

Kate Brown

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February 9, 2016

Dear Farmers' Market Representative:

It's time to get ready for 2016's Farm Direct Nutrition Program (FDNP) for WIC families and seniors! The FDNP supports local farmers' markets and farmers, and helps improve the health and well-being of nutritionally at-risk families and seniors.

FDNP recipients are participants in the WIC (Women, Infants & Children) Program, and eligible low-income seniors. They will receive green \$4 checks to purchase fresh, locally grown produce from authorized farmers. FDNP shoppers can spend their checks from June 1 through October 31 with authorized farmers selling local produce at farmers' markets and farm stands.

Farmers' markets may apply annually for FDNP designation, which includes the following:

- 1) FDNP farmers' markets are listed in printed and on-line directories for FDNP shoppers, and
- 2) FDNP farmers' market managers agree to provide FDNP training to farmers, if requested by WIC staff. A sample training form is enclosed; I will supply blank training forms to FDNP markets as needed.

If you are interested in FDNP designation for your market, please take these steps:

- Review and complete the enclosed application form. One application per market, per location.
- Review the eligibility requirements and 2016 FDNP Market Agreement, and sign the application form.
- You may apply on line here:
<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/vendor/fdnfarmers-market-application.pdf>
- Return your market's signed application to me via online or FAX 971-673-0071 by: February 25, 2016.**

Farmers' market managers who are new to the FDNP will also be contacted by my office for training. They will need to view a training video and participate in a conference call with a State trainer.

Please feel free to share the 2016 FDNP Farmer Flyer with your farmers at your annual market meetings which can be found at: <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/farmer.aspx>. All farmer inquiries should be forwarded to the Oregon Department of Agriculture, (503) 872-6600.

Please do call me with your questions at (971) 673-0056 or Karla Valness, Department of Agriculture, (503) 872-6600.

Thank you, and I look forward to working with you this market season!

Sincerely,



Maria Menor
Oregon Farm Direct Nutrition Program Coordinator
Oregon Health Authority

Farmers' Market Application and Agreement

2016 Oregon Farm Direct Nutrition Programs for WIC and Seniors (June 1 – October 31)

***One application per market per location.**

Market's first year of participation in the Farm Direct Nutrition Programs (FDNP)? Yes No
 Market Manager's first year working with the FDNP? Yes No

Contact Details

Market Name					
Mailing Address					
City		State		Zip	
Telephone	()	Fax	()		
Market Manager – First Name			Last Name		
Email					

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. (For the FDNP a farmer is a person who owns, leases, rents or sharecrops land to grow, cultivate or harvest crops on that land.) **Please list 5 anticipated farmer vendors below:**

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

Number of market's total anticipated farmer vendors: _____

Market Details

Market Address/ Location: (be specific)			
Market City		Market County & Zip	
Market telephone number: (if different from above)	()	Market Email: (if different from above)	
Market website			

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

I declare that the information on this application is accurate, that the market meets the program's participation requirements and that I have read, understand and agree to the conditions of the 2016 Farm Direct Nutrition Program Market Agreement, a copy of which has been provided to me.

Market Representative's Name: _____ Signature: _____

Title: _____ Phone number: _____ Date: _____

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

To be considered for the 2016 Farm Direct shopper directory all completed applications must be submitted per the following:

Email: carrie.lafferty@state.or.us **Fax:** 971.673.0071 **Mail:** PO Box 14450, Portland OR 97293

Must reach our office by February 25th 2016.

**2016 Farm Direct Nutrition Program (FDNP)
Farmers' Market Agreement**

1. The Market agrees to:

- a. Comply with Farmers' Market Nutrition Program 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 in monitoring for compliance with program requirements and provide information OHA or the Oregon Department of Agriculture may require.
- c. Ensure that an FDNP-authorized farmer is present at the 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 1st or after October 31st;
 - 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, 2016 through March 31, 2017, 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: (1) State the cause for the action; (2) State the effective date of the action; (3) State the procedure for requesting an appeal; and (4) Be provided to the Market not less than fifteen (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 the Oregon FDNP Coordinator, Department of Human Services, Health Services, 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 fifteen (15) days advance written notification. Termination notices from the Market shall be addressed to: Oregon 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.