

**New Jersey Department of Health
Division of Family Services
Farmers Market Nutrition Program
Policy and Procedure Manual**

Policy and Procedure #: FM-2

Effective Date: May 13, 2025

Functional Area: Farmer Management

Subject: Authorization of Farmers Markets

A. Policy

1. In accordance with the Federal Regulations, the State Agency will define and distribute Basic Criteria necessary for Farmers Markets, and associations of Farmers and Growers, to be authorized for the New Jersey Farmers Market Nutrition Program.
2. In accordance with the Federal Regulations, the State Agency must ensure that participants have adequate access to Farmer Vendors and will take geographic location into consideration in the authorization process of Farmers Markets.
3. In accordance with State policies, the state defines a **Farmers Market** as an association or group of Farmer Vendors and/or Growers who operate in a specific location, under the auspices and management of an appointed or employed **Farmers Market Manager**, herein referred to as the **FM Manager**.

B. Procedure

1. **Farmer Market** applicants must meet the following criteria to be considered for authorization as a Farmers Market Nutrition Program **Market Vendor**.
 - a. Farmers Market applicants must have an appointed or employed **Farmer's Market Manager**, herein referred to as the **FM Manager**.
 - b. There must be a signed agreement with each of the Growers selling under the auspices of the Farmers Market.

4. **The FM Manager** is the primary contact for the State Agency, and is responsible for the general oversight and operations of the Farmers Market including:
 - a. Signing the agreement between the Market and the State Agency
 - b. Signing and maintaining the Written Agreement with Growers
 - c. Ensuring that all Growers operating under the Market meet and maintain FMNP rules and criteria, including:
 - i. Confirming acceptable proof of soil or water testing
 - ii. Confirming that at least 75% of the produce offered for sale by participating Growers is self-grown; the remainder must be locally grown, except when the participant is transacting with the Cash Value Benefit (CVB) produce.
 - iii. Confirming that at least three (3) self-grown items are offered for sale at all times for the WIC-FMNP and the SFMNP participants.
 - d. Making space available for at least one (1) Farmer Vendor, or provide an offering of space to at least 3 Farmer Vendors per authorization period.
 - e. Creating a process for redemption and payment of Growers
 - f. Training and informing all Growers of all rules and regulations and transaction process of the WIC FMNP, Senior FMNP, and CVB.
 - g. Ensuring that the Market, and all Growers within, are compliant with all State and Federal programs rules and regulations, ie, USDA, DOH, etc
 - h. Ensuring that the Market space meets the terms and conditions of local zoning, building and health codes, as applicable.
 - i. Submitting all documentation requested by the State Agency.
 - j. Attending all required trainings.
 - k. Maintain internet connectivity at the physical space where participants shop.
5. Authorization of each Farmer Vendor Application will be reviewed by the State and processed on a case-by-case basis.

Attachments:

- **Farmers Market Criteria (Attachment 1)**
- **Farmers Market Application (Attachment 2)**
- **Farmers market Agreement WIC-44**