

800 NE Oregon Street
Portland, OR 97232
Voice: (971) 673-0040
FAX: (971) 673-0071
TTY: (971) 673-0372

January 20, 2017

Dear Farmers Market Representative:

It is time to get ready for the 2017 Farm Direct Nutrition Program (FDNP). Your market's FDNP designation ensures additional promotion for your market to FDNP shoppers. In return, we will count on you to train any of your vendors who apply to FDNP and are new to the program, upon our request.

FDNP recipients are participants in the Oregon Women, Infant, & Children (WIC) program and eligible, low-income seniors. They receive \$4 checks to purchase fresh, locally grown produce from authorized farmers at farmers markets and farmstands from June 1 through October 31. In 2016, local farmers earned more than \$1.2 million in Farm Direct sales from FDNP recipients.

If you are interested in your market having an FDNP designation, please complete the following:

- 1) Review the eligibility requirements of the enclosed 2017 FDNP Farmers Market Agreement.
- 2) Review and complete the enclosed Farmers Market Application. This application can be submitted electronically through the Submit Form button (please download the latest Adobe Acrobat Reader here: <https://get.adobe.com/reader/>), emailed to justin.c.trautmann@state.or.us, or by FAX (971) 673-0071. Please complete one application per market, per location.

All farmers markets must apply annually for FDNP designation. Applications received by **February 10, 2017** will be listed on the printed Oregon Department of Agriculture (ODA) Farm Direct Shopper Directory (electronic version found here: http://myoregonfarm.org/fdnp_wic_shopperguide). For new market managers, you will be contacted by the State WIC office to schedule a new market manager training conference call.

Please feel free to share the 2017 FDNP Farmer Flyer with farmers at your annual market meetings (http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/vendor/farmer_update.pdf). All farmer inquiries should be forwarded to the ODA at (503) 872-6600.

If you have any questions regarding the application process, or FDNP, please feel free to contact the WIC Vendor Answer Line at (877) 807-0889 (Option 2). I look forward to working with you this market season!

Sincerely,



Maria Menor
Oregon Farm Direct Nutrition Program Coordinator
Oregon Health Authority

2017 Farm Direct Nutrition Program (FDNP) Farmers Market Agreement

1. The Market agrees to:

- a. Comply with FDNP requirements contained in 7 CFR 248, 7 CFR 249, Oregon Administrative Rules 333-052-0030 through 333-052-0130 as they pertain to markets, FDNP procedures, and this agreement.
 - b. Cooperate with staff from the Oregon Health Authority (OHA) or the Oregon Department of Agriculture (ODA) in monitoring for compliance with program requirements and provide information to OHA or ODA they may require.
 - c. Ensure an FDNP-authorized farmer is present at market during all market hours of operation.
 - d. Accept training on program procedures and provide training to market staff, including volunteers, and eligible farmers on behalf of OHA.
 - e. Be accountable for the actions of market staff, including volunteers, in the provision of foods and related activities.
 - f. Cooperate in investigations of authorized farmers who:
 - i. Redeem checks for ineligible foods;
 - ii. Charge FDNP check customers higher prices than other customers;
 - iii. Accept FDNP checks before June 1 or after October 31;
 - iv. Issue change for produce purchased with FDNP checks;
 - v. Allegedly do not meet the definition of eligible farmer;
 - vi. Abuse any other program procedures.
 - g. Comply with all state or federal laws regarding non-discrimination, and applicable FNS instructions to ensure that no person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation, be denied benefits, or be otherwise subjected to discrimination, under the FDNP.
 - h. Notify OHA when and if the Market ceases operation prior to the end of the authorization period.
2. **Period of Performance: April 1, 2017 through March 31, 2018**, unless sooner terminated as provided herein.
3. **Disqualification:** The market may be disqualified for FDNP abuse or violation of program requirements, including eligibility requirements. The Market can be prosecuted for program fraud or abuse under applicable federal, state or local laws, but the Market is not liable for fraud committed by individual farmers participating at the market. The FDNP maintains no obligation to reinstate a Market's authorization after disqualification. The Market may reapply to participate in this program as stipulated in the disqualification notification.
4. **Notification of Action:** When the OHA denies an application to participate in the FDNP, the denial shall be in writing. The notice shall state the basis for denial. When OHA proposes to take an adverse action against the Market with whom OHA has an agreement, OHA shall give the respective Market a written notice. The notice shall:
- a. State the cause for the action;
 - b. State the effective date of the action;
 - c. State the procedure for requesting an appeal;
 - d. Be provided to the Market not less than 15 calendar days in advance of the effective date of the action.
5. **Appeal:** The Market has the right to appeal a denial of an application to participate, a disqualification, or a FDNP sanction by OHA within 15 days of notification. All appeals must be in writing, and addressed to: FDNP Coordinator, 800 NE Oregon Street, Suite 865, Portland, OR 97232. Expiration of an agreement and claims actions are not subject to appeal.
6. **Termination:** Neither OHA nor the Market has an obligation to renew the agreement. OHA shall have the right to terminate the agreement for cause and the Market has the right to terminate the agreement after providing 15 days advance written notification. Termination notices from the Market shall be addressed to: FDNP Coordinator, 800 NE Oregon Street, Suite 865, Portland, OR 97232.
7. **Prosecution:** A Market that commits fraud or engages in other illegal activity is liable to prosecution under applicable Federal, State, or local laws.

2017 Oregon Farm Direct Nutrition Program (FDNP) Farmers Market Application

One application per market per location.

Market Manager Details

Market Manager Name						
Mailing Address						
City		State		Zip		
Manager Phone Number		Fax				
Email						
Market Manager's first year working with the FDNP?	Yes	No				

Market Details

Market Name				Market ID (WIC staff only)
Market Address/ Location: (be specific)				
Market City		Market County/Zip		
Market Phone Number		Market Email		
Market Website				
Market's first year of participation with the FDNP?	Yes	No		

Market season open date:				Market season close date:			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open time							
Close time							

The market must meet the following requirements in order to participate as an Oregon FDNP-designated farmers market:

- The market will meet on a consistent basis at a defined location over the course of the season.
- At least five (5) of the market vendors over the course of the season are farmers who grow, cultivate or harvest fresh fruits, vegetables or cut herbs in Oregon or a bordering county to sell at a farmers market or farm stand.

Please list 5 anticipated farmer vendors below:

1. _____	2. _____
3. _____	4. _____
5. _____	

I declare the information on this application is accurate and the market meets the program's participation requirements. I have read, understand and agree to the conditions of the 2017 Farm Direct Nutrition Program Market Agreement, a copy of which has been provided to me.

Market Rep's Name: _____ Market Rep's Signature: _____

Title: _____ Phone Number: _____ Date: _____

The market does not have Farm Direct Nutrition Program designation unless approved by the State.

To be considered for the printed 2017 Farm Direct Shopper Directory all completed applications must be submitted by **2/10/2017**.

Email: justin.c.trautmann@state.or.us

Fax: 971-673-0068 Mail: PO Box 14450, Portland OR 97293

(Keep the FDNP Market Agreement for your records)