



## Vendor Payment Agreement: SNAP/EBT Participants

\_\_\_\_\_, a vendor at the Caro Farmers Market agrees to the terms and conditions of participation and payment by and through the City of Caro, Downtown Development Authority and Caro Farmers Market, for applicable and product eligible programs only, as outlined herein.

**Food Program/ SNAP EBT:**  I am an eligible food vendor  I am not an eligible food vendor

1. I understand that "Food Program" Tokens are **ONLY** used for the SNAP EBT FOOD ASSISTANCE Program.
2. **ONLY** authorized participants with a completed Vendor Participation Agreement: SNAP EBT / Food Program, and SNAP Training Acknowledgement forms on file with the Caro Farmers Market are **ALLOWED TO ACCEPT ANY FOOD PROGRAM** tokens.

I authorize the Caro Farmers Market, a department of The City of Caro, Downtown development Authority to collect and disburse payments for these programs for and to myself and/or my business.

I agree to follow guidelines set forth by the City of Caro, the Downtown Development Authority, the Caro Farmers Market, and individual program organizations.

I agree to be reimbursed by the City of Caro, within a reasonable amount of time for payments received for these programs. Reimbursement checks will be distributed via mail to the vendors address on file.

I understand funds from program organizations are subject to payments being received by the City of Caro, prior to vendor reimbursement distribution.

I understand that I am responsible to **report program sales** at the end of each market day, whether I receive any program payments or not. I agree to sign the record with the correct amount **AFTER** the market manager has verified my program payment amounts.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Caro Farmers Market vendor:**

Our market serves patrons from Tuscola, Huron, Lapeer, Sanilac, and Bay County. In this region nearly 20,000 homes rely on SNAP EBT to purchase their groceries! By accepting SNAP EBT Bridge Card, we will further promote access to healthy, affordable, local food to families and individuals. In an effort to grow our market, serve our community, and increase vendor sales we ask that ALL eligible food producers and farms please participate in the program.

**Steps to Accepting Caro Farmers Market FOOD PROGRAM/SNAP EBT Tokens at your booth:**

1. Please identify yourself as a food producer/retailer/farm on your Vendor Application. The market manager will contact you to request your participation in the program.
2. The food producer/ retailer/ vendor must watch SNAP Bridge card participation videos and or read info from the links posted to The Caro Farmers Market Vendor ONLY group page.
3. The food producer/retailer/vendor must read, and complete the CARO FARMERS MARKET FOOD PROGRAM/SNAP EBT VENDOR PARTICIPATION AGREEMENT(Attached)

**SNAP EBT/ FOOD PROGRAM ELIGIBLE FOOD ITEMS:**

Fresh, and preserved fruits, vegetables, and herbs, meats, poultry, dairy, eggs, nuts, baked goods, canned goods, tea blends, roasted coffee grounds or whole bean, honey, maple syrup, produce or herb bearing plants, and seeds, prepackaged food items.

**ITEMS THAT ARE NOT ELIGIBLE FOR PURCHASE USING SNAP/FOOD PROGRAM:**

Food items intended for immediate consumption, such as brewed coffee, scooped ice cream cones, hot prepared food.

Produce that is intended for ornamental purposes only: gourds, carving pumpkins, corn stalks, ornamental grasses, and flowers.

**Process Overview: Using the SNAP Bridge Card at The Caro Farmers Market**

1. The SNAP benefit recipient will visit the market information booth.
2. The recipient will request an amount be debited from their SNAP Bridge Card.
3. The market manager will swipe the recipients Bridge Card to verify the balance of benefits prior to debiting the funds
4. If the requested amount is available, the recipient will receive the requested amount of funds in \$1 wooden tokens labeled CARO FARMERS MARKET \$1 FOOD PROGRAM
5. Each participating vendor must accept the tokens outline herein.
6. At the end of each market day participating vendors must turn in all tokens collected to the market manager. At this time, ALL participating SNAP vendors will sign the token drop sheet, even if they did not accept any tokens that day.
7. The funds from all SNAP EBT/FOOD PROGRAM benefits transactions will post to the City of Caro account within 2 days. The City of Caro financial department will manage the distribution of funds. All funds are subject to the standard accounts payable process. This process may take up to 30 days from the time a vendor turns in the tokens to the market manager.
8. All checks will be mailed to the address provided below.



This agreement allows the above-mentioned VENDOR to participate in the SNAP Food Stamp Electronic Benefits Transfer (EBT) Card Program at the Caro Farmers Market. VENDOR is bound by this agreement to follow all guidelines as set forth by federal, state, and local authorities and the Caro Farmers Market.

Caro Farmers Market reserves the right to immediately suspend or terminate VENDOR from the program if market staff observes or receives evidence of failure to abide by any of the agreements below. The SNAP Program will be strictly and carefully monitored by the Caro Farmers Market manager.

VENDOR may voluntarily STOP participating in the program but must notify the Caro Farmers Market Manager of such action prior to market opening.

VENDOR shall be responsible for their participation in the program. The VENDOR listed above will be the only individual that may conduct SNAP/ Food Program Token redemptions with the Caro Farmers Market manager.

Participants will be given their tokens at the designated SNAP/ market information table ONLY.

Caro Farmers Market will provide the VENDOR with a SNAP EBT accepted here sign. The sign must always be prominently posted at the VENDOR booth identifying the VENDOR as an authorized SNAP vendor. VENDOR may **not** accept SNAP Tokens without this sign.

Vendors will be reimbursed in the form of a check by the City of Caro, within a reasonable amount of time. Reimbursement checks will be brought to the Market to be picked up. If VENDOR does not attend the Market when the check is ready, the check will be mailed to the address on record.

VENDOR agrees to accept tokens only for the purchase of food stamp program eligible foods, as outlined in the SNAP training videos, and in the charts provided.

VENDOR may not discriminate against a SNAP Participant in any way, including in the pricing of the VENDOR'S goods.

If a SNAP customer selects several items and among them are items not allowed through food stamp regulations, only the allowed foods can be purchased using the Caro Farmers Market SNAP/ Food Program Tokens. Therefore, the VENDOR must inform the purchaser of the food stamp total and the cash total separately.

It is ILLEGAL to exchange cash for SNAP Tokens. VENDOR agrees that no U.S. currency will be returned to the customer as change for a token and no currency will be exchanged for SNAP/ Food Program Tokens.

This is a SNAP friendly farmers market, and we request that, If the purchase does not equal an even dollar amount, the VENDOR take the responsibility to offer the SNAP customer to pay the difference in cash or may add or subtract items in order to equal a one dollar increment.

The value of SNAP Tokens received by VENDOR will not exceed the posted value of the product purchased by the customer. (The customer will receive full value for his or her tokens.)

VENDOR agrees not to exchange any tokens for U.S. currency or any product with any person except the Caro Farmers Market manager.



I, \_\_\_\_\_, an authorized eligible food vendor (herein referred to as "VENDOR") agree to follow all of the above rules and processes as outlined. I understand that if Caro Farmers Market staff observe or receive evidence of my failure to abide by this agreement, I will not be reimbursed for tokens collected incorrectly. The Caro Farmers Market may terminate my participation in this program, and the offense may result in a fine, criminal charges and/ or may affect my ability to participate in the Caro Farmers Market.

I understand that it is my responsibility to inform my family, partners, or employees of these rules before they sell my any of my items/products at the Caro Farmers Market or other events hosted by the City of Caro and/or the Downtown Development Authority.

I hereby acknowledge that I have reviewed the SNAP Training video links as instructed in the "Vendor Participation Agreement: SNAP EBT/ FOOD PROGRAM" document. I fully understand the rules and procedures and agree to follow them as outlined.

I agree that I will participate in regularly scheduled SNAP Training as required.

Vendor Signature:

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Print Name of Vendor:

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Date of Agreement:

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Address of VENDOR, where SNAP proceed checks should be mailed:

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Caro Farmers Market Manager Signature:

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Annual Training Log:

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## CARO FARMERS MARKET SNAP VENDOR TRAINING PROGRAM

Caro Farmers Market Vendor,

Thank you for your interest in participating in the Caro Farmers Market S.N.A.P. EBT Bridge card program. It is vital that each participating market vendor be trained according to the USDA and FNS guidelines. The program can only be successful, if we all understand, and commit to it.

Please follow the top link and view the 4 training videos provided. Please read through the written training materials provided on the same hyperlink.

Retailer Training Materials

<https://www.fns.usda.gov/snap/retailer/training>

**If you have trouble finding the training videos in the main link above, I have provided them each individually below.**

1. SNAP Retailer Authorization Video

<https://www.fns.usda.gov/snap/snap-retailer-authorization-video>

2. Basic Guidelines for SNAP Retailers

<https://www.fns.usda.gov/snap/basic-guidelines-snap-retailers>

3. SNAP Transactions and Payment

<https://www.fns.usda.gov/snap/snap-transactions-and-payment>

4. Information for Cashiers When Accepting SNAP Benefits

<https://www.fns.usda.gov/snap/information-cashiers-when-accepting-snap-benefits>