



## Grand Haven Farmers Market and Spring Lake Farm & Garden Market 2017 Information & Vendor Agreement for Supplemental Payment Programs

### The SNAP Card/EBT & Double Up Food Bucks 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 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 goods.
4. NOTE: The law prohibits giving cash in exchange for EBT. Please round purchases to the nearest whole dollar or adjust product quantities accordingly.
3. 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 Member. Reimbursement checks from the Chamber will be paid out the first week of the following month.
4. 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 if necessary.

### The Dune Dollars Process:

1. Dune Dollars is the Chamber of Commerce's gift certificate program that is designed to encourage local spending.
2. Each vendor with a current signed agreement can participate in the program at these two **Markets only**. There is no longer a \$10 fee to be a part of this program *at the Markets*.
3. **You are not permitted to accept Dune Dollars at another location unless you pay for an individual membership to the program** (a \$100 annual fee, as well as Chamber Membership). If the 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. As a participating member at the Grand Haven Farmers Market and the Spring Lake Farm & Garden Market, you will receive your money fast because it "processes like a check." Simply accept the Dune Dollar, deposit at your personal bank and receive full face value of the certificate.
5. **It is necessary you DO provide change in cash to those customers who do not spend the full amount of the gift certificate.**

### The POP Kids Club Process:

1. The POP Kids Club is a program that strives to give children ages 3—13 more freedom to explore fresh fruits and vegetables, while also teaching them about how to manage money.
2. Children ages 3—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 and can only join at one Market.
3. Each time a POP Kids Club member visits the Market between June and July, they will have their "Passport to Health" stamped at the Market Information Table and will be given two (2) \$1 POP Kids Club tokens to be spent on fruit, vegetables or food plants at the Spring Lake Farm & Garden Market.
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.

### Prescription for Health Process:

1. This program is aimed at helping adults with food related illnesses or weight issues have more access to fresh fruits and vegetables while also supporting our local farmers and the economy.
2. Enrolled participants will visit the Markets ten times during the season.
3. They will visit the Farmers Market Information Table to collect their \$10 in tokens.
4. Once they have the tokens, participants will be able to purchase fresh fruits and vegetables from vendors.
5. 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.

### Gleaning Participation:

1. Upon committing to participate in the Grand Haven Farmers Market Gleaning Program (facilitated in conjunction with the Ottawa County Food Policy Council), I understand that I am agreeing to donate any surplus produce I may have on weeks when the agencies are at the Market.
2. I understand that every Saturday, about 15 minutes before the Market ends, an agency representative will come by my stall to see if I have any donations. If I do, the volunteer will come back when the Market closes and take the produce.
3. I understand that I will receive a receipt for tax purposes in October for my donations throughout the Market from the various pantries.

### Vendor Instructions on accepting SNAP/EBT, POP Kids Club, Prescription for Health:

- **NO CHANGE** will be made for use of the tokens. 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.
- **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.
- **POP Kids Club Tokens can buy** fresh fruit, vegetables and food plants.
- **Prescription for Health tokens can buy** fresh fruits and vegetables.
- **It is ILLEGAL to exchange cash for SNAP, or any other supplemental payment programs.**
- Vendors will not exchange tokens for US currency or any non-eligible product with customers.
- 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.
- 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.
- \$1 tokens will be worth the same cash value as \$1 US currency.
- All products will be priced the same for supplemental payment program customers as they are for non-eligible customers.
- Questions should be directed to a member of the Market staff.

### Vendor Instructions on accepting Dune Dollars:

- I agree to only accept Dune Dollars at the Grand Haven Farmers Market and the Spring Lake Farm & Garden Market unless I purchase a separate Chamber membership and pay the annual fee.
- **Dune Dollars can buy** anything at the Market.
- I understand that change **will be** given to the customer if they do not spend the entire value of the Dune Dollars certificate. This is true only for the Dune Dollars program.
- I understand I will not be reimbursed for Dune Dollars collected incorrectly. I must be sure to verify the date and signature of each Dune Dollar.

