
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<p>FARMERS' MARKET NUTRITION PROGRAM</p> <p style="text-align: right;">VENDOR NUMBER HERE</p> <p style="text-align: center;">No Change Issued</p> <p>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.</p> <ul style="list-style-type: none"> • Pay to the order of authorized Farmers' Market Vendor • Vendor MUST have an official FMNP Number • NOT valid at grocery stores <p>Date Voucher Redeemed</p> <p style="text-align: right;"><small>*End date of use may be sooner based on your location</small></p>	<p style="text-align: right;">VENDOR NUMBER HERE</p> <p style="text-align: center;">No Change Issued</p> <p style="text-align: center;">REDEMPTION DATE 02/01/24 - 10/31/24 Participants MUST Redeem Vouchers by 10/31/24</p> <p style="text-align: center;">VOUCHER AMOUNT \$6.00</p>
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SAMPLE

<p>FARMERS' MARKET NUTRITION PROGRAM</p> <p style="text-align: right;">VENDOR NUMBER HERE</p> <p style="text-align: center;">No Change Issued</p> <p>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.</p> <ul style="list-style-type: none"> • Pay to the order of authorized Farmers' Market Vendor • Vendor MUST have an official FMNP Number • NOT valid at grocery stores <p>Date Voucher Redeemed</p> <p style="text-align: right;"><small>*End date of use may be sooner based on your location</small></p>	<p style="text-align: right;">VENDOR NUMBER HERE</p> <p style="text-align: center;">No Change Issued</p> <p style="text-align: center;">REDEMPTION DATE 02/01/24 - 10/31/24 Participants MUST Redeem Vouchers by 10/31/24</p> <p style="text-align: center;">VOUCHER AMOUNT \$6.00</p>
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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

Date Voucher Redeemed

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

VOUCHER AMOUNT
\$10.00

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

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Date Voucher Redeemed

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

VOUCHER AMOUNT
\$10.00

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

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SAMPLE

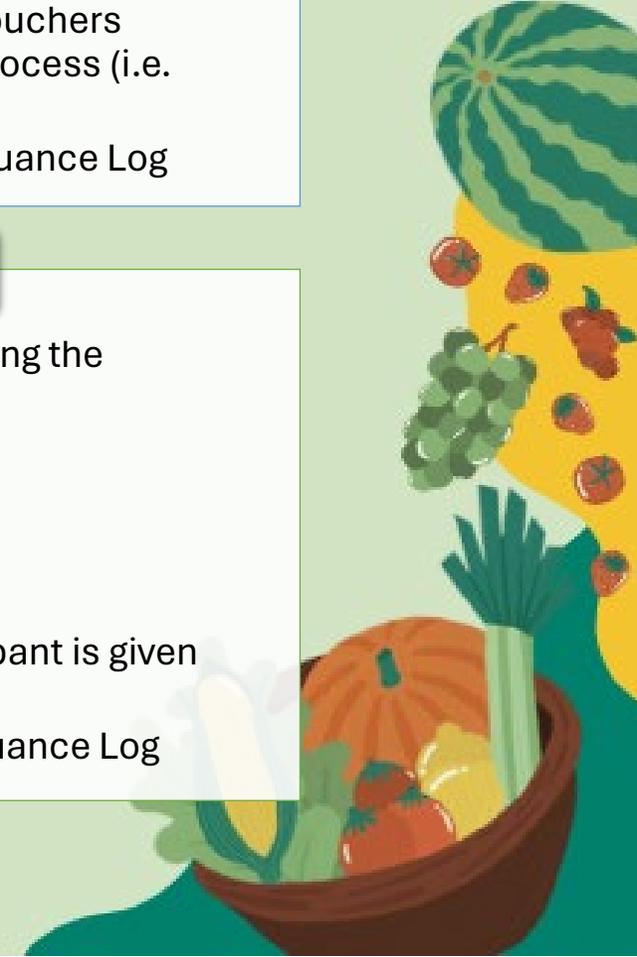


Voucher Issuance

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>Not SAFB Markets</p> <p>Olmos Basin 100 Jackson Keller SA TX 78216 Every Tues and Sat 8AM-1PM</p> <p>Leon Valley Public Library 6427 Evers Rd SA TX 78238 Every Wed 8AM-1PM</p> <p>WIC Clinic Medical Center 5500 Babcock, Suite 123 SA TX 78240 Every Th. 10AM-1PM <small>Questions? Call 210-842-0376</small></p>	<p>Pica Pica Plaza 910 SE Military Dr SA TX 78214 Every Friday (Starting 4/1) 9 AM - 12 PM</p> <p>WIC Clinic Callaghan 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>WIC Clinic Naco-Perrin 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>WIC Clinic Pecan Valley 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>New Braunfels Food Bank 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>Mission Marquee Plaza 3100 Roosevelt Ave. SA, TX 78214 Starting April- Every 1st & 3rd Saturday 9 AM-12 PM</p> <p>Health Texas Holy Cross 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>Robert B Green-UHS 903 W Martin St. SA TX 78207 Starting May- Every 1st & 3rd Tuesday 9 AM-12 PM <small>Questions? Call 210-431-8358</small></p>
<p>SAFB Markets</p> <p>San Antonio Food Bank 5200 Enrique M. Barrera Pkwy SA TX 78214 4/9, 5/14, 6/11, 7/9, 8/13, 9/10 & 10/8 (2nd Saturdays) 9 AM-12 PM</p>		

WHO IS ELIGIBLE?

<p>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>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 home.
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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.

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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 SMFNP 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).

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:

**Prior to Issuance:
Receipt, storage,
and security of
vouchers.**

**Transportation &
security of
voucher booklets
from the CE to
distribution
site(s)/markets.**

**Security and
issuance
instruction for
voucher booklets
at the site(s)**

**Distribution/
issuance of
vouchers to
participants**

**System for
detecting and
resolving
voucher
issuance
problems at the
site(s)/markets**

IV. Voucher Redemption





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 if the participant has vouchers.

Do not bill or attempt to collect for unredeemed vouchers

If the participant no longer has vouchers and still wants to purchase eligible produce, they may use their own money.

If they have vouchers and they want to purchase ineligible foods, they may not use their vouchers, but may use their own money.



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.

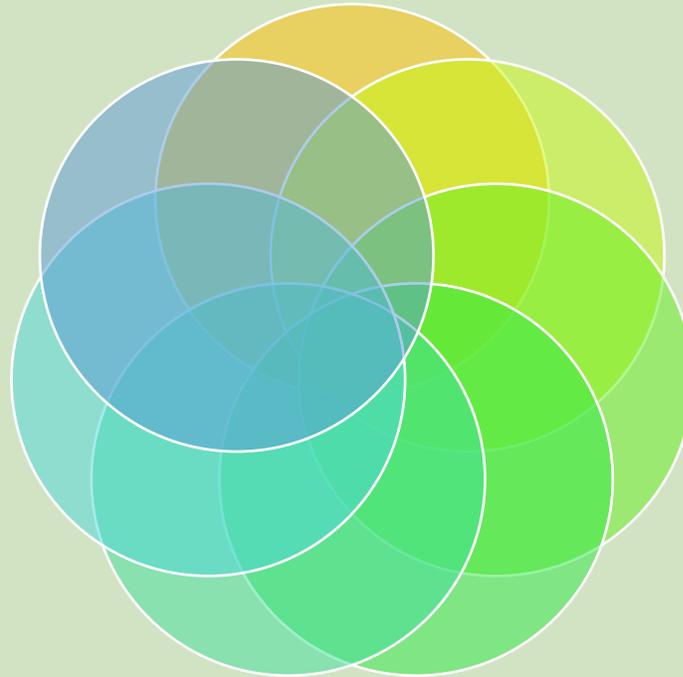
- Proper voucher redemption procedures, including deadlines for submission of vouchers

- 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

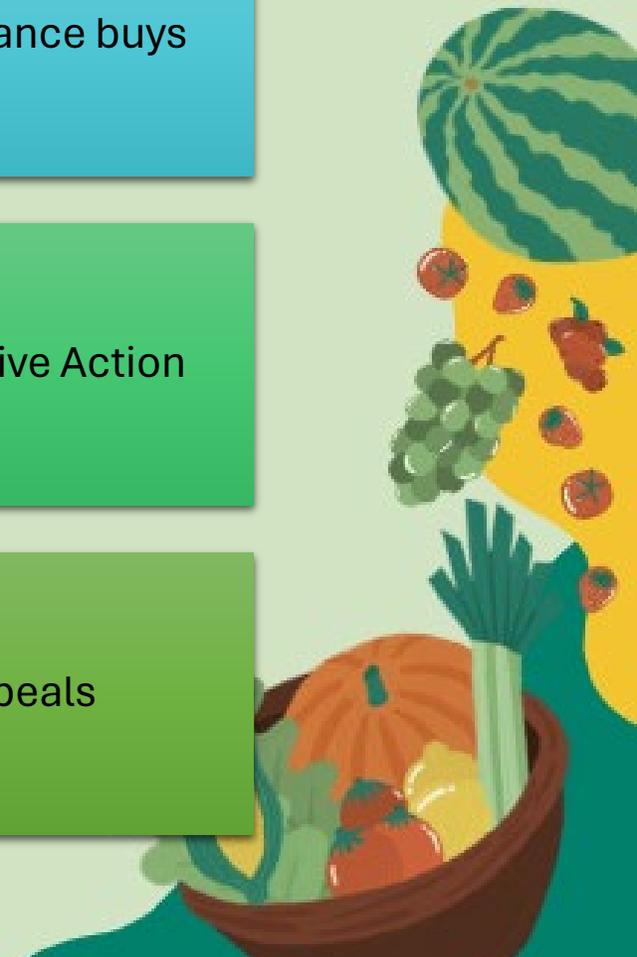
Compliance buys

Sanctioning

Corrective Action

Written Notice

Appeals



VII. Other:



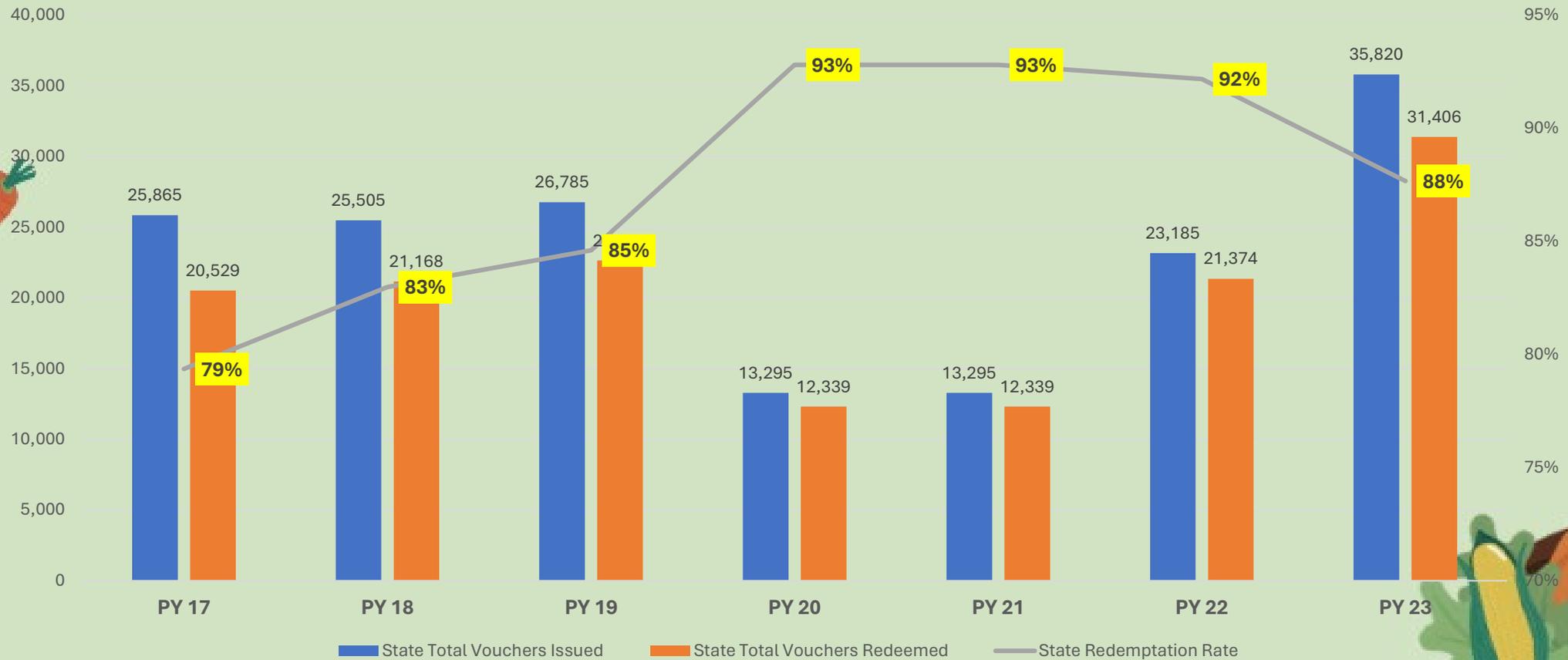
Issuance and Redemption FMNP:

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

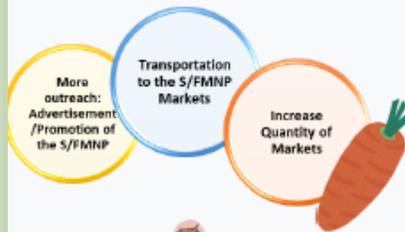
Favorites:



- 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

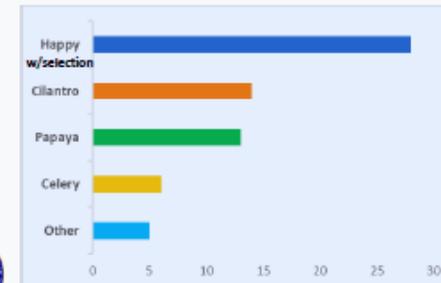
- FMNP- 93,857
- SFMNP- 35,820



Vouchers Redeemed

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

Least Favorites:



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CE Updates

- Tarrant Area Food Bank & The City of Houston are SFMNP CEs.
- The Houston Service Area needs farmers
 - Contact Oscar Salazar: Oscar.Salazar@houstontx.gov

GET MOVING HOUSTON FARMERS MARKET

ENJOY FRESH PRODUCE BROUGHT TO YOU BY LOCAL FARMERS. JOIN US AT THESE HOUSTON HEALTH DEPARTMENT MULTISERVICE CENTERS!

DISFRUTE LOS PRODUCTOS FRESCOS TRAÍDOS POR AGRICULTORES LOCALES. ÚNASE A NOSOTROS EN ESTOS CENTROS MULTISERVICIO DEL DEPARTAMENTO DE SALUD DE HOUSTON:

10:30am - 2:30pm	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
Asesa Homes Multi-Service Center 8719 W. Montgomery, 77091	19	11	21	25	16	15	17	10
Alief Neighborhood Center 11903 Bellaire Blvd, 77072	-	4	23	18	30	27	26	17
Denver Harbor Multi-Service Center 6402 Market St, 77020	28	18	9	6	11	8	10	3
Magnolia Multi-Service Center 7037 Capitol St, 77011+E4-18	26	23	14	11	18	13	12	8
Northeast Multi-Service Center 9720 Spaulding St, 77016	21	16	7	4	9	6	5	1
Southwest Multi-Service Center 8400 High Star Dr, 77074	-	2	21	20	25	22	24	22
Sunnyside Multi-Service Center 4410 Reed Rd, Houston, TX 77051	-	9	16	13	23	29	19	15



(832) 393-3937

houstontx.gov/health/farmersmarkets/
Farmersmarket@Houstontx.gov



Come grow with us

FORMS OF PAYMENT ACCEPTED/ FORMAS DE PAGO ACEPTADAS:

- Cash / Dinero Efectivo
- Credit/Debit
- WIC FMNP Vouchers/ Cupones de WIC
- Lone Star Card (SNAP)

WIC FMNP SFMNP VOUCHERS

- WIC participants may be eligible to receive a one-time per year \$30 voucher booklet. Los participantes de WIC pueden ser elegibles para recibir un folleto de cupones, una vez al año, valor de \$30.
- Pick up your voucher at any Get Moving Houston Farmers Market with a current WIC shopping list. Recoja su cupón en cualquier Mercado de Get Moving Houston con su lista de compras de WIC.
- Vouchers can be used to purchase fresh fruits and vegetable only. Los cupones solamente se pueden usar para comprar frutas y vegetales frescas.
- Lost, stolen or expired vouchers cannot be replaced. No cash/change is given for vouchers. Cupones perdidos, robados o vencidos no pueden ser reemplazados; No se dará cambio o efectivo para los cupones.
- The Senior Farmers Market Nutrition Program (SFMNP) allows qualified participants to receive a one-time per year \$50 voucher booklet. El Programa de Nutrición del Mercado de Agricultores Mayores (SFMNP) permite a los participantes calificados recibir un folleto de cupones con un valor de \$50 una vez al año.

DOUBLE UP HOUSTON

- Double Up Houston Food Bucks provides SNAP recipients a dollar-for-dollar match on the purchase of fresh fruits and vegetables up to \$20, made possible through partnerships with Urban Harvest.

Double Up Houston Food Bucks ofrece una combinación de dolar por dolar en la compra de frutas y vegetales frescos a los beneficiarios de SNAP. Limite de \$20. Hecho posible en asociación con Urban Harvest.





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 & Seniors in participating service areas.



Outreach; update websites, & advertise programs. Network with other farmers/community.



-Create Pop Up Markets
-Bring enough produce to markets, bring variety.

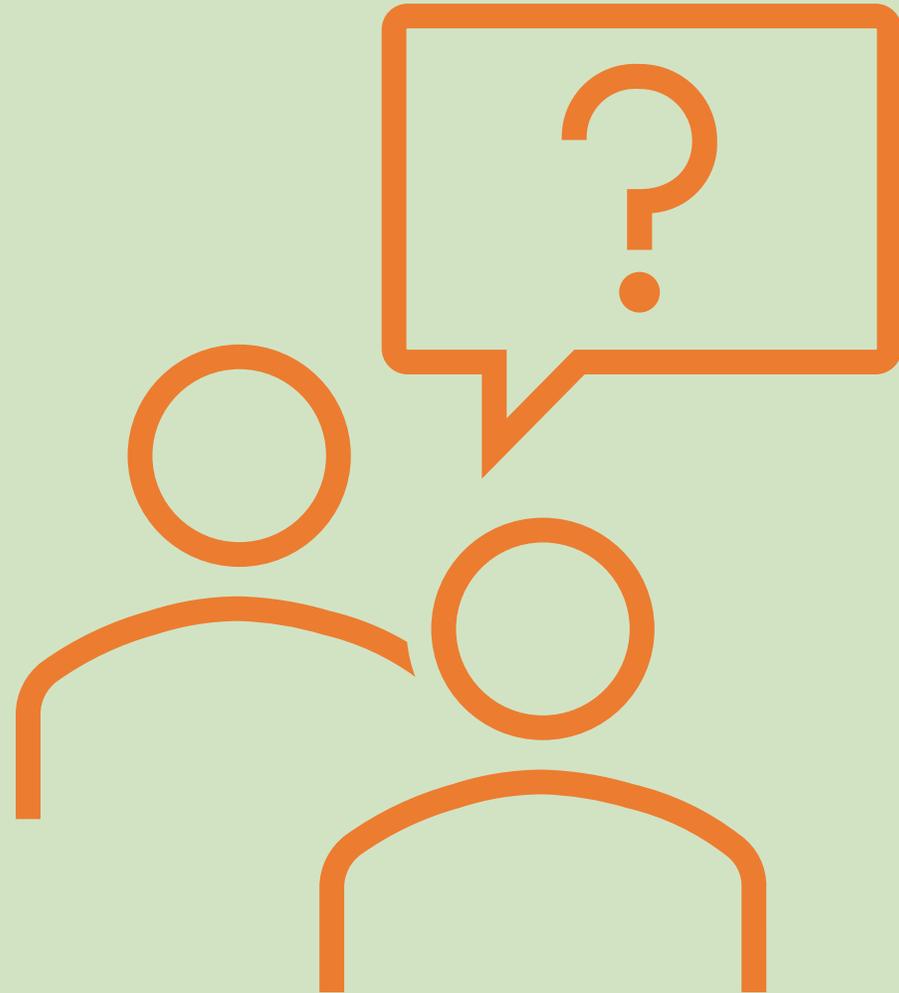


Remind participants to return to markets to use their vouchers/Redemption

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

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 (including gender identity and sexual orientation), 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, audiotope, 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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Food and Nutrition Division
Commodity Supplemental Food Program



Updated 3/14/2024
www.SquareMeals.org