

FMNP Electronic Solution Overview

E-FMNP

March 2, 2023



WIC & SENIOR

Farmers Market Benefits
WELCOME HERE!



& Washington State Sponsored
Farmers Market Nutrition Program



HONEY
MAY BE REDEEMED
SENIORS

Overview

- General review of upcoming changes to FMNP
- Actions needed before the season starts
- Details regarding the electronic solution process
- Payment/Transactions



FMNP Situation

- Nationwide, banking contractors announced that 2022 is the last season they will be processing paper checks.
- State programs are required to find alternate providers or transition to in-house check/coupon processing.
- WA FMNP has identified an electronic solution provider to support both FMNP, SFMNP programs and WIC Cash Value Benefits (CVB) bringing three separate funding streams to authorized growers and markets statewide.



Goals of e-FMNP



- Simplify benefits issuance for clinics
- Incorporate CVB's at Farmers markets and farm stores
- Expand awareness, use, and sales (redemption) at authorized farmers markets and authorized farms stores
- Increase participation in the FMNP
- Speed up the payment process to authorized growers
- Reduce risk of lost or missing benefits for participants
- Eliminate banking fees from processing paper checks
- Provide tools that will support the process for authorized growers, markets, participants and clinic staff
- Support all benefit types (FMNP, CVB, SFMNP) with one redemption process

Steps

1

What

- Electronic benefits issued to participants. saved to QR code (sticker) on WIC card.
- Growers scan QR code with mobile device.
- Payments made via direct deposit to Grower bank accounts, Tax forms required.

2

Who

Who will be affected:

- WIC & Senior eligible participants
- Local WIC Agencies (LA's)- clinics and Local Agencies on Aging
- Authorized growers and farmers markets and farm stores

3

When

- FMNP benefits: 2023 FMNP season
 - June 1st to October 31st of 2023
- CVB's:
 - Year round for CVB's



Approval Process

1. Complete Grower or Market Agreement

- a. Grower Application: <https://doh.wa.gov/sites/default/files/2022-02/960-198-WICSeniorFMNPGrowerApplication.pdf?uid=63d957789c563>

- b. Market Application: <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/963-123-WICSeniorFMNPMarketAgreement.pdf?uid=63d957789d945>

2. Complete CDP Merchant Agreement

FMNP staff will send CDP Merchant Agreement upon approval of application



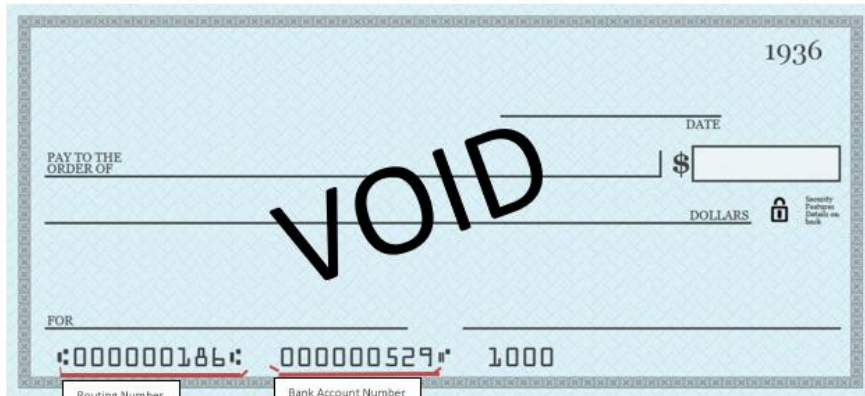
CDP Merchant Agreement

MERCHANT FINANCIAL INFORMATION

For electronic settlement of transactions (per Terms and Conditions, Section 2.1 Merchant Account of this agreement), Merchant must maintain a *checking* account that can accept ACH Debits and Credits.

CDP will verify your financial institution and account information using the codes at the bottom of your check.

1. Write VOID on a business check.
2. BEFORE faxing (or mailing) the printed copy of the Agreement, tape top edge of voided check over the image below.



* Required information

Bank Routing Number *	Merchant's Bank Account Number *
<input type="text"/>	<input type="text"/>

- Will need routing # and bank account #
- Need to scan/attach voided check

SECTION ONE: MERCHANT INFORMATION

* Required information

Merchant Information			
MERCHANT NAME *	<input type="text"/>		
PHYSICAL ADDRESS *	<input type="text"/>	PRIMARY PHONE *	
CITY *	STATE *	ZIP CODE *	
IRS LEGAL FILING NAME *	<input type="text"/>		
<small>Print the legal name of your enterprise as shown on your income tax return. If filing with a social security number, the IRS Legal Filing Name cannot be the name of the company. The IRS Legal Filing Name must <u>be</u> to whom the SSN has been assigned.</small>			
FEDERAL TAX ID OR SSN *	<input type="text"/>	Check one: <input type="checkbox"/> Federal Tax ID <input type="checkbox"/> SSN	
TYPE OF BUSINESS * (Check one)	<input type="checkbox"/> Corporation <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Foreign Entity* <input type="checkbox"/> LLC <input type="checkbox"/> Government Entity <input type="checkbox"/> Non-Profit/Tax Exempt**: <small>* If you select Foreign Entity, you must complete and provide CDP with a signed Form W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. Download from http://www.irs.gov/pub/irs-pdf/fw8ben.pdf. ** If you select Non-Profit/Tax Exempt, you must include your <u>Tax Exempt</u> number.</small>		

After CDP Merchant Agreement Approval


- CDP will confirm if bank account can accept deposit
- Growers must fill out a W-9 in order to provide their Tax Identification Number (TIN) that is required for providing their 1099-K.
- Grower will be assigned unique ID (not FMNP Grower ID) for registration and payment



Grower Portal-Registration



1. Grower must register for the Vendor Portal to establish account.

 **Vendor Portal**
Registration: Step 2

Username *

Email *

Password * Confirm password *

First name Last name

Phone number

Grower Portal-Login



2. Once registered- The grower logs into the Vendor Portal using a mobile smart device with their user id and password.

- Growers can have multiple log-ins under same ID
 - This is to support selling at multiple markets

Login
Enter your local login credentials.
Logging in to: WIC Direct Vendor Portal

Username *

Password *

Remember my login

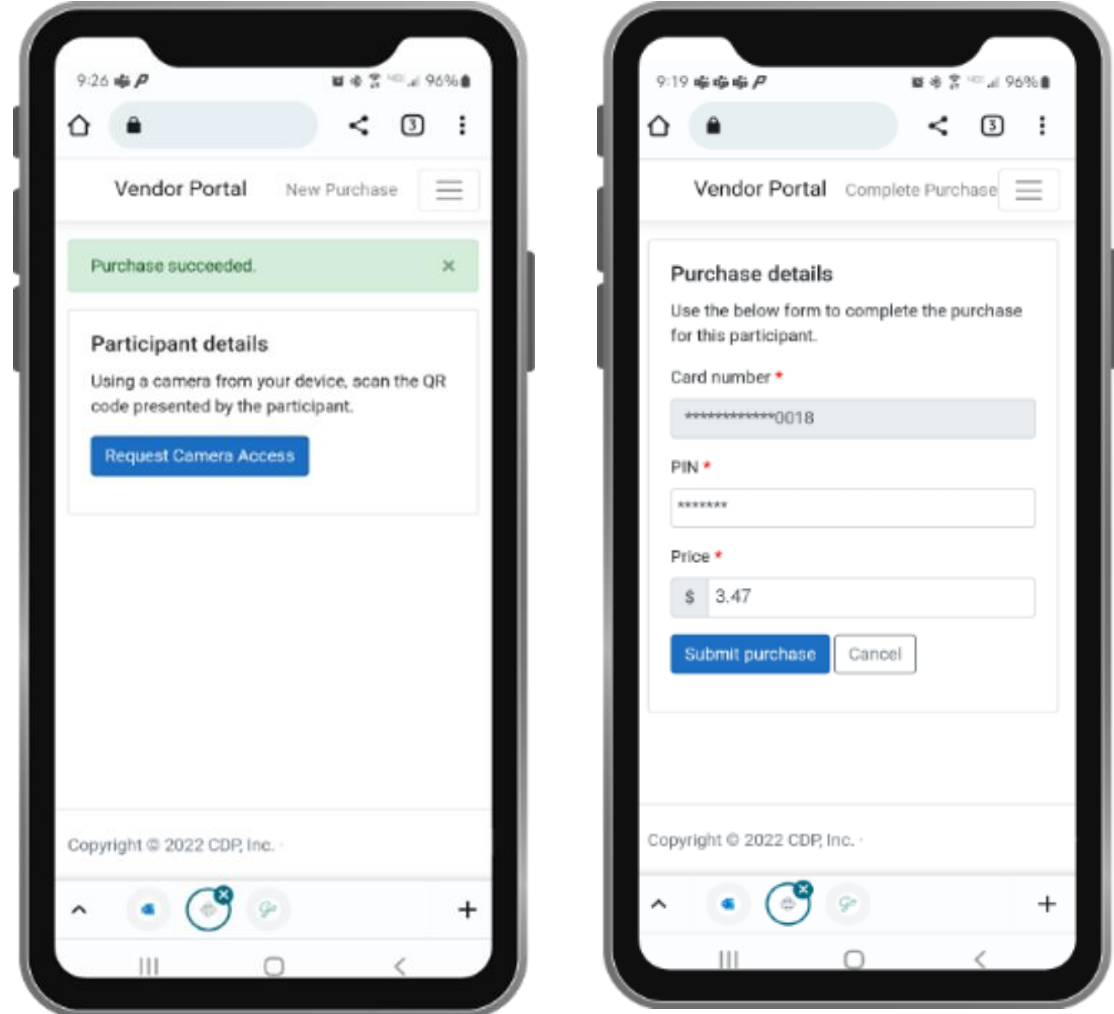
[Forgot password?](#)

[Don't have an account? Register here!](#)

Grower Portal-Transaction Interface

3. The participant presents the card/QR code to the authorized grower when they are ready to pay for the transaction.
4. The grower scans the QR code with their smart device to begin the transaction. The QR code accesses the WIC or senior participant's account
5. The grower enters the purchase price and submits the purchase.
6. The participant enters their PIN on the grower's smart device to authorize the transaction.

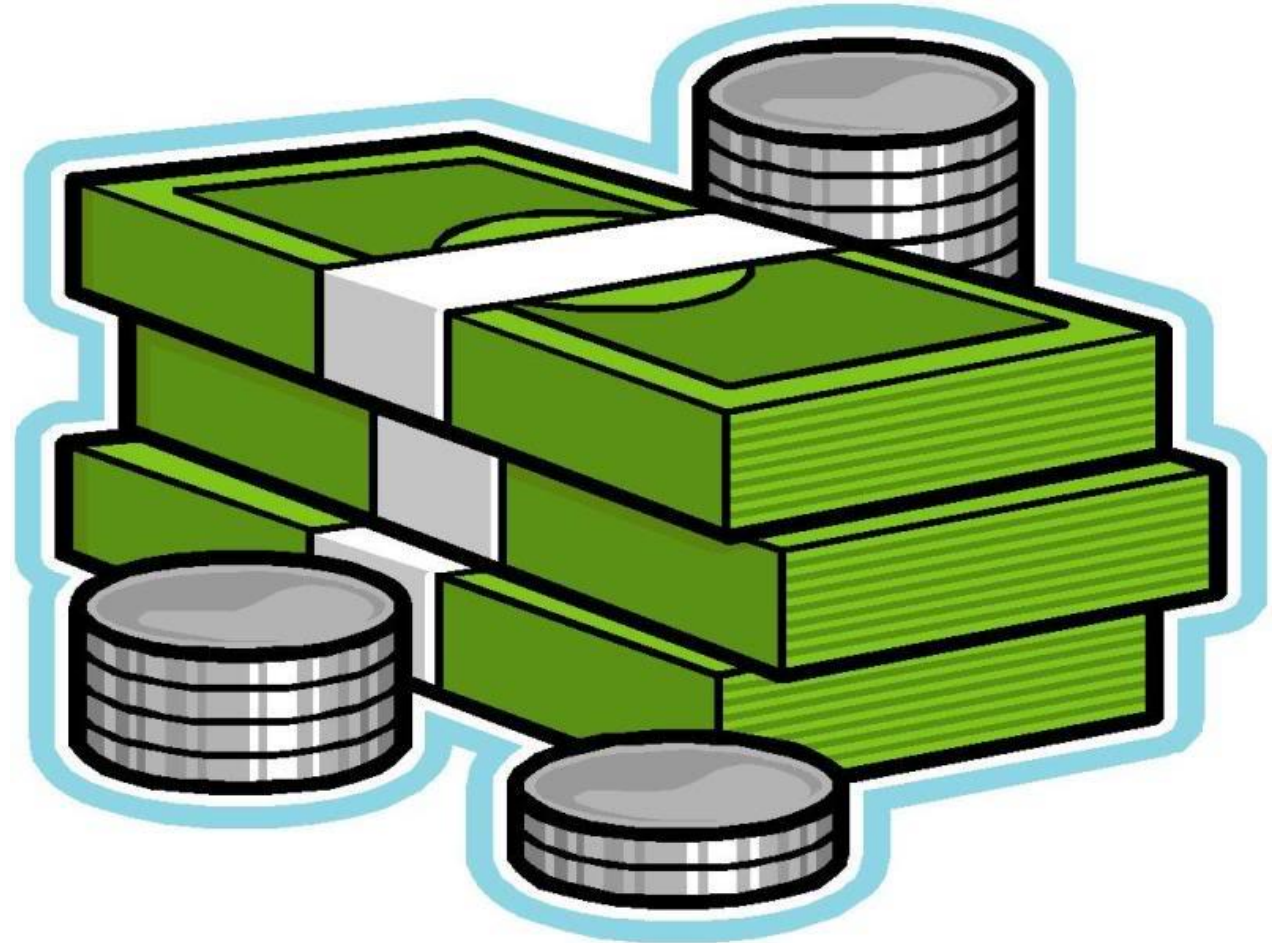
There is no need for \$4 increments anymore



Payment

- Growers will get paid weekly, every **Tuesday night**
- Will be paid based off transactions from previous Wednesday through that same Tuesday

This is to avoid potential banking fees



Grower Transactions

- Growers can look at transaction history in portal anytime
- Growers can run reports on financial history

Vendor Portal Financial History Rhonda Lewis

Settled 11/15/2022

Previous Next

Settlement is not yet complete for Nov 15, 2022. Settlement total will be available soon.

Number	Type	Settled	Paid (\$)	Actions
8573299	Purchase Request	Nov 15, 2022	+12.00	Void

Vendor Portal Financial History Rhonda Lewis

Transaction voided.

Settled 11/15/2022

Previous Next

Settlement is not yet complete for Nov 15, 2022. Settlement total will be available soon.

Number	Type	Settled	Paid (\$)	Actions
8573318	Purchase Void	Nov 15, 2022	-12.00	
8573299	Purchase Request	Nov 15, 2022	+12.00	Void

Void Transactions

How to void the transaction

- The farmer will go into financial history
- Find the transaction on the correct date, click "VOID" under Actions
- *Only void if charging the incorrect amount or at that moment of the purchase to return the produce.*

Vendor Portal Financial History Rhonda Lewis

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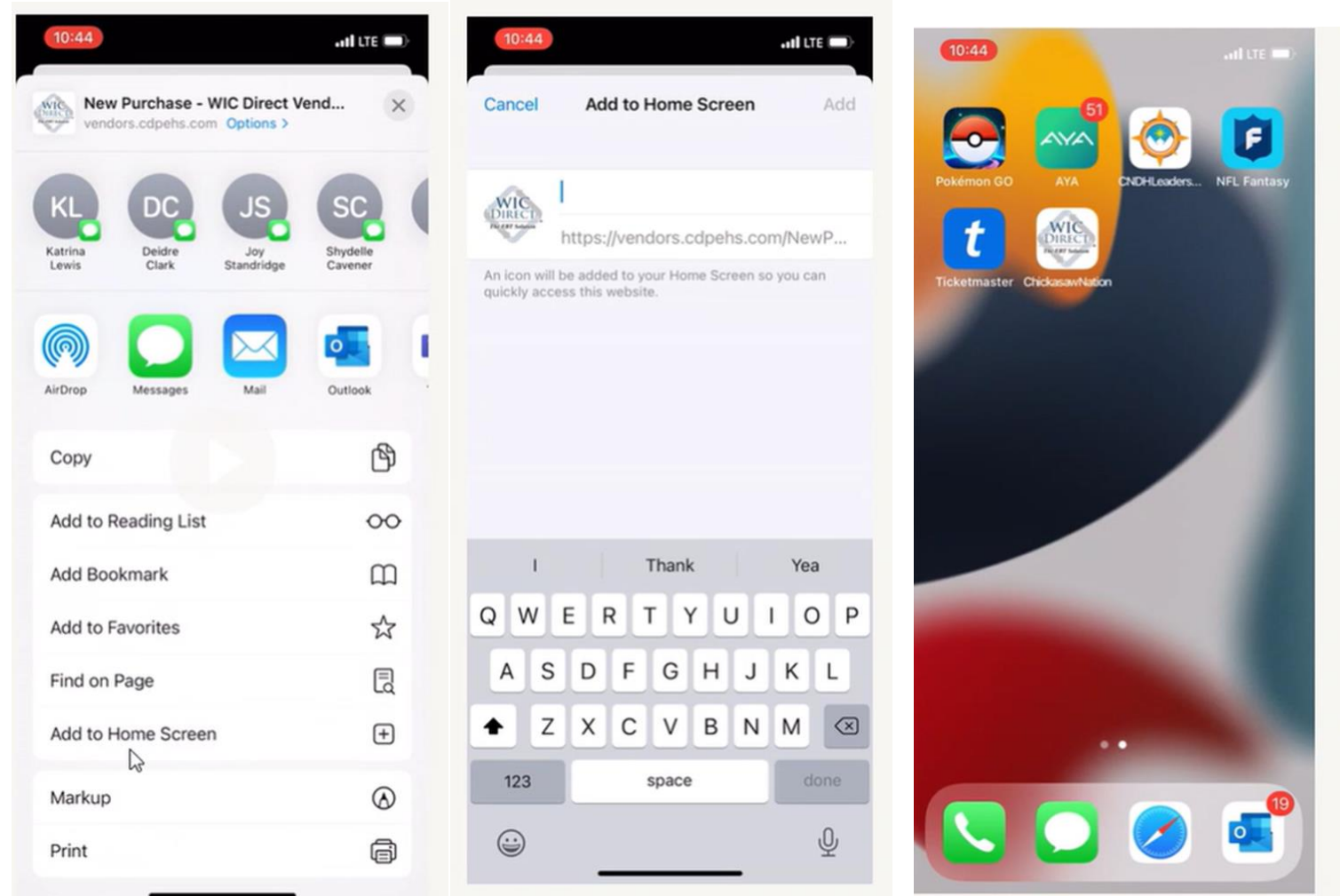
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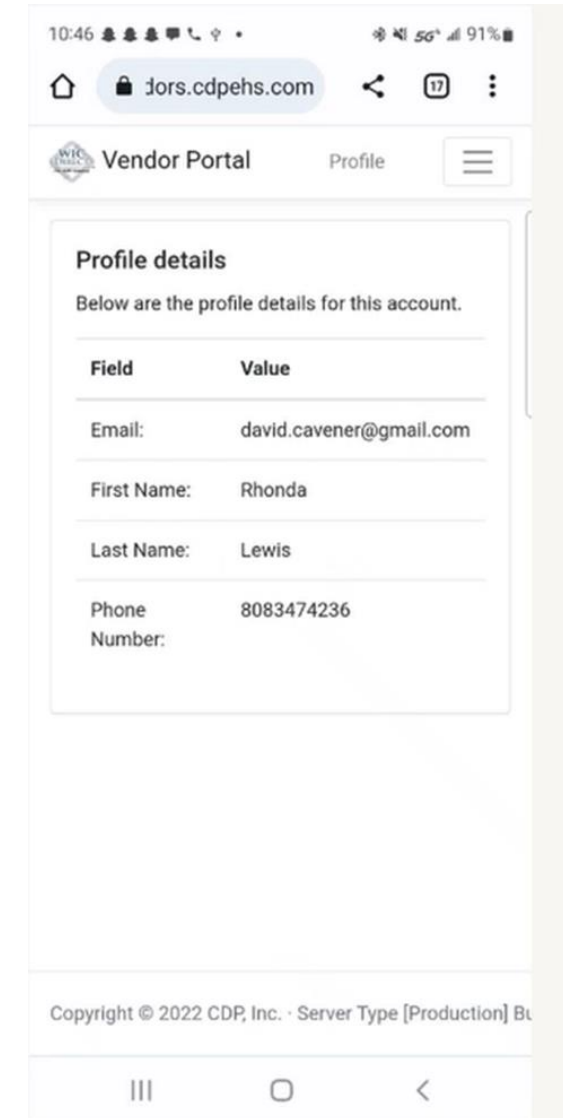
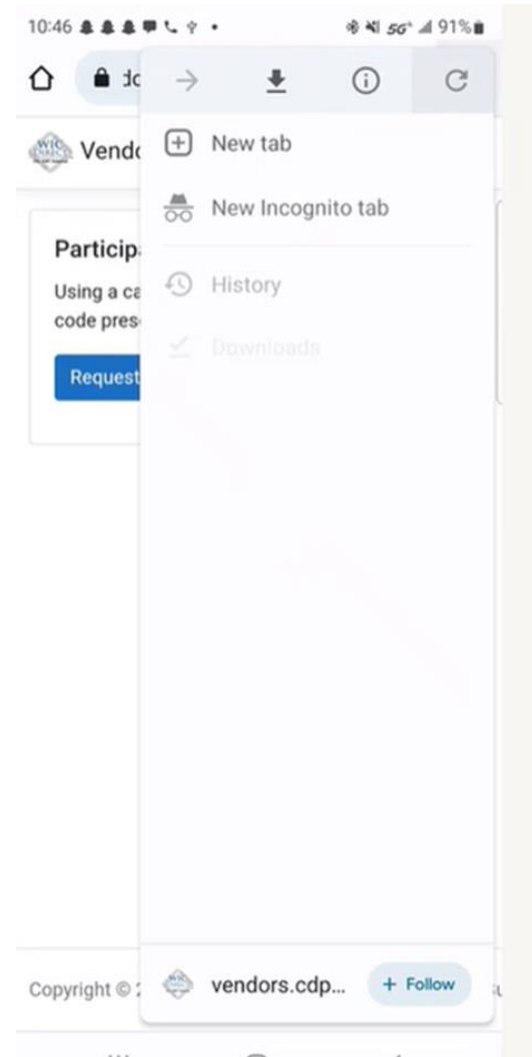
Save Address to Phone/Tablet (Apple)

Save the address on the phone. Click upload and then you will be able to share it via email or text



Save Address to Phone/Tablet (Android)

- The 3 dots are at the top and then at the bottom
- And then save it the same way as iPhones
- Don't have to relog, it takes growers directly to the purchase screen, don't have to login again



What To Expect

- Webinars every 2 weeks
 - Next dates
 - February 16
 - March 2
 - **March 16**
 - **March 30**
- Content of training will change each month
- March trainings: User functionality, details of transaction process
- Mandatory training for market manager on March 16th (Food Access Forum)

Customer/Grower Support

- Help Desk days/hours being expanded for support
- Grower and participant support- Available 7 days a week
 - Schedule times still being worked out
- Grower banking/settlement support- Available Mon-Fri



FMNP Contacts

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