



February 24, 2020

## Invitation to Participate in the 2020-2021 Farmers' Market Nutrition Program (FMNP) and Senior Farmers' Market Nutrition Program (SFMNP)

As you plant your seedlings, gather your supplies and start scheduling where you'll be selling your produce this year, complete our application to become an authorized WIC Farmers' and Senior Farmers' Market farmer!

**WE WANT TO PROMOTE YOUR FARM!** We create a brochure listing the locations of our authorized farmers' markets, farmers and farm stands. This brochure will be distributed to benefit recipients and will be posted to our website. If you would like to be included in this brochure, your completed application must be received no later than April 1<sup>st</sup>.

### Important dates:

February 24 – May 15. Open application period for the 2020-2021 Farmers' Market Nutritional Program and Senior Farmers' Market Nutritional Program season. If your complete application is received after May 15<sup>th</sup>, your application will be denied. However, you will be encouraged to reapply during the next open application period scheduled for 2021.

June 1 – October 31: Authorized farmers and farm stands accept WIC Farmers' Market Coupons and Senior Farmers' Market Coupons.

November 15: The deadline for all coupons to be deposited by authorized farmers and farm stands to their bank. Coupons deposited after that date may not be reimbursed.

**Notice:** In 2020, SFMNP coupons will now have the same reimbursement process as FMNP coupons. Farmers and farm stands will no longer mail or hand deliver SFMNP coupons to a reimbursement agency.

### FMNP / SFMNP Application Process:

1. Complete and sign an application, banking form, and vendor agreement.
2. On your application, list the number of "Welcome Here" posters and FMNP / SFMNP Vendor Manuals (also known as Handbook) you will need. (Posters from the 2016-2019 seasons may still be used. All other posters are to be destroyed.)
3. If you are selling from your farm or farmstand, provide details of your location that will help participants find your sales location(s). We will provide location and contact information to participants. In order to be included in the WIC-authorized farmer's location list for participants, your information must be received by April 1<sup>st</sup>.
4. Send the **legibly** completed application packet to the WIC Program Office at the address listed above via email, fax or mail. Due to confidentiality, we recommend faxing or mailing banking information.
5. The State of Alaska WIC Office will review your application and contact you if additional information is needed.
6. If approved, you will receive notice of your authorization by mail including:
  - If you are a new vendor, a vendor number will be assigned to you, and you will receive one vendor number stamp that must be used on all coupons before submitting for reimbursement. You may not accept coupons until you have received your vendor stamp.

- If you are continuing your participation, your vendor number will not change, and you will use the stamp that was issued to you previously. If you need a new stamp, please notify our office and we will order a new one for you. New stamps can take up to three weeks to arrive.
  - You will be mailed “Welcome Here” posters, a copy of the Farmer-Vendor Manual (also known as Handbook), along with other program information.
7. Participation in at least one training teleconference each year is a program requirement for all authorized Farmers’ Market managers, farmers and farm stands. If you do not participate in at least one training your authorization could be terminated.

**Notice:** The State of Alaska WIC Program has transitioned to EBT benefits. Therefore, farmers and farm stands will no longer be accepting WIC Fruit and Vegetable Vouchers (previously known as FVVs).

After reviewing the documents required for application, please contact us with any questions. You can expect authorization to take up to 30 days after we receive your completed application. For more information, contact:

- Erin Fahsholtz, S/FMNP Program Coordinator at (907)465-8630 or email: [Erin.Fahsholtz@alaska.gov](mailto:Erin.Fahsholtz@alaska.gov)
- Sandra Harbanuk, WIC Vendor Coordinator at (907) 465-4704 or email: [Sandra.Harbanuk@alaska.gov](mailto:Sandra.Harbanuk@alaska.gov)

We appreciate your commitment to providing fresh fruits, vegetables, and herbs to your low-income neighbors.

Sincerely,



Erin Fahsholtz  
S/FMNP Program Coordinator

Sincerely,



Sandra Harbanuk  
WIC Vendor Coordinator