



Grand Haven Farmers Market and Spring Lake Farm & Garden Market 2018 Food Assistance Programs Agreement

The SNAP Bridge Card/EBT Process:

1. The Supplemental Nutrition Assistance Program (SNAP) is a USDA nutrition assistance program administered by Food and Nutrition Service (FNS) and it provides monthly food benefits for eligible participants.
2. Customers will visit the Market Information Table to obtain Grand Haven Farmers Market and Spring Lake Farm & Garden Market wooden SNAP Tokens (\$1 each). There is no fee or cost to the customer for this service.
3. Customers will then come to your booth and purchase eligible goods.
4. Vendors who are authorized to accept any supplemental payment programs must prominently display the sign provided, identifying the vendor's stall as an authorized vendor.
5. **SNAP Tokens can buy:** vegetables, fruit, dairy products, meat, eggs, bread, jam, pickles and pastries. Customers may also purchase seeds or plants that produce food (i.e. tomato or parsley plants. Flowers, shrubs, and other non-edible plants cannot be purchased). **SNAP Tokens CANNOT buy:** hot food, cut flowers, decorative plants, pet food or non-food items.
6. NOTE: The law prohibits giving cash in exchange for EBT. We request that vendors work with the customers to create an even dollar amount for purchases. Partial dollar amounts at the end of the transaction are the customers' responsibility.
7. \$1 tokens will be worth the same cash value as \$1 U.S. currency. All products will be priced the same for supplemental payment program customers as they are for non-eligible customers.
8. Vendors may only accept tokens in exchange for items for sale at their booth. Vendors may not use received tokens to buy from other vendors.
9. Vendors return SNAP tokens by the 20th of each Market month to the Market Information Table and will receive a receipt from the Farmers Market Staff. Reimbursement checks from The Chamber will be paid out the first week of the following month.
10. The Market will retain a **5% administration fee of all SNAP token-based sales** in order to offset the costs of administering the program at the Market. Vendors will receive a check monthly at the Market, less the 5% administrative fee, or a check will be mailed.

The Double Up Food Bucks Process:

1. The Double Up Food Bucks (DUFb) Program "matches" SNAP/Bridge Card dollars spent at Farmers Markets. This is a dollar for dollar match up to \$20 a day.
2. Customers will visit the Market Information Table to obtain Double Up Food Bucks silver coins. There is no fee or cost to the customer for this service.
3. Customers will then come to your booth and purchase eligible goods.
4. Vendors who are authorized to accept any supplemental payment programs must prominently display the sign provided, identifying the vendor's stall as an authorized vendor.
5. **DUFb Tokens can ONLY buy:** fresh fruits and vegetables.
6. NOTE: The law prohibits giving cash in exchange for DUFb. We request that vendors work with the customers to create an even dollar amount for purchases. Partial dollar amounts at the end of the transaction are the customers' responsibility.
7. \$2 tokens will be worth the same cash value as \$2 U.S. currency. All products will be priced the same for DUFb program customers as they are for non-eligible customers.
8. Vendors may only accept tokens in exchange for items for sale at their booth. Vendors may not use received tokens to buy from other vendors.
9. Vendors return DUFb tokens by the 20th of each Market month to the Market Information Table and will receive a receipt from the Farmers Market Staff. Reimbursement checks from The Chamber will be paid out the first week of the following month.
10. The Market will retain a **5% administration fee of all DUFb token-based sales** in order to offset the costs of administering the program at the Market. Vendors will receive a check monthly at the Market, less the 5% administrative fee, or a check will be mailed.

Prescription for Health Process:

1. This program is aimed at helping adults with food related illnesses or weight issues gain more access to fresh fruits and vegetables while also supporting our local farmers and the economy.
2. Enrolled participants will visit the Markets up to ten (10) times during the season. They will visit the Farmers Market Information Table to collect their \$10 in \$1-increment wooden tokens.
3. Once they have the tokens, participants will be able to purchase ONLY fresh **fruits and vegetables** from participating vendors.
4. \$1 tokens will be worth the same cash value as \$1 U.S. currency. All products will be priced the same for Prescription for Health program customers as they are for non-eligible customers.
5. Vendors may only accept tokens in exchange for items for sale at their booth. Vendors may not use received tokens to buy from other vendors.
6. Vendors return Prescription for Health tokens by the 20th of each Market month to the Market Information Table and will receive a receipt from the Farmers Market Staff. Reimbursement checks from The Chamber will be paid out the first week of the following month.
7. The Market will retain a **5% administration fee of all Prescription for Health token sales** in order to offset the cost of administering the program. Vendors will receive a check monthly at the Market, less the 5% administrative fee, or a check will be mailed if necessary.

The POP Kids Club Process:

1. The POP Kids Club is a program that strives to give children ages 2—13 more freedom to explore fresh fruits and vegetables, while also teaching them about how to manage money.
2. Children ages 2—13 can sign up to be a “member” of the POP Kids Club program at the Market Information Table during the Market hours. They must have a parent signature to participate.
3. Each time a POP Kids Club member visits the Market between June and August, they will be given two (2) \$1 POP Kids Club wooden tokens to be spent on **fruit, vegetables or food plants** at the Markets.
4. Vendors are encouraged to put \$2 portions of produce together for the kids to purchase. (Little cups or bags work well).
5. Vendors who are participating in the program will return any redeemed tokens by the 20th of each Market month to the Market Information Table and will receive a receipt from the Farmers Market Staff Member. Reimbursement checks from the Chamber will be paid out the first week of the following month.
6. The Market will retain a **5% administration fee of all POP Kids Club token sales** in order to offset the cost of administering the program. Vendors will receive a check monthly at the Market, less the 5% administrative fee, or a check will be mailed if necessary.

Dune Dollars Process:

1. Dune Dollars is the Chamber of Commerce gift certificate program. It encourages local spending, and can be used at 50+ locations in the area.
2. Each vendor with a current signed agreement can participate in the program at the Markets.
3. You are not permitted to accept Dune Dollars at another location unless you are a member of the Chamber of Commerce and set-up a separate account in Conpoto. If a vendor is to sign up as an individual participant of the Dune Dollar Program, that would allow them to accept Dune Dollars at any location and would include their business name on all materials listing the participating merchants.
4. It is necessary you **DO provide change in cash** to those customers who do not spend the full amount of the gift certificate.
5. Dune Dollars can be used to purchase any item at the Markets. **Dune Dollars expire after 5 years. It is your responsibility to check the date before accepting the certificate.**
6. Vendors who are participating in the program will return any redeemed certificates by the 20th of each Market month to the Market Information Table and will receive a receipt from the Farmers Market Staff Member. Reimbursement checks from the Chamber will be paid out the first week of the following month. **PLEASE NOTE: Dune Dollars now need to be turned in at the Information Table with all other food assistance coins, NOT at the bank.**
7. The Market will retain a **5% administration fee of all Dune Dollar sales** in order to offset the cost of administering the program. Vendors will receive a check monthly at the Market, less the 5% administrative fee, or a check will be mailed if necessary.

Gleaning Participation:

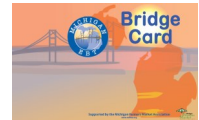
1. Upon committing to participate in the Grand Haven Farmers Market Gleaning Program (facilitated in conjunction with Ottawa Food), vendors that participate in gleaning agree to donate any surplus produce on weeks when the agencies are at the Market.
2. An agency representative will check for donations and come back towards the end of the Market day to collect them.
3. Vendors will receive a receipt for tax purposes when the season ends for donations made to the various pantries.

General Agreement

- I agree to follow all of the rules as explained within this agreement.
- I agree to follow all policies of the Farmers Market, as well as The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg, who administers the Dune Dollars Program. I realize that the privilege of using these programs is contingent on following the policies.
- I understand that if Market Staff observe or receive evidence of my failure to abide by this agreement, the Market will immediately suspend or terminate my approval to accept supplemental forms of payment and the offense may result in a fine and/or forfeiture of my ability to participate in the Market.
- I understand that it is my responsibility to inform my family and employees of these rules before they sell at the Market on behalf of my farm or business.
- I agree to the 5% administration fee for all of the supplemental payment programs.
- I have read and understand the guidelines regulating these currency systems and will knowingly participate in and support the program rules of governance.
- I understand I have the right to accept the programs I wish too, as long as I sell eligible products. (Please check the appropriate boxes below).



SNAP (EBT, Bridge Card)



Double Up Food Bucks



Dune Dollars



POP Kids Club



Prescription for Health



Gleaning Program



Signature: _____

Date: _____

Printed Name: _____

Business Name: _____

Circle one: Grand Haven Farmers Market Vendor

Spring Lake Farm & Garden Market Vendor

Market Master: _____

Date: _____

Mary Sherman

Grand Haven Farmers Market and Spring Lake Farm & Garden Market Master

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