



MONTANA WIC FARMERS MARKET NUTRITION PROGRAM (FMNP)

FARMER APPLICATION,
AGREEMENT AND TRAINING





The Montana WIC Farmers' Market Nutrition Program (FMNP) is committed to ensuring farmers meet all program requirements through a streamlined application, agreement and training process. All farmers are required to submit an application, sign an agreement, and complete annual training. Farmers with active FMNP agreements will receive an amendment for the new electronic system. This platform will guide you through each step, from submitting your application and finalizing your agreement to completing your training, ensuring compliance with FMNP guidelines and maintaining your authorization as a participating farmer.

FARMERS:

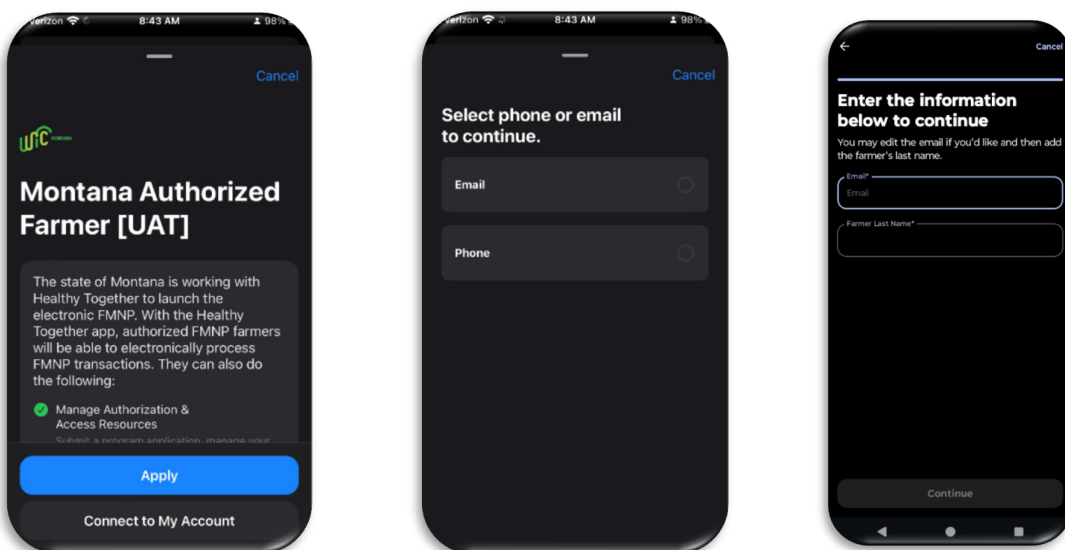
The first step is to submit a program application, then move on to signing the agreement and required training.

- ☐ Submit a Program Application
- ☐ Review and Sign the Agreement
- ☐ Complete the Annual Training

ALREADY HAVE A CURRENT FMNP AGREEMENT?

After downloading the app you will be prompted to connect to your account using phone or email, and the Farmer's last name.

Farmers with current FMNP agreements will confirm their contact information and skip the application to review and sign an amendment to their existing agreement.

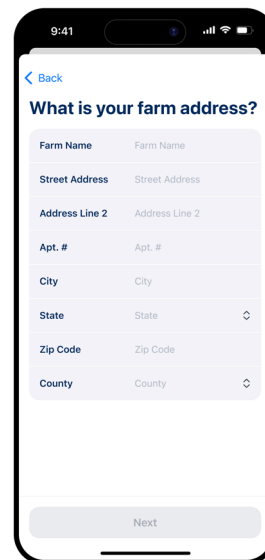
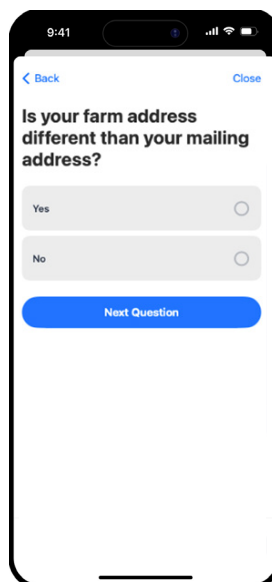
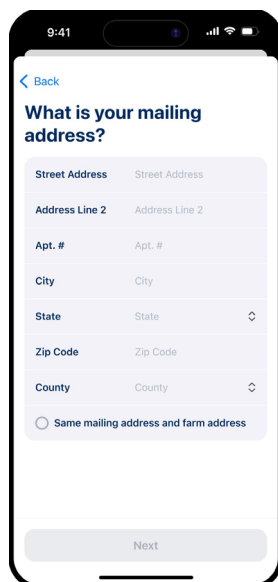
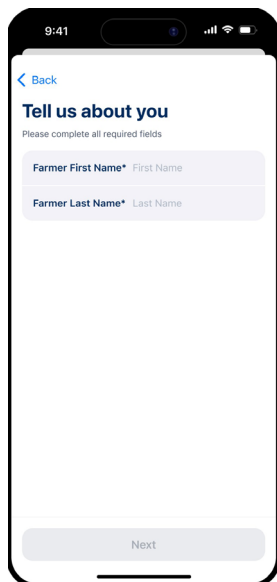


All other farmers will be required to complete an application.

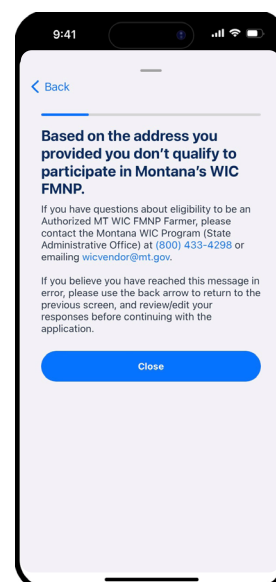
APPLICATION

The screenshots below will guide you through completing your application.

1. Enter your first and last name
2. Enter your mailing address
3. Enter your farm address?



If the address you've provided doesn't qualify for your farm to participate in Montana's WIC FMNP Program, you will get an error message. If you have questions about eligibility to be an Authorized MT WIC FMNP Farmer, please visit our webpage or call the Montana WIC Program (State Administrative Office) at 800-433-4298 or (406) 444-5533. If you believe you have reached this message in error, please use the back arrow to return to the previous screen, and review/edit your responses before continuing with the application.



4. What county is your farm address in?
5. What is your farm name?
6. Enter your contact information
7. Will the majority of produce you sell be grown by the authorized farmer and within the state of Montana?

If you select no and receive the error message, please visit our webpage or call the Montana WIC Program (State Administrative Office) at 800-433-4298 or (406) 444-5533. If you believe you have reached this message in error, please use the back arrow to return to the previous screen, and review/edit your responses before continuing with the application.

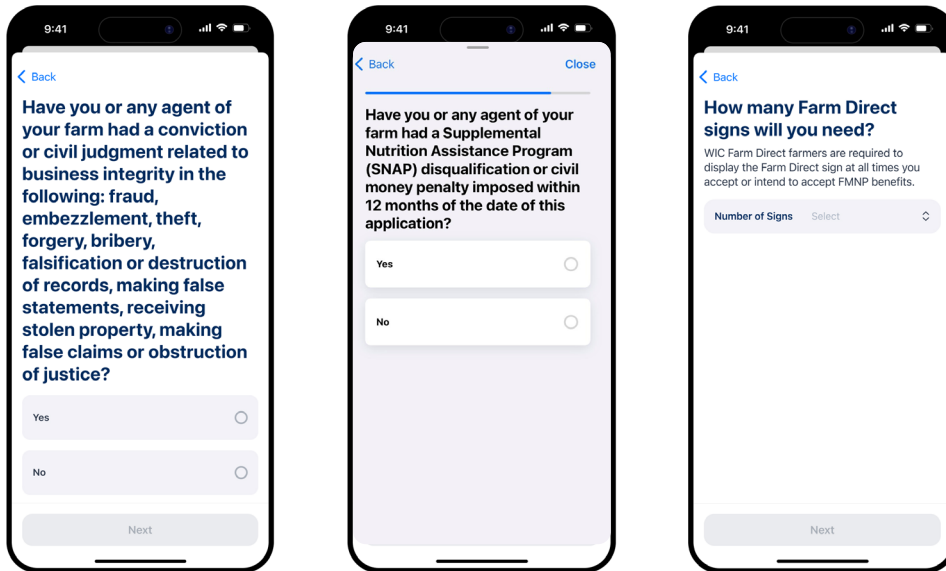
The first four screens of the application process are shown. The first screen asks 'What county is your farm address in?' with a search bar and a list of counties: Beaverhead, Big Horn, Blaine, and Broadwater. The second screen asks 'What is your farm name?' with a text input field. The third screen asks 'Enter your contact information' with fields for Email Address, Allow email messages, Cell phone number, and Allow text messages. The fourth screen asks 'Will at least 60% of the produce for sale at your location be grown by your farm?' with Yes and No radio button options.

8. Confirm your age and where you grow your produce
9. Is your booth/stall/stand accessible to persons with a disability?
10. Do you have a conflict of interest with any relevant programs? *

The last three screens of the application process are shown. The fifth screen asks 'Are you at least 18 years of age, reside and grow produce in Montana or in a county adjacent to Montana?' with Yes and No radio button options. The sixth screen asks 'Is your booth/stall/stand accessible to persons with a disability?' with Yes and No radio button options. The seventh screen asks 'Do you have a conflict of interest with the Montana WIC Program, the Local WIC Program, Montana Senior FMNP, Montana WIC FMNP or the Department of Public Health and Human Services (included but not limited to family relationship, contract for services, employment, or business ties)?' with Yes and No radio button options.

**If you have a conflict of interest limiting you from participating in FMNP, Montana WIC will contact you with questions.*

11. Have you or any agent of your farm had a conviction or civil judgment related to business integrity in the following?
12. Have you or any agent of your farm had any SNAP disqualifications?
13. How many posters will you need?



Have you or any agent of your farm had a conviction or civil judgment related to business integrity in the following: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims or obstruction of justice?

Yes ☐

No ☐

Next

Have you or any agent of your farm had a Supplemental Nutrition Assistance Program (SNAP) disqualification or civil money penalty imposed within 12 months of the date of this application?

Yes ☐

No ☐

How many Farm Direct signs will you need?

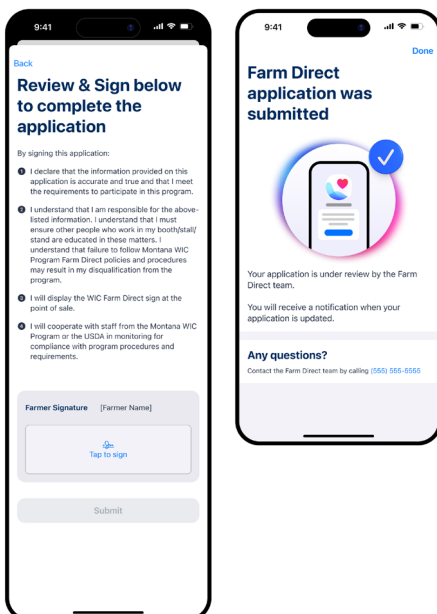
WIC Farm Direct farmers are required to display the Farm Direct sign at all times you accept or intend to accept FMNP benefits.

Number of Signs

Next

If the answer you selected shows an error message, please visit our webpage or call the Montana WIC Program (State Administrative Office) at 800-433-4298 or (406) 444-5533. If you believe you have reached this message in error, please use the back arrow to return to the previous screen, and review/edit your responses before continuing with the application.

14. Review and sign your application. The WIC Program will review and approve your application.



Review & Sign below to complete the application

By signing this application:

- I declare that the information provided on this application is accurate and true and that I meet the requirements to participate in this program.
- I understand that I am responsible for the above-listed information. I understand that I must ensure other people who work in my booth/stand are educated in these matters. I understand that failure to follow Montana WIC Program Farm Direct policies and procedures may result in my disqualification from the program.
- I will display the WIC Farm Direct sign at the point of sale.
- I will cooperate with staff from the Montana WIC Program or the USDA in monitoring for compliance with program procedures and requirements.

Farmer Signature [Farmer Name]

Tap to sign

Submit

Farm Direct application was submitted

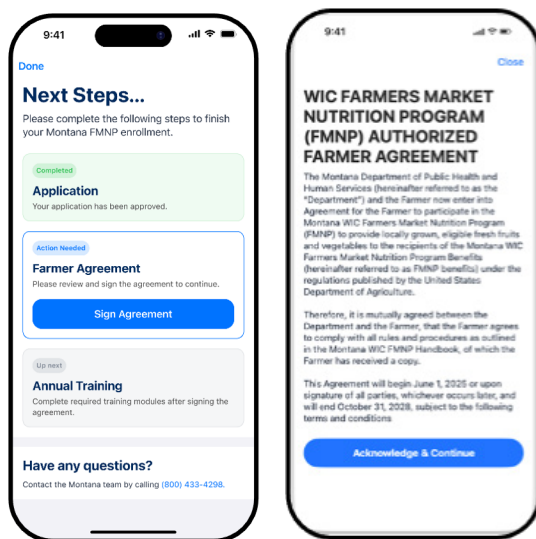
Your application is under review by the Farm Direct team.

You will receive a notification when your application is updated.

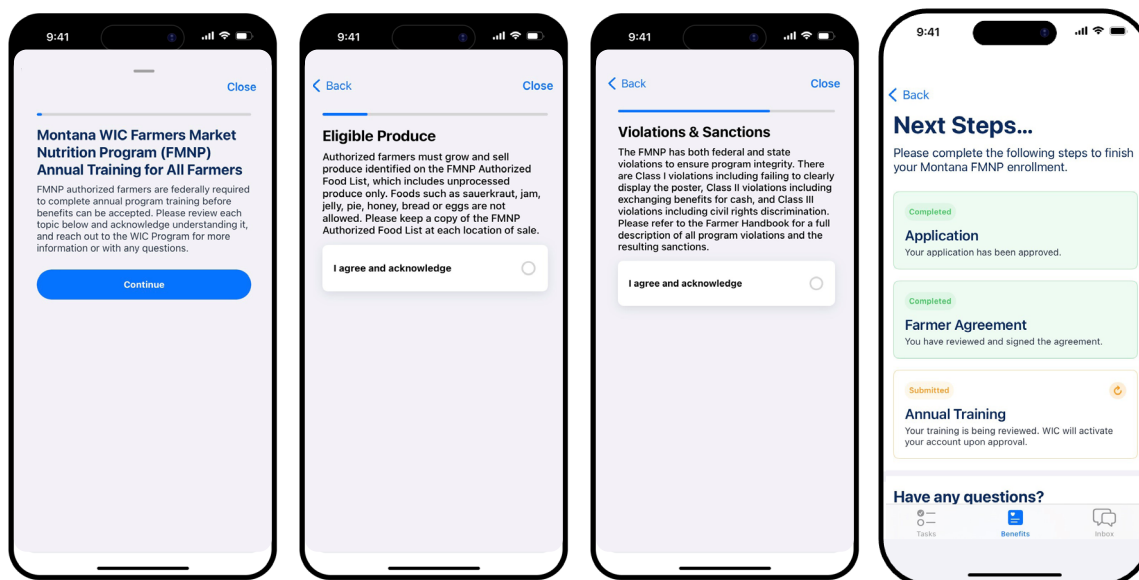
Any questions?

Contact the Farm Direct team by calling (505) 566-6565

15. After the WIC Program approves your application, the system will prompt the farmer to review and sign the FMNP Farmer Agreement. The agreement is not active until the WIC Program has returned a copy to the farmer with a state signature.



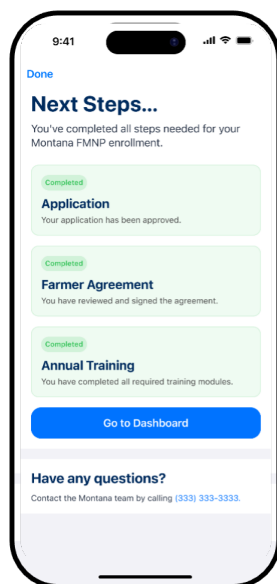
16. Once the fully executed agreement is returned to the farmer, they will be prompted to complete the required annual training.



ANNUAL TRAINING

Training for the program is simple and done every year before FMNP benefits can be accepted. You will acknowledge each training topic listed below and submit it when you've acknowledged each topic. Topics are listed below for reference and will provide more information on training platform.

- ☐ Program Overview
- ☐ Eligible Produce
- ☐ Equitable Treatment of FMNP Customers
- ☐ Display the Poster
- ☐ Transaction Requirements
- ☐ Cashiers
- ☐ Violations & Sanctions
- ☐ Fair Hearings
- ☐ USDA Nondiscrimination Statement & Acknowledgement



Training for the program is simple and done every year before FMNP benefits can be accepted. You will acknowledge each training topic listed below and submit it when you've acknowledged each topic. Topics are listed below for reference and will provide more information on training platform.



QUESTIONS?



406-444-5530



wicvendor@mt.gov

