

Appendix F SNAP/EBT Program

All farmers/growers and eligible food vendors at Old Town Farmers' Market are required to participate in the Supplemental Nutrition Assistance Program (SNAP), formerly known as the food stamp program. Vendors who sell a single eligible food item are required to participate in the SNAP/EBT program.

How to Participate in the Program

Please complete the vendor agreement form below and return it to the Market Manager.

Participating vendors will receive a "We accept SNAP/EBT" sign that MUST be visible at your space during the market day. Only eligible vendors who have signed the agreement and received a sign will be permitted to redeem SNAP/EBT tokens. Failure to abide by the rules of the SNAP/EBT program may result in suspension or termination from the Market.

Payment for SNAP/EBT Tokens:

Please return the tokens at the end of the market day to the EBT coordinators and you will receive a receipt for the amount collected. Vendors will be sent a check within 2 weeks from the date on the receipt.

Token Rules:

- Only eligible food items can be purchased with SNAP tokens.
- During the market day, customers are allowed to exchange tokens for eligible goods; and a combination of tokens and cash can be accepted from customers.
- Vendors cannot give cash back to customers as change for tokens. The entire \$1 or \$2 token must be used.
- Example: if a customer purchases an item for \$1.50, please add something to make it an even \$2.00. On the other hand, customers can give cash to vendors to make up for the difference in purchase.
- Vendors can exchange \$2 tokens with \$1 tokens.
- DO NOT accept tokens if you have not signed a vendor agreement and received a "We accept SNAP/EBT" sign.
- Tokens may be used to purchase eligible food items only. Your authorization will be revoked if you are exchanging tokens for ineligible items OR with vendors who do not accept EBT.
- Only accept Old Town Farmers' Market tokens. Other farmers' markets in Alexandria have a similar program, but the City will not reimburse vendors for tokens from other markets.

- Tokens are the responsibility of the vendors. The City will not reimburse lost tokens.

\$1 and \$2 Tokens CAN buy:

Food items not for immediate consumption including:

- Fruit and vegetables
- Dairy products (example: cheese, yogurt, etc.)
- Meat, poultry, fish, and eggs
- Bread, cereals, and packaged pastries
- Jam, syrups, oils, and honey
- Rice, grains, and dried beans
- Pickled items
- Cold pre- packaged edible foods (example: fresh pasta or salad in containers)
- Seeds or plants that produce food (example: kale, tomatoes, peppers, herbs, etc.)
- Non- alcoholic beverages in sealed containers not for immediate consumption

\$1 and \$2 Tokens CANNOT buy:

- Beer, wine, liquor, cigarettes or tobacco
- Non-food items (example: soaps, paper products, crafts, etc.)
- Hot or cold immediately consumable foods (example: foods prepared on-site)
- Pet food
- Vitamins and medicines
- Household supplies
- Flowers, shrubs, or cut flowers
- Decorative plants, non-edible plants, or fall ornamentals (example: gourds)

2013 Vendor Agreement – SNAP/EBT

*** Participation is mandatory for ALL eligible food vendors.**

This is an agreement between the vendor and the City of Alexandria, Virginia to accept EBT/SNAP transactions and abide by all of the rules associated with it as explained in the attached EBT letter.

Agreement:

- I agree to follow all of the rules as explained in the attached EBT letter.
- I agree to follow all the policies of the Old Town Farmers' Market and realize that the privilege of using the EBT services is contingent on the attached policies.
- I understand that failure to abide by this agreement will result in suspension or termination of my approval to accept EBT tokens.
- I understand that it is my responsibility to inform my employees, or anyone selling at the market on behalf of my business, of these rules before they accept SNAP/EBT purchases.
- I understand that my responsibility as a vendor, which is stated in Section V of the Farmers Market Rules and Regulations, is to "comply with these regulations as well as all other regulations, codes, and statutes that govern the growing, preparation, and sale of products defined in this regulation."

Vendor Name/Business Name _____

Eligible SNAP/EBT foods sold by vendor: _____

Vendor Address _____

City, State, Zip Code _____

Telephone Number _____

Email _____

Vendor Signature _____ **Date** _____

EBT Manager Signature _____ **Date** _____