**SAMPLE WRITTEN AGREEMENT 1**

**[name of the market] Farmers Market**

**Vendor Agreement for Credit/Debit/SNAP (food stamp) Service Program**

[Introduce the what?, why?, so what? Example below.]

The [name of the market] is implementing a new Credit/Debit/SNAP (food stamp)Service Program. The market’s goal, with you as a partner, is to provide a value-added revenue source for the vendors and to offer fresh fruits and vegetables to low income families who use food stamps. In addition, because we are offering Credit/Debit services, we feel confident that the [name of the market] can increase the overall vendor sales with the current average daily crowd count of the market.

[Spell out to vendor what the market will be doing and its role in the program? Example below.]

The market will promote this program in market signage, press releases, and in our monthly advertising. All revenues and expenses of the program will be reviewed each year for its value to the market, the farmers and to the community.

[Spell out your market policies. Example below.]

For consistency in the program and clarity for the market customer, the board of directors requires that all produce vendors participate in the program. The fee for the program is 5% of Credit/Debit/SNAP sales per market day. For this fee, the market will sell tokens to customers. The customers will use these tokens to purchase your products. At the end of the day, vendors will count the tokens and place them in an envelope provided by the market manager. At the beginning of the next market, the market manager will return the envelope and a check for the previous markets’ tokens. Vendors will benefit as if they had individual wireless Credit/Debit/SNAP (food stamp) machines without the additional bookkeeping tasks.

[Explain legal context and responsibilities. Example below.]

As a federal program, the SNAP (food stamp program) is regulated by USDA’s Food and Nutrition Service. We are asking vendors to sign this agreement to assure that they are aware of the rules of the program. The [name of the market] sees this program as a joint responsibility.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of my business, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to abide by the rules described herein as they relate to the processing of Credit/Debit/SNAP (Food Stamp) transactions. I/we agree to follow all USDA SNAP rules, as outlined on the bottom of this agreement. I/we understand that the Market Board has the right to remove vendors from the market who do not comply with these rules.

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Vendor Signature Business Name Date

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Market Signature Market Position Date

**ELIGIBLE FOOD ITEMS for USDA SNAP (food stamps) PURCHASES**

Additional information on the SNAP rules is available online. If you have any questions, please ask your market manager.

Source: [www.fns.usda.gov/snap/retailers/eligible.htm](http://www.fns.usda.gov/snap/retailers/eligible.htm) (Accessed July 2012)

Shoppers **CAN** use SNAP benefits to buy:

1. Foods for the household to eat, such as:
* breads and cereals;
* fruits and vegetables;
* meats, fish and poultry; and
* dairy products.
1. Seeds and plants which produce food for the household to eat.

Shoppers **CANNOT** use SNAP benefits to buy non-food items, ready to eat foods or hot foods.

1. Any prepared or hot food items that are intended to be eaten on site.
2. Any nonfood items, such as:
	* pet foods;
	* soaps, paper products; and
	* household supplies.
3. Vitamins and medicines.
4. Beer, wine, liquor, cigarettes or tobacco;

Also note:

* Vendors are not allowed to set a minimum purchase requirement.
* Cash cannot be given as change for SNAP/EBT (food stamp). (Change can be given for Credit/Debit tokens.)