



2024 Andrews House

Farmers Market SNAP/Produce Perks/Other Voucher (WIC, Produce Rx, & Fruit & Veg) Program Vendor Agreement

As a participating vendor of this Andrews House Program, I agree to:

- Register to serve as a participating vendor by signing this agreement with Andrews House that outlines your responsibilities to accept these tokens & vouchers as forms of payment.
- Complete and sign a W-9 form required for Andrews House to issue payment to you.
- Keep a copy of the Andrews House SNAP/Produce Perks/Other Voucher **Product Eligibility Guide** at the selling site.
- Display signage that indicates participation in the EBT SNAP/Produce Perks/WIC Vouchers Program.
- Register with the Market Manager at each market you will be participating (prior to registering with Andrews House to accept Main Street Delaware Wooden SNAP tokens, Produce Perks Tokens & Other Vouchers).
- Ensure that the foods purchased are on the eligible food list for a particular token or voucher (see the token/voucher **Product Eligibility Guide**).
- Collect Main Street Delaware wooden EBT SNAP tokens, Metal Produce Perks tokens, or other vouchers (WIC, Produce Rx, & Fruit & Veg) from participants in exchange for eligible produce or products.
- Encourage participants, or their representative, to select enough eligible products to equal \$1 (for tokens) or appropriate amount for vouchers (\$3-\$5). **No change can be given to the participant if they do not spend the entire value of their tokens or vouchers.** The vendor/farmer will be paid \$1 for each wooden EBT token or metal Produce Perks token or the appropriate face value of other vouchers they collect.
- At the end of each Farmers Market, or periodically (it helps if you redeem tokens at least monthly as we need to put the tokens back in circulation & we can get an idea of how many are being redeemed) turn in tokens & vouchers to the Andrews House SNAP/Produce Perks Program coordinator at the Market. **Please put tokens in a Ziploc bag with a receipt form with the amount of each kind of token or voucher and return them to the Andrews House/SNAP table. We will not count on site but send an email confirmation of the dollar amount of tokens/vouchers received.**
- Allow a visit from an Andrews House representative. This serves as a technical assistance visit to answer questions the vendor may have about the program’s procedures.
- You will be reimbursed by check sent through the mail once a month for the tokens & vouchers you surrendered to the Andrews House SNAP/Produce Perks representative (payment schedule is in the guidelines).
- Only accept Main Street Delaware wooden EBT tokens, metal Produce Perks tokens, or the vouchers described in the guidelines.

I acknowledge that I have received and read a copy of Andrews House SNAP/Produce Perks Farmers Market Program Guidelines, payment schedule, W-9, and agreement. I understand and agree to follow Andrews House Farmers Market SNAP/Produce Perks/Other Vouchers Program guidelines.

Vendor Signature _____ Print Name _____ Date _____

Anticipated products: Fruits _____ Vegetables _____ Baked Goods _____

Other (please list) _____

Phone Number _____ E-mail _____

Address _____ City _____ Zip _____

Received by Andrews House representative: _____ (Date) _____ (Initials)

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