

Market # ___ Farmer # ___
(Official Use Only)

2017-2019 Three Year Farmer 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; Fax 501-661-2004

The following information is required for the Arkansas WIC Farmers' Market Nutrition Program (WIC FMNP) to determine your eligibility to participate in the Program.

Select one of the following:

I do not have a WIC FMNP Stamp. I have a WIC FMNP stamp and the number is _____.

First Name _____ Last/Family Name _____

Phone (____) _____ E-mail _____

Mailing Address:

P.O. Box or Street Address	Town	State	Zip
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Directions to your farm:

This application is a request to sell locally grown fresh fruits, vegetables and herbs to WIC participants at the farmers' market listed below:

<i>Howard County FM, Hope FM; Old Washington FM</i>	<i>Nashville, Hope, Washington</i>	<i>Howard, Hempstead</i>
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Name of Farmers' Market	Town	County
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List some of the Arkansas/locally grown fresh fruits, vegetables and herbs you sell at this market from May through September:

List what percentage of fruits, vegetables and herbs listed above are grown on your farm. _____ %

List anyone who might sell for you at this market.

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' MARKET¹ NUTRITION PROGRAM AGREEMENT
BETWEEN
ARKANSAS WIC FARMERS' MARKET NUTRITION PROGRAM AND
FARMER**

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 the authorized market representative and farmer before any WIC FMNP coupon transactions can occur.

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 listed above.
- Provide information necessary for WIC FMNP operations and reports to the United States Department of Agriculture (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 those 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 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.
- Charge no sales tax on WIC FMNP coupon purchases.
- Not give cash, credit, rain coupons, unauthorized food items or non-food items in exchange for any purchase made with WIC FMNP coupons.
- Reimburse the 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.
- 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 once monthly and all WIC FMNP 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 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 approval 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 adverse action.

Neither the WIC FMNP nor the farmer has an obligation to renew this agreement. This agreement is valid only until December 31, 2019. **This agreement is valid only with signature of Farmer, 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 I may be terminated from the WIC FMNP at any or all market locations for violation of this agreement, and that claims or penalties may be assessed for violations related to coupon transactions. If I withdraw from participation in the WIC FMNP, I will give the Program 15-day written notice prior to the effective date of my withdrawal.

X

Farmer Signature

Date

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 Signature

Date

Official Use Only below this line

X

WIC FMNP State Office Representative Signature

Date