



February 1, 2016

Invitation to Participate in the 2016-2018 Farmers' Market Nutrition Program (FMNP) and Senior Farmers' Market Nutrition Program (SFMNP)

Spring is almost here, and it's time to prepare for the upcoming Farmers' Market season. This year marks the first **three-year** authorization cycle, where farmers markets, farmers, and farm stands are authorized for three seasons instead of the usual two-year cycles. Please take special note of our upcoming dates and deadlines as most have changed due to the change to three-year cycles.

REMINDER: We will again be creating an annual brochure listing the locations of our authorized farmers' markets, farmers and farm stands. This brochure will be distributed to participants at the time they receive their coupons. If you would like to be included in this publication your completed application must be received no later than April 15th of each year.

Important dates for the FMNP and SFMNP:

February 1 – June 15. Open application period for the 2016-2018 Farmers' Market Nutritional Program and Senior Farmers' Market Nutritional Program seasons. If your complete application is received after June 15th, your application will be denied for the current season but you will be encouraged to reapply during the next open application period.

June 1 – October 31: Authorized farmers may accept WIC Farmers' Market Coupons, WIC Fruit & Vegetable Vouchers (FVVs), and Senior Farmers' Market Coupons (where available).

November 15: The last date that an authorized farmer may deposit an FMNP Coupon in the bank. Coupons deposited after that date will not be redeemed.

November 30: This is the last date that a SFMNP coupon may be received by the Assigned Payment Agency for redemption.

FMNP / SFMNP Application Process:

- 1) Complete and sign an application, banking form, and vendor agreement.
- 2) On your application, list the number of "WIC Accepted Here" posters and FMNP / SFMNP Vendor Manuals you will need. You may continue to use posters provided during the 2014-2015 season. All other posters are to be destroyed.
- 3) If you are selling from your farm or farmstand, provide details of your location or driving directions 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 15.

- 4) Send the completed application packet to the WIC Program Office at the address listed above.
- 5) The WIC Program will review your application and contact you if any additional information is required. You will receive notice of your authorization by mail, along with an approved copy of your vendor agreement.
- 6) 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 FMNP and SFMNP coupons and FVVs before submitting for reimbursement. You may not accept the coupons or vouchers from participants until you have received your authorization and vendor stamp.
- 7) If you are a returning vendor, your vendor number will not change, and you will use the stamp that was already issued to you. If you need a new stamp, please notify our office and we will order a new one for you.
- 8) We will also mail you "WIC Accepted Here" posters, one copy of the Farmer-Vendor Manual, along with other program information. Participation in at least one training teleconference each year is a program requirement for authorized Farmers' Market managers and FMNP / SFMNP vendors. If you do not participate in at least one training your authorization could be terminated.

Notice: The State of Alaska WIC Program will be transitioning to EBT benefits in 2017. This may affect the Farmers' Market Nutrition Programs. More information will be provided as it becomes available.

After reviewing the mentioned documents, please contact us with any questions. You can expect authorization to take up to two weeks after we receive your application. For more information, contact:

- Erin Khmelev, S/FMNP Assistant Program Coordinator at (907)465-8630 or email: Erin.Khmelev@alaska.gov
- Sandra Harbanuk, S/FMNP Program Coordinator at (907) 465-4704 or email: Sandra.Harbanuk@alaska.gov

We appreciate your commitment to providing fresh fruits, vegetables, and herbs to WIC participants in your community.

Sincerely,



Erin Khmelev
S/FMNP Assistant Program Coordinator

Sincerely,



Sandra Harbanuk
S/FMNP Program Coordinator