

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

Policy and Procedure #: FM-3
Effective Date: May 13, 2025

Functional Area: Farmer Management

Subject: Farmer Vendor/Grower and Farmers Market Training

POLICY:

1. In accordance with the Federal Regulations, training for Farmer/Grower Vendors and Farmers Markets shall be conducted under the following circumstances:
 - a. When a new Farmer/Grower Vendor or Farmers Market is accepted for participation in the Farmers Market Nutrition Program;
 - b. Annual Training for all Farmer/Grower Vendors and Farmers Markets prior to the start of the Farmers Market Season; and
 - c. Special training as determined necessary by the State Agency

PROCEDURE:

1. Training for new Farmer/Grower Vendors or Farmers Market is to be conducted face-to-face and at the farm site. At a minimum, this will include:
 - a. Verification of application information and review of documents
 - b. Purpose and overview of the Farmers Market Nutrition Program
 - c. Review of the State Agency expectations and the Farmer/Grower Vendor and/or Farmers Market Agreement
 - d. Use of the electronic benefits transaction system and the Farmer Redemption Website, including the necessity for internet capability
 - e. Equitable treatment of participants
 - f. Eligible foods, quality, and reasonable cost of produce
 - g. Civil Rights compliance and guidelines
 - h. Guidelines for the prompt handling of transaction difficulties
2. Annual Training is to be conducted at a location and method determined by the State Agency. At a minimum, this will include:
 - a. Updating, submitting and review of documents

- b. Review of the State Agency expectations and the Farmer/Grower Vendor Agreement
- d. Use of the electronic benefits transaction system and the Farmer Redemption Website, including the necessity for internet capability
- e. Equitable treatment of participants
- f. Eligible foods, quality, and reasonable cost of produce
- g. Civil Rights compliance and guidelines
- h. Guidelines for the prompt handling of transaction difficulties
- i. Requirement for displaying poster that advises that FMNP benefits are accepted.

Attachments:

- **Civil Rights (Attachment 1)**
- **Training Materials**