



Create and Update Farmers Market Contacts

Local agencies can reallocate Farmers Market Nutrition Program (FMNP) funds from one clinic to another within an agency. A Farmers Market Contact must be created to confirm allocation changes. Follow these steps to create and update Farmers Market Contacts.

NOTE: Only staff in a Clinic Administrative role can create and update Farmers Market Contacts

Steps	Cascades Screen				
NOTE:	Only staff in a Clinic Administrat	ive role ca	n create and update	e Farmers Market Cor	itacts
Create a Farmers Market					
Contact for a local agency.	CASCADES Management Infor	mation Sy	/stem		
	Home Family Services Scheduling Vendor Operations				
Stop 1 Locate the Local	State Family Workflow Dashboard	nance	💉 FI Redemption	Wendor Services	💲 Financial Management
<u>Step 1</u> Locate the Local	Search Dual Participation Maintain Customer Service Issues	bcategory	Manage Background Processes	New Application	Monitor Farmers Market Bank Draw Do
Agencies Setup Screen:	Notifications	actions by Clinic		Vendor Peer Group (Re)evaluation	Manage Month End/Year End Closing
• Select Operations.	Maintain Tasks	actions by Vendor		Vendor Search Vendor Notifications	Perform a Spend Forward
select operations.	Maintain Outreach Organizations	l Food Instruments anual FI		Vendor Notifications	Perform Back Spend View Fund Conversion
	Maintain Outreach Campaigns Maintain Case Files	res for FI Issuance			New Fund Conversion
 Select Setup. 	Inventory	res for FMFI Issuance			Vendor Price Survey Search
••••••	 Monitoring and Analysis 	Investigation Tool			
	Manage Staff Training Create Survey Distribution List				
 Select Maintain Local 	EBT	ment Types			
Agencies.	NTE Calculation				
Beneleen	Manual Food Instruments				
	Food Instrument Investigation Tool Define Farmers Market Season				
	View Farmers and Markets	F			
	Setup	Maintain Appointment	t Types		
	Reporting	Maintain Nutrition Ed			
	Maintain Clinic Dashboard Rooms	Maintain Training Typ Maintain Assets	es		
	Correlate Clinic Rooms to Navigation Correlate Appointment Types to Navigation	Maintain Referral Org	anizations		
	WIC Participant and Program Characteristics Study	Maintain Local Agenc	ies		
		Maintain Clinics			
		Maintain Assessmen Maintain Breast Pum			
		Maintain Nutrition Ass			
		Maintain Communica			
		Maintain Functional A Maintain Risk Codes			





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 Step 2 Search for the agency: In the Name field, type the name of the local agency. 	Search Results Execute the search or a Local Agency ID Bettorn Idear Criteria Search Results Execute the search for a Local Agency ID Alternate ID Name Physical Address Telephone Number Contact Name Contact Number
 Select Search. Select the Pencil to edit the selected local agency. 	Search Search Regults Search Regults Search Regults Search Date Colspan="2">Contact Number Source Physical Address Telephone Number Contact Name Contact Number 3 L03 S391/701003 Benton Frankin Health District 7102 W Okanogan Place, KENNEW/CK, WA 99336 913-555-1212 MINERVA MCDONALD 253-555-1234
Step 3 Add the Farmers Market Contact for the local agency: • Locate the Farmers Market Contact 1 and 2 field next to General Contact.	Contra and Maintain Local Agency Inter * Inter *





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 Click the check box and open the Farmers Market Contact 1. Fill out the contact information. Select and fill out the Farmers Market Contact 2 field if desired. Click Save. 	Iast Name First Name M.I. HOLLS TONYA Title Prefix Coordinator Imail Address Email Address Ithols@example-agency.org Telephone Numbers Total Items: 1 Telephone Numbers Imail Number Y 913-555-1235 Work Save Cancel		
Step 4 Create a Farmers MarketContact for a clinic:• Return to the MaintainLocal Agencies screen.			
 Select [+] to expand the local agency clinic options. Select the pencil to edit the desired clinic. 	Image: Search Results Search Results LAD Code Name Physical Address Image: Search Results Image: Search Results Image: Search Results Image: Search Results Image: Search Results		
 Check and fill out the Farmers Market Contact(s). Select Save. 	Image: Second Agency ID Atternate ID LAD Code 3 L03 5391701003 Benton Franklin Health District Clinic ID Alternate ID Image: Second Agency ID Benton Franklin HD-Benton City Image: Image: Second Agency ID Benton Franklin HD-Benton City Image: Second Agency ID Benton Franklin HD-Connel Image: Second Agency ID Benton Franklin HD-Kennewick Image: Second Agency ID Benton Franklin HD-New Horizons High School Image: Second Agency ID Benton Franklin HD-New Horizons High School Benton Franklin HD-Pasco		





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Steps	Cascades Screen	
Note: Each clinic needs to have at least one Farmers Market Contact. If a contact hasn't been created, this message will appear after finalizing the reallocation of FMNP funds.	Missing Farmers Market Contact Email A Farmers Market Contact e-mail address is not available for one or more clinics whose funding was altered. Review the Status Message History for details. OK	

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