

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

Policy and Procedure #: FM-1
Effective Date: May 13, 2025

Functional Area: Farmer Management

Subject: Authorization of Farmer/Grower Vendors

A. Policy

1. In accordance with the Federal Regulations and policies, the State Agency will define and distribute Basic Criteria necessary to be authorized as a Farmer Vendor 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/Grower Vendors and will take geographic location into consideration in the authorization process.
3. In accordance with State policies, the state differentiates between a Farmer and a Grower as follows in section B.

B. Procedure

1. **Farmer Vendor** applicants must meet the following criteria to be considered for authorization as a Farmers Market Nutrition Program **Farmer Vendor**:
 - a. Sign and comply with the Farmer/Grower Vendor Agreement.
 - b. Submit all documentation requested by the State Agency.
 - c. Show proof of ownership of at least 5 acres of land for human consumption.
 - c. Grow at least 7 fruits and vegetables.
 - d. Attend all required trainings.
 - e. Maintain internet connectivity at all locations where participants shop.
 - f. 35% of the items sold must be self-grown, the rest must be locally grown.

2. **Grower** applicants must meet the following criteria to be considered for authorization as a Farmers Market Nutrition Program **Vendor**:
 - a. Sign and comply with the Farmer/Grower Vendor Agreement.
 - b. Submit all documentation requested by the State Agency.
 - c. Show proof of soil and/or water testing.
 - d. Grow at least 3 fruits or vegetables.
An exception applies to single product growers, in which case you will need to grow 3 types of that fruit or vegetable.
 - e. Attend all required trainings.
 - f. Maintain internet connectivity at all locations where participants shop.
 - g. 75% of the items sold must be self-grown, the rest must be locally grown.

2. Farmer/Growers interested in becoming Authorized Farmers Market Nutrition Program vendors must follow the steps below:

- a. Contact the State Office for assistance in determining if they qualify as a Farmer or a Grower applicant.
- b. Complete the Farmer/Grower Vendor Application and submit all required documents.

Authorization of Each Farmer Vendor Application will be reviewed by the State and processed on a case-by-case basis.

3. Denied applicants will receive a signed Denial Letter with reason and details of the appeal process.
4. Accepted applicants will be considered as having a "Pending" status until training is completed and agreements are signed. Upon completion of training, they will obtain their "Authorized" status.
5. Once the Farmer/Grower Vendor Agreement has been signed by all parties, all copies of documentation will be returned to the Farmer/Grower for their records.

Attachments:

- **Farmer/Grower Vendor Selection Criteria Attachment 1A & 1B**
- **Farmer/Grower Denial Letter Template Attachment 2**
- **Farmer/Grower Vendor Application = WIC-1**
- **Farmer/Grower Vendor Agreement = WIC -3**