



Dear Potential Market Vendors,

Thank you for your interest in participating in the 2023 season of the Stevenson Waterfront Farmers Market! This packet will provide you with all of the information you need. If you have any questions or need any further assistance, please contact us.

Please make sure you read this entire packet. You and your staff are responsible for reading, understanding and following all market rules, regulations and operating policies at the market. Non-compliance with market rules will result in consequences. We appreciate your cooperation.

The Stevenson Farmers Market is a program of the Stevenson Downtown Association, a local 501c3 non-profit organization. If you wish to get more involved as a community or market volunteer, or know anyone who does, please visit us at <https://stevensonmainstreet.org/>

## **APPLICATION PROCESS:**

**STEP 1: REVIEW OUR MARKET RULES.** Your participation in Stevenson Farmers Market is contingent on compliance with market policies.

**STEP 2: SUBMIT A COMPLETE APPLICATION.** Email any supporting documents to [Farmers.Market.Stevenson@gmail.com](mailto:Farmers.Market.Stevenson@gmail.com).

**STEP 3: SUBMIT AN APPLICATION FEE** to the Stevenson Downtown Association (\$25 before 3/31/2023, \$35 after). Application fees are non-refundable. Applications will not be reviewed until an application fee is received. Fees can be paid with:

- a. debit/ credit card. There is a prompt to pay your application fee at the end of the application. (or)
- b. a check made to **Stevenson Downtown Association** and mailed to PO Box 1222 Stevenson, WA 98648

**STEP 4: BE PATIENT WHILE WE REVIEW YOUR APPLICATION.** On or around the priority deadline April 1st, Stevenson Farmers Market team will review applications and be in contact with all applicants regarding acceptance to market. If you submit your application after the priority deadline, SFM will be in contact within two weeks of receiving your application. The selection process for vendors takes into consideration many factors, including product quality, sourcing, presentation, seniority, customer service and the right product and vendor mix to ensure a successful market.

**STEP 5: ATTEND VENDOR ORIENTATION.** If you are offered a booth space at the Stevenson Farmers Market, you are required to attend the vendor orientation meeting on Thursday, April 13th 3-4pm. This will be held at the Stevenson Downtown Association office (shared with the Skamania Chamber of Commerce). Vendors that miss the mandatory orientation will be asked to attend an alternative meeting. Vendors that join the market after the scheduled orientation will need to attend a meeting with the farmers market manager to review important topics covered before starting at the market.

Thank you for your interest in our farmers market. Together, we'll work hard to ensure that every visitor has a safe, remarkable experience at the market, and that every one of you has a successful season!

Sincerely,

Pharaoh Skinner, Stevenson Farmers Market Manager

[Farmers.Market.Stevenson@gmail.com](mailto:Farmers.Market.Stevenson@gmail.com) / 509-427-4707

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## Market Rules

1. All vendors will adhere to the Market Procedures & Policies, including the Code of Conduct.
2. Vendors will follow all procedures as required by Skamania County Health Department, Washington Health Dept, Washington Department of Agriculture and all relevant Federal, State and County regulations.
3. Actions and behavior that results in non-compliance with market rules will result in a range of consequences, including warnings, probation and suspension.

SFM will hold a *mandatory* vendor orientation meeting to discuss rules and policies. Vendors that miss their scheduled orientation will be asked to attend an alternative meeting. Vendors that join the market after the scheduled orientation will be asked to attend a meeting with the farmers market manager to review important topics market policies.

## Procedures & Policies

### ATTENDANCE & BOOTH PLACEMENT:

**Attendance:** Once a vendor is approved, they are obligated to attend their scheduled market dates. Vendors will inform the market manager if they are unable to attend a market or need to alter their schedule of attendance. Vendors that fail to attend more than 2 markets they have committed to may have their market placement moved to accommodate the needs of the market.

We ask for 1-week notice if you are unable to make a market. If you must cancel, we ask that you **alert market staff by 2pm Wednesday before the market**. This deadline is due to our new weekly newsletter that will promote the market with that week's vendor list and product availability. It's imperative to communicate any schedule changes and product updates you'd like highlighted throughout the season by **2pm Wednesday before the market**.

**Waitlist:** On weeks where the market is at capacity, vendors may be offered a spot on the waitlist. Market staff will communicate as promptly as possible if a space becomes available.

**Booth Assignments:** Stevenson Farmers Market vendors will be assigned booth spaces on a weekly basis. A market map and booth assignments will be emailed to scheduled vendors the Thursday prior to market. Market staff strive to keep booth placement consistent week-to-week but a vendor's location in the market is subject to change. Special requests for a specific location or market neighbor cannot be accommodated due to the SFM team strategically placing each vendor. Vendors may not swap booth locations.

### SET UP & ARRIVAL:

**Location:** Stevenson Farmers Market: 140 Cascade Ave Stevenson, WA 98648 (note this is not a mailing address)

**Arrival:** Vendors may arrive no more than 1.5 hours before and no less than 30 minutes prior to market opening. It is essential that vendors are set-up on time. Vendors that arrive late may not be allowed to set up after the market opens. As a courtesy, please turn your vehicle off while unloading market items. Vendors and their staff must leave ample parking for customers to the market and Clark and Lewie's restaurant.

**Displays:** Vendors can set up their booth area for maximum display space, marketing needs and comfort. Displays will not exceed the allotted space or block walkways or other booth spaces. Wind is a HUGE factor at the market, so come prepared to protect your products and display items. Vendors may express creativity in their booth design and in the clothing they wear, as long as decoration and clothing are appropriate for all ages of market customers, including children. (i.e. No profane products are allowed at the market. )

**Canopies:** Canopy Safety 101 can be found [here](#).

Your Canopy must be 10x10 to fit in your assigned space. Larger tents will not be permitted in space you have not been assigned.

**Weights:** All canopies must be weighed down with **at least 25 pounds** on each tent leg. A single 25lb weight may not be shared between two adjacent tent legs. If your canopy is not properly weighed down, market staff will ask you to take it down for your safety and the safety of neighboring vendors and market shoppers. Gallon jugs of water are NOT sufficient – use cinder blocks, sand bags, sand filled PVC pipes, etc. Weights should be attached from the top of the canopy or bolted to/ wrapped around the base. Simply placing a weight on the small foot of each canopy leg is not sufficient. Bungee cords cannot be used for attaching weights. Learn more about Canopy & Weights [here](#).

**Electricity:** Electricity may be available upon request. If you plan to use electricity at a market, bring an extension cord.

**Vendor Parking:** It is the responsibility of all vendors to know where to park during market hours. Vendors will not be allowed to park in designated customer parking spaces. Use the Unloading Zone before and after market and then promptly remove your vehicle before setting up your booth in the morning. No vendor parking is allowed in front of the market on either side of the street OR in front of Clark and Lewie's. Vendors will be towed.

**Please review appropriate parking carefully and maintain this all season.**



**Market Opening:** Stevenson Farmers Market opens at 10:00 am. Vendors may not sell prior to 10:00 am. A market bell will ring loudly to signify the opening of the market, as well as closing. Vendors are permitted to sell to other vendors and market staff prior to 10:00 am.

## **BREAK DOWN & CLEAN UP:**

**Departure:** End of market will be announced by a ringing of the market bell! Vendors will not begin breaking down their booth space prior to the end of the market. If you sell out, you may post a "Sold Out" sign on your table and enjoy the rest of the market.

**Clean Up:** We must all make sure the Port of Skamania's Property is left clean and beautiful.

## **FOOD SAFETY:**

**Pets:** Vendors are not permitted to bring pets. Customers may bring leashed, well-behaved dogs to the market.

**No Consumption of Controlled Substances:** Vendors and customers are not allowed to smoke, vape or use tobacco products within the market area at any time. Anyone under the influence of alcohol or any controlled or illegal substance may not be on the market premises.

**Processor Licensing:** Food Vendors must follow all food safety procedures as required by Skamania County Health Department and Washington Department of Agriculture. If you have questions about product specific licensing, please contact [Farmers.Market.Stevenson@gmail.com](mailto:Farmers.Market.Stevenson@gmail.com).

## **INCLEMENT WEATHER:**

Because weather forecasts change regularly, Stevenson Farmers Market is very unlikely to close a market. SFM is an open-air event and our policy is not to close markets due to weather. Substantial wildfire smoke and temperatures over 100 degrees may cause us to shorten market hours (decided during market the day of). Market management will communicate any market closure to all affected vendors with the most notice possible.

**Wind:** When gusts exceed 25 mph we will take down **all** tents and continue the market. The SFM team uses Windy.org Location: Stevenson: Bob's Beach

## **BOOTH SIZE & MARKET FEES:**

**Booth Fees:** A standard (10x10) booth costs \$15. A double booth space (20'x10') may be available upon request and cost \$30. Shared booth space may be available for 2 vendors to split one standard (10'x10') booth for \$30 (\$15 each). Vendors can select their booth size in the vendor application. Vendors who pay a Full Season Fee upfront receive two free weeks: Saturdays June 10th through Oct 14th \$255 for a 10x10ft space; \$510 for a double space (20x10ft).

Produce Vendors who pay for a full season upfront and attend the entire season with no more than two absences will be eligible for a 50% refund on the last market day.

**Payment Methods:** At the beginning of the season, vendors may select how they would like to pay booth fees. Options include:

- Booth fees paid with cash or check weekly at the info booth. (We can provide a receipt at the end of the season with total booth fees paid.)
- Booth fees paid in full pre-season via check or online at <https://givebutter.com/2023SFMvendors>

Checks must be made to the **Stevenson Downtown Association** and mailed to PO Box 1222 Stevenson, WA 98648

**Community Table:** Market staff may provide a space for community members to use for the purpose of selling goods during market hours. Charged at a rate of 10% of total sales, this is a low-risk and cost-effective way for vendors to

sell quantities that would not justify a full booth. It's also a good place to learn marketing techniques. Crafts, art and most other inedible goods are not permitted at the community table. Contact the market manager at [Farmers.Market.Stevenson@gmail.com](mailto:Farmers.Market.Stevenson@gmail.com).

### **FARMERS MARKET INTEGRITY:**

**Farm/ Site Visit:** All farms and production sites are subject to a visit by someone from the Stevenson Farmers Market team to verify farming activity and production practices.

**Second Farm Products:** Vendors are allowed to bring second farm products from the Gorge to increase the diversity of offerings at the market. Please list all second farm products you plan to sell that you did not produce yourself on your application. Second farm products must be clearly marked to indicate source to customers. You will not be allowed to sell second farm products without approval from market management. Second farm products must not exceed 50% of total booth sales or display.

**Use of Local Ingredients:** Prepared / Hot Food and Value-added products should incorporate at least 25% of ingredients from local products. Ingredients must be clearly advertised with the following information: the ingredient, what product it is in, who produced the ingredient and the location of the producer. If you cannot get the products that you are seeking in the Gorge, we ask that you at least source products from Oregon or Washington. PLEASE NOTE: products sold or distributed locally may not count as local sourcing (ie. buying ingredients from a local store or distributor). We aim to support local farmers and producers, not local distributors. Please ask market staff if you need help sourcing local ingredients. See Gorge Grown's Buying Local Guide [here](#).

**Signs/ Labeling:** Signs are a HUGE part of a successful market. Use your space to clearly label/price all of your products. Please be prepared for the wind! Unsecured signs will have to be taken down.

The following signs are highly recommended:

- A clearly visible sign (1 foot x 1 foot minimum) indicating the name of the farm/vendor and the location of the farm/business (example: Happy Home Orchard – Stevenson, WA).
- Each product for sale must be labeled with the name of product and price OR a price sign must clearly list all product prices
- **Farmers and produce vendors** must prominently display signage indicating participation with government programs including WIC / SFMNP, etc.
- **Prepared/ Hot Food Vendors** must display signs that list local ingredients and their producers
- **Second farm products** require a separate sign, indicating source and location.

**Data Collection:** Our organization uses sales data to track the growth of the market, attract new vendors and apply for grants. We expect and appreciate your complete cooperation weekly. This data is collected and stored confidentially and is a great resource for the market. We also track weekly attendance, SNAP/DEBIT sales, a variety of customer surveys, and other data.

### **LICENSES, PERMITS & INSURANCE:**

**Insurance:** All vendors are encouraged to carry their own liability insurance and to have both Stevenson Farmers Market and Stevenson Downtown Association listed as “additional insured” parties.

**Liability:** Participants agree to hold harmless the Stevenson Farmers Market, the Stevenson Downtown Association, and the City of Stevenson its agents, other participants, and the property owner, the Port of Skamania from any claims made by any person or organization related to food quality, compliance with laws and regulations, public safety, public health, or any other matter. Protection related to product liability is the sole responsibility of each participant.

**Label Requirement for Processed Foods:** Packaged processed foods must be labeled with the following information:

- name of product
- net weight
- ingredients in descending order by weight
- name and address of the producer or distributor

**Alcohol sales and sampling:** Vendors selling alcohol and/or offering samples of alcoholic beverages must secure a special event permit through WSLCB. Please ask the market manager if you need a site map to submit with your application or any other information. WSLCB does not allow samples of spirits at Farmers Markets in Washington.

### **CODE OF CONDUCT:**

Farmers markets are community events where many diverse people are gathered to shop and sell. Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, market staff and with each other.

**Anti-Harassment:** The Stevenson Farmers Market strives to create a safe and enjoyable environment for our staff, vendors and community members, and prohibits any harassment, behavior that creates a hostile environment, and retaliation for reporting such behavior. Additionally, all vendors are encouraged to adopt and enforce anti-harassment and non-retaliation policies and train their staff accordingly, and all SFM staff are required to report incidents of suspected harassment.

### **COMMUNITY ENGAGEMENT:**

**Donations for Musicians and Volunteers** All vendors are expected to donate a small product that market staff will divide between the musicians and volunteers every week. Individual donations should be valued around \$5. A volunteer will collect these donations near the end of the market. Thank you for recognizing the value these musicians and volunteers add to the market.

**Weekly Newsletter:** The Stevenson Farmers Market team will publish an email newsletter for the public a few days prior to the market. The newsletter lets customers know what food items they can expect to find at the market. Please communicate what you expect to have available to market staff. Market staff will send out a Google doc that vendors can update weekly.

**Market Promotion** Vendors should help assist the Stevenson Farmers Market with market promotion. Helping to hang posters or put out market sandwich boards, social media activity, and letters to the editor are ways that vendors can help promote the market. Vendors should also alert the market team to upcoming sales or new product availability to help build promotion for the market. Details for each market will be discussed at vendor orientation.

### **FOOD ACCESS & INCENTIVE PROGRAMS:**

Stevenson Farmers Market offers a number of food access and incentive programs to ensure local food is accessible to everyone in our community, regardless of means. These programs also expand the market customer base and diversify vendor income.

**SNAP & SNAP Match** SFM accepts benefits from the Supplemental Nutrition Assistance Programs (SNAP, formerly food stamps) at its market. Through the SNAP Match program, we provide an additional \$25 free to SNAP shoppers. SNAP and SNAP Match dollars are used for grocery items and food-producing plant starts. Hot/ Prepared food, crafts and alcohol may not be purchased with SNAP. All vendors selling eligible items must accept SNAP and SNAP Match. Vendors will be trained on this program at Vendor Orientation.

**WIC & SFMNP:** The Washington Farmers Market Nutrition Program (FMNP) is a state-administered nutrition program that brings more than one million dollars to farmers each year. eFMNP cards are issued to families enrolled in the WIC (Women, Infants and Children) nutrition program and to income-eligible seniors to spend with authorized farmers selling directly to consumers. The funds are specifically for locally grown, unprocessed fruits, vegetables and cut culinary herbs.

NOTE TO ALL PRODUCE VENDORS: We will require those selling fresh produce to sign up for the [Farmers Market Nutrition Program](#) (WIC and Senior Farmers Market Nutrition Program).

Apply to be an authorized farmer:

- **New and Existing produce vendors must complete an application for 2023.** Online applications will be available [here](#) after April 1, 2023 or call 1-800-841-1410 extension 2, select 2 or email FMNPTeam@doh.wa.gov

## COMMUNICATION:

**Vendor Communication:** Both the Stevenson Farmers Market AND the Stevenson Downtown Association staff circulate semi-regular vendor updates by email to communicate market news, policy changes, surveys and other information relevant to our market community. Vendors are expected to read these communications thoroughly as they contain important and time-sensitive information. Vendors are expected to communicate positively about the market.

**Timely communication:** Emails and calls to our office on Friday evenings and weekends are NOT received until the following week. The Market manager will share information about their preferred method of communication at vendor orientation.

**Internal concerns:** If a vendor has a concern about market policies or other vendors, please contact the market by email.

**Public concerns & complaints:** please share any public concerns or complaints you hear with the market team so they can be addressed with professionalism and accuracy.

## Compliance & Enforcement

Vendors share responsibility for keeping the Stevenson Farmers Market viable and ensuring public safety. By following the market policies in the previous section, vendors will remain in good standing to help create a safe, fun and profitable market environment.

The SFM frequently monitors market activity to ensure that vendors are complying with the rules.

- All rules of the market are enforced by the Market Manager or their designee, who has the ultimate on-site authority. Complaints or problems should be directed to the Market Manager in a timely manner.
- Market Management will contact the business owner to address non-complying behavior and corresponding consequences.
- Customer complaints will be kept on file. Complaints may result in a disciplinary action.
- If a vendor does not abide by the rules of the SFM, management may take any action deemed appropriate, including barring the vendor from selling at the market for that day and any future days.

- The SFM reserves the right to make exceptions to these rules and enforcement policies at its discretion.

Disciplinary action may take any form of a verbal warning or written notice of non-compliance that may include probation or suspension.

## Vendors & Products Allowed at the Market

**Beverages:** Only locally sourced beverages or those made on site will be allowed for sale at market, including juices, coffee (roasted locally), smoothies, etc. Bottled water, sodas and other commercial products with no connection to the Gorge will not be allowed for sale at the market. Only closed bottle sales and tastings of alcoholic beverages (pending approval from WSLCB) will be permitted at the Stevenson Farmers Market.

**Farm products:** Fruits, vegetables, nuts, honey, eggs, herbs, meat and dairy products. All farm products must be grown, raised, produced, caught, or gathered by the vendor in the Gorge (Stevenson, Wasco, Sherman, Klickitat or Skamania Counties). Eggs may be sold at the market without an egg handler's license, but only by farms that produce the eggs. Proper labeling is still required. All other eggs, even from a friend, must be from licensed facilities and comply with all restrictions.

**Foraged products:** Mushrooms, herbs, plants or wild berries legally gathered from public or private land by the vendor in the Gorge

**Nursery products:** Grown or cared for by the farmer and include fresh cut or potted flowers, bedding plants, seeds, perennials, annuals, trees, or shrubs that are propagated by the vendor in the Gorge.

**Processed farm products:** Farm products made from raw ingredients, some of which are grown and produced by the farmer in the Gorge. These products include all farm products that must in some way be processed including cheeses, dairy, meats, dried fruits and vegetables, juices, jam or other processed agricultural and livestock food products. Products may contain a portion of ingredients coming from outside this region if the ingredients cannot be sourced locally.

**Prepared food products:** On-premise prepared foods (ready-to-eat). Prepared foods must be prepared, stored and served in accordance with Skamania County Health Department requirements.

**Processed non-food agricultural products** are agricultural by-products or products that the vendor has grown/produced that are not edible, have been altered from their raw state, and are handcrafted or processed by the vendor (e.g., a honey vendor may sell beeswax candles).

**Second Farm Products** are products that are grown, raised, or cultivated in the Gorge but not by the vendor. Market management must approve second farm products before they can be sold at market. Second farm products sales must not exceed 50% of weekly sales. Clear signage must distinguish the sources of second farm products.

**Services,** such as knife-sharpening or other farm or food related services, are eligible for space at the market.

**Craft products:** Art and/ or craft products will be allowed at markets.

**Product review process:** Vendors wishing to sell products that don't fit into the above categories should submit a written request for approval. The market team will review the request and notify the vendor of their decision.

**Please note:** Second hand, Franchise and Resale are not allowed.



# Criteria for Vendor Selection, Placement and Governance

The Stevenson Farmers Market team will use the following criteria to guide the vendor selection process. All of the factors below will also be considered when booth spaces are assigned. Grievances should be presented to the market manager in writing for review and consideration.

## **Promotion of Local Agriculture**

- Priority is given to those regional farmers and producers who bring product to market that is 100% grown and harvested on farmland in the Columbia River Gorge that they own and/or operate
- Preference will be given to the most local producer, without compromising quality

## **Product Quality, Presentation & Customer Service**

- Consistently high product quality: fresh, flavorful, and ripe
- Clean and attractive displays/ courteous, strong customer service/ knowledgeable staff

## **Conduct and Compliance**

- History of compliance with market rules, federal, state, and local regulations
- Positive conduct toward customers, fellow vendors, market staff, and volunteers
- Timely submission of application, licenses, market absence, proof of insurance, gross sales and other market forms
- Adheres to the highest standards in safe food production and handling

## **Seniority**

- Number of years the vendor has sold at market
- Attendance record/ history of compliance with market rules

## **Attendance**

- History of participating for a full season.

## **Product Representation**





- We will try to refrain from oversaturating the market with a product OR underrepresenting a product. For example, we don't want 5 strawberry producers, nor would we want only one.



# Stevenson Farmers Market Vendor Currency Guide

Stevenson Farmers Market uses several different tokens and vouchers. We accept credit cards, debit cards and checks at the information booth for Market Dollars and SNAP EBT for SNAP Market Match Dollars. Please read below for details about how to accept each type of currency. Redeem your currency at the info booth every week.

- If a **new employee or friend** is covering your booth, it is your responsibility to make sure they are aware of which Currency to accept.
- You **will not** be reimbursed for mistakenly accepted tokens.
- If a customer brings you a currency that is not documented below, direct them to the Market Info booth, so that the market team is able to instruct them on how to use the currency.
- When no change is allowed for a voucher, please **work with shoppers** to even out their total or have the customer supplement vouchers with cash.

Farmers Market Nutrition Program (WIC & Senior Vouchers): All produce vendors will be required to accept these vouchers. Visit the Washington Dept of Health website [here](#) to get the application. It's an easy process and will help increase your sales. We can assist if you have any difficulties with this process. These checks can only be redeemed at a bank, SFM does not have the authorization to cash out WIC & Senior checks.

Currency	Vendors	Eligible Items	Change Given	Other Details	Looks Like
Cash	All	All	Cash change given.	If customers run out of cash and you don't take cards, you can direct them to the information booth to purchase Market Dollars.	
Checks, Debit, Credit	All (Optional but encouraged)	All	N/A	Checks, Debit/ Credit can be used at the info booth for Market Dollars. Customers are charged a \$2 processing fee when they buy green tokens at the info booth.	
Market Dollars	Mandatory for All Vendors	All	No change given.	A customer receives these dollars when using a credit/debit card, check, or gift certificate at the info booth. We charge a flat \$2 fee to credit/ debit customers.	
\$2 Orange Tokens	Mandatory for all Produce Vendors	Fresh fruits, vegetables and herbs	No change given.	These are tokens given to kids 12 and under who join the Power of Produce (POP) Club at the info booth.	

Currency	Vendors	Eligible Items	Change Given	Other Details	Looks Like
<b>\$1 SNAP</b>	<b>Mandatory</b> for all Produce, Meat, Value Added Food, & Plant Start Vendors	Grocery items and food consumed off-site like: Fruits   Vegetables   Herbs Meat  Cheese Eggs Bread   Jams Food bearing plant starts	<b>No change given.</b> <i>Please work with the customer to ensure they receive the full value of the voucher.</i>	A shopper receives these dollars to use their SNAP (food stamps) benefits at the market. All vendors selling grocery items (food that is not intended to be eaten on site) must accept these tokens. <b>Ineligible food includes: prepared meals, ready to consume drinks and alcohol.</b>	
<b>Farm Direct Nutrition Program (WIC &amp; Senior Cards)</b>	<b>Mandatory</b> for all Produce Vendors	Fresh fruits, vegetables and herbs	<b>No change given.</b> <i>Please work with the customer to ensure they receive the full value of the voucher.</i>	All produce vendors <b>MUST</b> register to accept SFMNP and WIC Cards and display their WIC & SFMNP sign at <b>all</b> markets. DO NOT redeem at the info booth. <i>See below for more details.</i>	
<p>Farmer Market Nutrition Program (FMNP) is a state-administered federal nutrition program that brings more than one million dollars to Washington farmers each year. FMNP cards are issued to families enrolled in the WIC (Women, Infants and Children) nutrition program and to income-eligible seniors to spend with authorized farmers selling directly to consumers. Clients will receive these funds, which they will use to purchase fresh fruit and vegetables directly from authorized Vendors. To become an authorized farmer:</p> <ol style="list-style-type: none"> <li>1. All farmers must fill out and sign the application with the Washington Department of Health.</li> <li>2. If you participated in this program last year: the FMNP team will contact you after April 1 to update your information or reapply as needed.</li> <li>3. If you did NOT participate in this program last year, <b>please call 1-800-841-1410 extension 2, select 2</b> or email <a href="mailto:FMNPTeam@doh.wa.gov">FMNPTeam@doh.wa.gov</a> to request an application</li> <li>4. Here is an online training of how to use the new eFMNP system <a href="https://www.youtube.com/watch?v=HG58KeIoiqQ">https://www.youtube.com/watch?v=HG58KeIoiqQ</a></li> </ol>					