

# Farmshed's 2012 EBT Program



Dear Market Vendor,

Farmshed is once again hosting an Electronic Benefit Transfer (EBT) machine at the market this season, enabling FoodShare participants to purchase locally produced foods and hopefully bring all of you increased sales. This letter explains exactly how to sign up for the program, how it will work and how you will be reimbursed. Participation in the program is optional, but encouraged. **There are changes from last year**, so please read all the details below carefully. Feel free to contact us with any questions.

## How it will work:

- FoodShare participants will come to the Farmshed tent at the farmers market to use the EBT machine.
- They will request a specific amount of money be taken off their card in exchange for wooden tokens.
- The participants use the tokens to purchase **eligible** foods (see attached list) from **authorized** vendors.
- Monthly, a Farmshed volunteer will collect the tokens and provide a receipt.
- Vendors will be sent a check for their total monthly token intake within two weeks of month's end.

## How to participate in the program:

1. Print the vendor agreement, complete the information, sign, and mail it to the address below OR bring it to the annual meeting.
2. New vendors will receive an EBT accepted here sign and a token pouch. Past vendors should use last year's signs and must notify Farmshed if a new one is necessary.
3. The sign **MUST** be posted in your stall each market day.
4. Each market day, program participants are allowed to exchange tokens for goods; a combination of tokens and cash can be accepted.
5. Change **cannot** be given for tokens. The entire \$1 token must be used. If they are purchasing something for \$1.50, add something to make it an even \$2.
6. Return tokens to the EBT table and you will receive a receipt for the amount collected. At the end of each month, a check will be mailed to you for the total amount redeemed within two weeks of month's end.

## Additional information:

- **Do not** accept tokens if you have not signed a vendor agreement and received an EBT sign. If you accept the tokens without signing up for the program you **will not** be reimbursed for the food sold.
- Tokens may only be exchanged for eligible food items. Your authorization will be revoked if you are exchanging tokens for ineligible items **OR** with vendors who do not accept EBT.
- Tokens are the responsibility of the vendors. Farmshed will not reimburse for lost tokens.
- **Only** accept Wood County Farmers Market tokens, other markets in Central Wisconsin have begun this program, but Farmshed **cannot** reimburse for other market's tokens.

**Special considerations:**

- Please be kind and courteous to those using the token program and the volunteers at the EBT tent. The program is still new and although the intention is for it to run perfectly from the start, there may be some kinks to work out.
- Be aware that the program participants may desire help learning about the abundant selection available at our market. Please be open to answering questions and helping them choose foods to enjoy.

Please bring the vendor agreement to the meeting, market, or mail it to the address below:

Layne Cozzolino  
Executive Director  
Central Rivers Farmshed  
PO Box 1023  
Stevens Point, WI 54481  
715.544.6154

**Eligible/ Not Eligible Items**

**Items eligible for purchase** by token through the FoodShare/EBT program:

- Vegetables
- Fruit
- 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 wrapped and packaged edible
- Seeds or plants that produce food (example: kale, tomatoes, peppers, herbs, etc.)

**Items NOT eligible for purchase\*** by token through the FoodShare/EBT program:

- Flowers, shrubs, or cut flowers
- Decorative plants, non-edible plants, or fall ornamentals (example: gourds)
- Non-food items (example: soaps, paper products, crafts, etc.)
- Hot or cold immediately consumable foods (example: foods prepared on-site)
- Pet food
- Fountain drinks and hot or cold beverages including coffee and tea

\*Sales of ineligible items will result in the immediate suspension or termination of EBT authorization.



**2012 Vendor Agreement - EBT/FoodShare**

Participation is optional but encouraged.

**Agreement:**

- I agree to follow all of the rules as explained in the attached letter.
- I agree to follow all policies of the Wood County Farmers Market and realize that the privilege of using the EBT services is contingent on the attached policies.
- I understand if I fail to abide by this agreement, the market will immediately suspend or terminate my approval to accept EBT tokens.
- I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

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Vendor Name/Farm Name

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Vendor Address

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City, State, Zip

Telephone Number

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Vendor Signature

Date

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EBT Manager Signature

Date

**Please circle the markets where you sell your products and would like to accept this benefit:**

Rome Farmers Market

Stevens Point Farmers Market

Wood County Farmers Market (Rapids)

**Send agreement to Farmshed:**

Central Rivers Farmshed

P.O. Box 1023

Stevens Point, WI 54481