

2017-2019 Three Year Farmers' Market Application/Agreement

Arkansas WIC Farmers' Market Nutrition Program
5800 West 10th Street, Suite 810
Little Rock, Arkansas 72204
(501) 661-2508 or 1-800-462-0599

The following information is required for the Arkansas WIC Farmers' Market Nutrition Program (FMNP) to determine the eligibility of your market to participate in the Program. **(Please print clearly or type)**

Person authorized to represent the market: _____

Official Name of Market: _____

Contact Information for WIC Farmers' Market business:

Complete Mailing Address for market business _____

Phone# _____ Cell# _____

Email _____

Market is open from the first week in May through the end of September: Yes____ **No**____

List the street address & town for all market locations:

Primary Location:

Days & Hours of Operation: Ex: (Tues 6:30 am- noon & Sat 6:30 am-2:00 pm) _____

Second Location (if applicable)

Days & Hours of Operation: _____

How many farmers are selling at your market (approximate) _____ Please list some of the Arkansas/locally grown fresh, unprocessed fruits, vegetables and herbs usually available at your market May - September.

Describe the market structure: (membership criteria, board positions/make-up, how market rules are set, how representatives are selected, management functions etc.). Attach a copy of any written charter/bylaws.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**2017-2019 ARKANSAS WIC FARMERS' MARKET NUTRITION PROGRAM AGREEMENT
BETWEEN
ARKANSAS WIC FARMERS' MARKET NUTRITION PROGRAM
AND**

(Please enter the Official Name of Market)

The Arkansas WIC Farmers' Market Nutrition Program (WIC FMNP) will provide WIC participants with coupons redeemable for Arkansas/locally grown fresh, unprocessed fruits, vegetables and herbs from authorized farmers at authorized farmers' markets. This agreement is to be signed by an authorized market representative before any WIC FMNP coupon transactions can occur.

The farmers' market shall:

- Provide all information required to determine market eligibility to WIC FMNP including the following:
 - Description of market structure with a copy of any written charter or bylaws
 - Number of farmers participating in the market
 - Beginning and ending dates of market operation
 - Location of market
 - Days and Hours of market operation
 - List of the most commonly available fruits and vegetables available at the market
- Have at all times at least three (3) WIC FMNP-authorized farmers as official members of the market.
- Agree to receive face to face training on WIC FMNP policies and procedures initially and written training thereafter. Agree to abide by WIC FMNP policies and procedures.
- Agreed to provide face to face training for farmers when they are newly authorized- without having participated in WIC FMNP previously. Training material is provided by WIC FMNP.
- Agree to be monitored for compliance with WIC FMNP policies and procedures.
- Designate a primary and secondary contact person.
- Agree to be accountable for actions of market employees and farmers related to WIC FMNP requirements.
- Provide information necessary for WIC FMNP operations and reports required by the United States Department of Agriculture (USDA) Food and Nutrition Service.
- Provide information regarding any changes in market organization or operations to the WIC State Office in a timely manner. This includes, but is not limited to the following:
 - Changing days/times the market is open
 - Addition of new market locations
 - The market ceases operation
 - An individual farmer authorized by WIC FMNP ceases operation at the market.
- Offer WIC participants the same courtesies as other customers.

- Comply with all nondiscrimination provisions of applicable Federal Law and Regulations of the USDA.

The farmer shall:

- Provide all information necessary to determine the eligibility of the farmer.
- Grow at least 50% of the Arkansas/locally grown fruits, vegetables and herbs sold at this market.
- Provide information necessary for WIC FMNP operations and reports to the USDA Food and Nutrition Service.
- Participate in the market on a consistent basis when he/she has fruits, vegetables or herbs eligible for WIC FMNP.
- Accept training on WIC FMNP policies and procedures and agree to abide by these policies and procedures.
- Ensure that all persons who work in the booth are familiar with WIC FMNP policies and procedures and be responsible for their actions related to those policies and procedures.
- Display in the booth area the current official WIC FMNP poster. The farmer number and market number must be visible on the poster.
- Be monitored for compliance with WIC FMNP policies and/or procedures.
- Accept WIC FMNP coupons only after receiving a current authorization letter and WIC FMNP poster.
- Permit WIC FMNP coupons to be redeemed only for eligible Arkansas/locally grown fresh, unprocessed fruits, vegetables or herbs.
- Accept WIC FMNP coupons only within the valid dates printed on the coupons.
- Charge WIC participants no more than other customers for fruits, vegetables or herbs.
- Allow participants to pay any amount over the face value of WIC FMNP coupons to complete the transaction.
- Not give cash, credit, rain coupons, unauthorized food items or non-food items in exchange for any purchase made with WIC FMNP coupons.
- Give no cash change for any purchase made with WIC FMNP coupons.
- Reimburse WIC FMNP for any coupons transacted in violation of this agreement.
- Not seek restitution from WIC participants for WIC FMNP coupons not paid by WIC FMNP.
- Ensure the value of food purchased with WIC FMNP coupons is at least equal to the value of the WIC FMNP coupon(s).
- Offer WIC participants the same courtesies as other market customers.
- Comply with all non-discrimination provisions of applicable Federal Law and Regulations of the USDA.
- Stamp the front of each WIC FMNP coupon with farmer authorization stamp and sign the back of each WIC FMNP coupon before depositing.
- Deposit WIC FMNP coupons for payment at least monthly and all coupons by the first Friday in October.

The WIC FMNP shall:

- Provide training for farmers and farmers' market representatives on applicable policies and procedures.
- Provide clarification of policies and/or procedures at the request of farmers or market personnel.
- Reimburse farmers promptly for WIC FMNP coupons properly redeemed.

- Give 15-day written notice of termination from the Program.

Violations and Sanctions

Payment for coupons will be denied for the following:

- Failing to stamp WIC FMNP coupons with the farmers' authorized WIC FMNP stamp.
- Depositing WIC FMNP coupons for unauthorized farmers or other vendors.
- Failing to deposit WIC FMNP coupons by the first Friday in October.
- Altering WIC FMNP coupons.
- Depositing WIC FMNP coupons from a previous year.

Farmers/markets will receive a written warning for each observed violation. Markets will also receive a written warning if 35% or more of authorized farmers receive violations during a monitoring visit. Two warnings in the same year will result in termination from the program for the remainder of the current year. Three or more warnings in the same or consecutive years will result in termination for the remainder of the current year, and the farmer or market will be ineligible to apply the following year. Violations include the following:

- Treating WIC participants differently from other customers.
- Charging WIC participants sales tax on food purchased with WIC FMNP coupons.
- Selecting foods for WIC participants in a different manner from other customers.
- Failing to visibly post the current WIC FMNP poster (including their Farmer Number and Market Number) at their farmers' market booth.
- Providing cash, credit, rain checks, unauthorized food items or non-food items in exchange for any purchase made with WIC FMNP coupons.
- Accepting WIC FMNP coupons at locations other than the farmers' market(s) listed on the authorization letter for the current year.
- Failing to abide by any other requirement listed in this Agreement and the current Farmer Handbook.

Any farmer or farmers' market that commits fraud or abuse is liable for prosecution under applicable Federal, State or local laws. A farmer may be terminated from the WIC FMNP and assessed claims for fraud. Examples of fraud include, but are not limited to the following:

- Submitting WIC FMNP coupons for payment for an unauthorized farmer or vendor.
- Purchasing WIC FMNP coupons for cash.
- Providing drugs, alcohol or other illegal substance in exchange for WIC FMNP coupons.

Notice: Any farmer or market may appeal any action by the WIC FMNP, which denied the farmer or market participation in the WIC FMNP, any sanctions imposed by the WIC FMNP or termination of the farmer or market from the Program. Appeals must be made in writing and submitted to: WIC FMNP, 5800 W. 10th Street, Suite 810, Little Rock, AR 72204 within 15 days of the notice of adverse action.

Neither the WIC FMNP nor the market has an obligation to renew this agreement. This agreement is valid only until December 31, 2019. **This agreement is valid only with signatures of Farmers' Market Representative and WIC FMNP State Office Representative. No FMNP coupons may be accepted until all signatures are present.**

I have read and agree with the terms of this agreement. I understand that the farmers' market I represent may be terminated from the WIC FMNP for violation of this agreement. If the market wishes to withdraw from this agreement, I, as the market representative, will give the WIC FMNP 15-day written notice prior to the effective date of the market's withdrawal from the Program.

X

Farmers' Market Representative's Signature

Date

Official use below this line

X

WIC FMNP State Office Representative's Signature

Date