



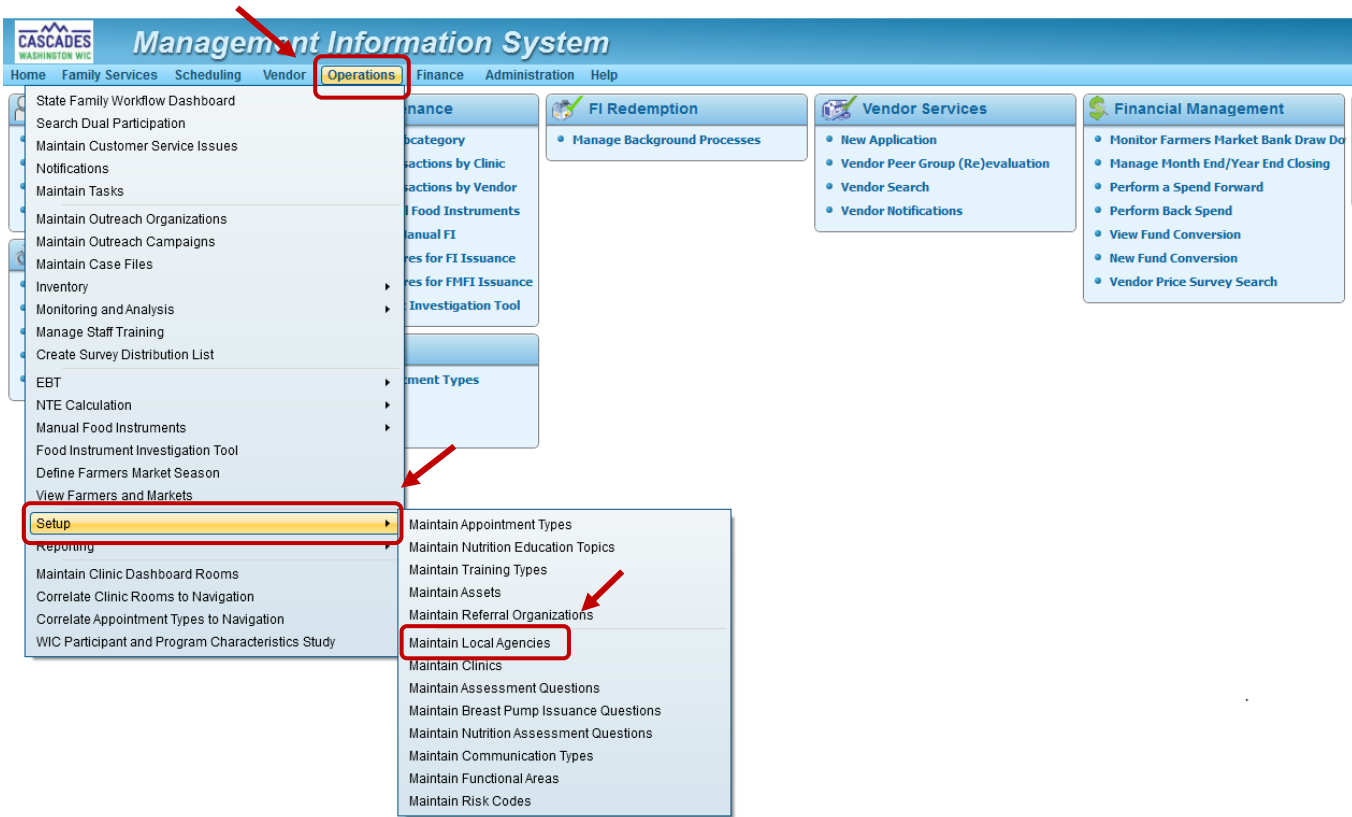
Cascades Steps



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

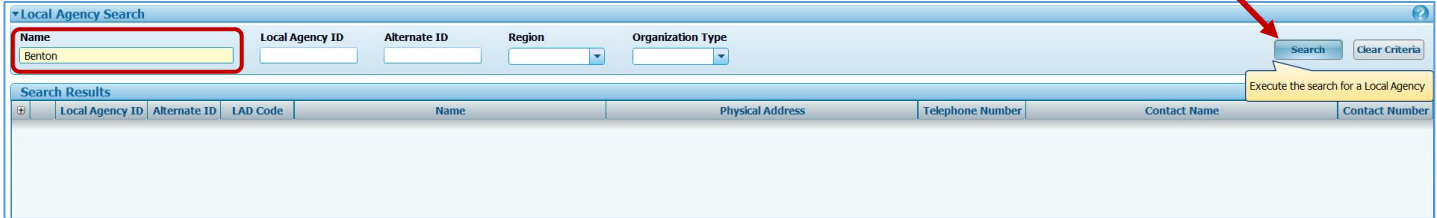
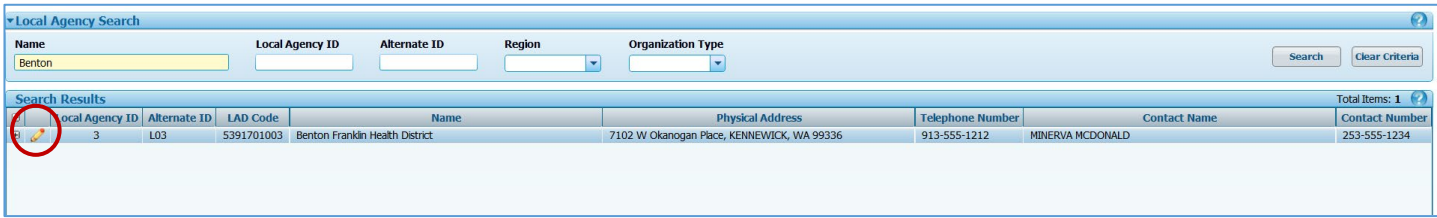
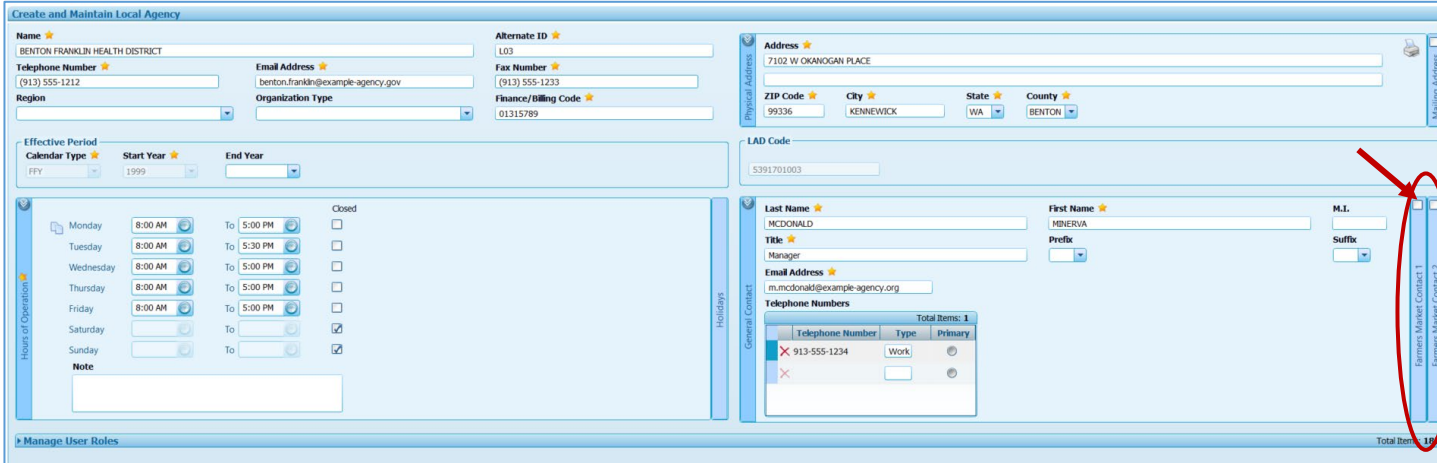
Steps	Cascades Screen
NOTE: Only staff in a Clinic Administrative role can create and update Farmers Market Contacts	
<p>Create a Farmers Market Contact for a local agency.</p> <p>Step 1 Locate the Local Agencies Setup Screen:</p> <ul style="list-style-type: none"> • Select Operations. • Select Setup. • Select Maintain Local Agencies. 	



Cascades Steps

Create and Update Farmers Market Contacts



Steps	Cascades Screen
<p>Step 2 Search for the agency:</p> <ul style="list-style-type: none"> In the Name field, type the name of the local agency. Select Search. Select the Pencil to edit the selected local agency. 	 
<p>Step 3 Add the Farmers Market Contact for the local agency:</p> <ul style="list-style-type: none"> Locate the Farmers Market Contact 1 and 2 field next to General Contact. 	

Create and Update Farmers Market Contacts

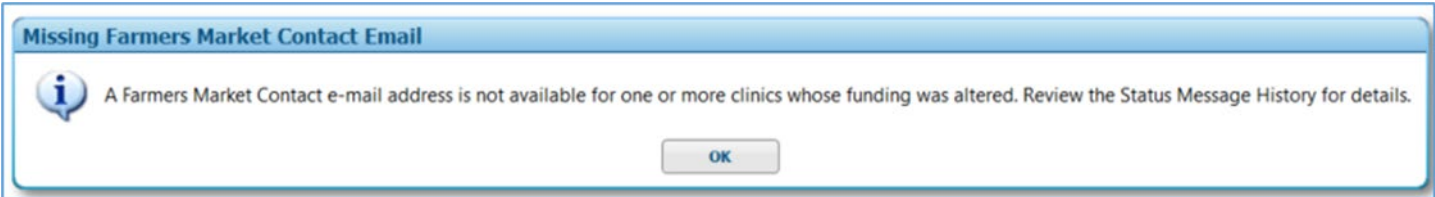
Steps	Cascades Screen																												
<ul style="list-style-type: none"> Click the check box and open the Farmers Market Contact 1. Fill out the contact information. Select and fill out the Farmers Market Contact 2 field if desired. Click Save. 	<p>The screenshot shows a 'General Contact' form with the following fields: Last Name (HOLLIS), First Name (TONYA), Title (Coordinator), Email Address (t.holls@example-agency.org), and Telephone Numbers (913-555-1235, Work). The 'Farmers Market Contact 1' and 'Farmers Market Contact 2' checkboxes are both checked. The 'Save' button is highlighted with a red arrow.</p>																												
<p>Step 4 Create a Farmers Market Contact for a clinic:</p> <ul style="list-style-type: none"> Return to the Maintain Local Agencies screen. Select [+] to expand the local agency clinic options. Select the pencil to edit the desired clinic. Check and fill out the Farmers Market Contact(s). Select Save. 	<p>The screenshot shows the 'Local Agency Search' screen. The search results table has the following data:</p> <table border="1"> <thead> <tr> <th>Local Agency ID</th> <th>Alternate ID</th> <th>LAD Code</th> <th>Name</th> <th>Physical Address</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>L03</td> <td>5391701003</td> <td>Benton Franklin Health District</td> <td>7102 W Okanogan Place, KENNEWICK, WA 99336</td> </tr> </tbody> </table> <p>Below this, a detailed search results table shows a list of clinics with pencil icons in the first column:</p> <table border="1"> <thead> <tr> <th>Clinic ID</th> <th>Alternate ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>L03C01</td> <td>Benton Franklin HD-Benton City</td> </tr> <tr> <td>5</td> <td>L03C02</td> <td>Benton Franklin HD-Connell</td> </tr> <tr> <td>6</td> <td>L03C03</td> <td>Benton Franklin HD-Kennewick</td> </tr> <tr> <td>7</td> <td>L03C04</td> <td>Benton Franklin HD-New Horizons High School</td> </tr> <tr> <td>8</td> <td>L03C05</td> <td>Benton Franklin HD-Pasco</td> </tr> </tbody> </table>	Local Agency ID	Alternate ID	LAD Code	Name	Physical Address	3	L03	5391701003	Benton Franklin Health District	7102 W Okanogan Place, KENNEWICK, WA 99336	Clinic ID	Alternate ID	Name	4	L03C01	Benton Franklin HD-Benton City	5	L03C02	Benton Franklin HD-Connell	6	L03C03	Benton Franklin HD-Kennewick	7	L03C04	Benton Franklin HD-New Horizons High School	8	L03C05	Benton Franklin HD-Pasco
Local Agency ID	Alternate ID	LAD Code	Name	Physical Address																									
3	L03	5391701003	Benton Franklin Health District	7102 W Okanogan Place, KENNEWICK, WA 99336																									
Clinic ID	Alternate ID	Name																											
4	L03C01	Benton Franklin HD-Benton City																											
5	L03C02	Benton Franklin HD-Connell																											
6	L03C03	Benton Franklin HD-Kennewick																											
7	L03C04	Benton Franklin HD-New Horizons High School																											
8	L03C05	Benton Franklin HD-Pasco																											



Cascades Steps

Create and Update Farmers Market Contacts



Steps	Cascades Screen
<p>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.</p>	

This institution is an equal opportunity provider.
Washington WIC Nutrition Program doesn't discriminate.

For persons with disabilities, this document is available on request in other formats.
To submit a request, please call 1-800-525-0127 (TDD/TTY call 711)



DOH 964-030 May 2024

