



# Statewide Webinar Training – April 6, 2020

Becoming a Food Stamp Friendly Market – For Managers  
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# Becoming a Food Stamp Friendly Farmers Market

Training for Market Managers



# Supplemental Nutrition Assistance Program (SNAP)

- The Supplemental Nutrition Assistance Program (SNAP) which has also been referred to as food stamps and now EBT (Electronic Benefits Transfer).
- This program offers nutritional assistance to millions of eligible, low-income individuals and families and provides economic benefits to our communities.
- Farmers markets can apply and be approved to accept food stamps as a form of payment for eligible items.



# Why participate?

- Becoming a food stamp friendly market can mean increasing your customer access and revenue for your farmers.
- The Idaho Farmers Market Association works to ensure that Idahoans of all income levels have access to local, healthy foods!
- Congratulations on becoming a food stamp friendly market.



# What do I need to have to process EBT/DUFB?

- You will receive a handheld terminal from USDA-FNS to process food stamps.
- This will come with instructions on how to use this terminal
- Read them carefully.
- Charge your terminal before each market to ensure workability. If you have an outlet, this is not necessary



# Additional preparations

- Create a vendor agreement for your vendors to review and sign for EBT/DUFB (they can go on the same agreement). IFMA will provide you with examples.
- Purchase Tokens for your market
- At this time the IFMA has a grant to provide all the farmers markets in Idaho with EBT/DUFB tokens! Contact Denise at [info@idahofma.org](mailto:info@idahofma.org).



# Marketing and Funding

- Marketing materials: IFMA will provide marketing materials as well as information for vendors and customers.
- Funding: At this time IFMA has a grant to provide each market in the state of Idaho with funding for Double Up Food Bucks. It is also important to consider having a backup funding option.



# The Role of the Manager Booth



- Market Managers Booth/Table: There needs to be a place that is identified as the processing table for EBT customers to swipe their cards and receive tokens for both programs. Signage to that effect will be very helpful.





# How will I reimburse my vendors?

- As a market manager it is your decision on how you want to proceed with this process.
- Most markets do this either one of two ways.



# Methods of Reimbursement

- The easiest way to make this happen, is at the end of the market day for the vendor to come to the market booth and you reimburse them with cash each week. This saves time and money if you pay each week with cash.
- The second way is to reimburse the vendor every two weeks or every months long as it is the same cycle each month. They can turn in their tokens weekly and then you reimburse them on a regular basis with a check.



# Reimbursement, cont.

- However you choose to reimburse them, the vendor needs to complete a receipt of sorts so you can reconcile your cash/check.
- We will share an example at the end of this webinar with instructions.



# Program Requirements

- Customer Record Sheet: The market manager or whoever is trusted to run the EBT transactions, must complete the record sheet with information about the EBT recipient.
- This is not confidential information. You are to write down the last five digits of the card number, and record the denomination they requested, and if they are a new person to your market.
- To save paper, I use the same log sheet until it is full, just make sure the dates are changed for each market day.



# Continued...

- Receipts: When you run the transaction, the recipient will enter his/her PIN and receive a receipt.
- At the end of the market day there will be a daily summary of the transactions you have run.
- This should be attached to the back of your customer record sheet.



# Lastly...

- Report your sales: At the end of each week, please log into the DUFEB database and complete your totals for the week for both SNAP and DUFEB.
- Completing this weekly will ensure we can provide you with additional Double Up Food Bucks funding when the time comes.
- Your market should have a login and password for this data sheet. If you don't or have lost the information, please contact Denise at [info@idahoFMA.org](mailto:info@idahoFMA.org). You may also report any problems you are having with these programs to us.



# Example of a Vendor Receipt

If you have an existing receipt or check out sheet feel free to modify that to meet your needs. If you don't here is an example of a simple receipt. You can print several on a sheet of paper and cut them.

Name of Market: \_\_\_\_\_

Token Summary Sheet    EBT \_\_\_\_\_    DUFB \_\_\_\_\_    (# of tokens)

Vendor Name \_\_\_\_\_ Date of Market \_\_\_\_\_

Total Tokens \_\_\_\_\_ Total Reimbursement \_\_\_\_\_

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_ (initials of market staff)

Vendor signature states I have received full reimbursement for tokens listed above.

Thank you for being part of the \_\_\_\_\_ Farmers Market!



Additional tools &  
resources coming  
your way from  
IFMA!





# Eligible items for EBT/DUFB

- We will be sending you 5x7 cards to distribute at your market

	QUEST CARD 	DOUBLE UP 
Fresh ID-Grown Fruits & Veggies	✓	✓
Fresh Herbs	✓	✓
Food-Producing Plants	✓	✓
Mushrooms	✓	✓
Maple Syrup	✓	✗
Honey	✓	✗
Baked Goods	✓	✗
Jams & Jellies	✓	✗
Meat, Dairy & Eggs	✓	✗
Hot, Prepared Foods	✗	✗

Find a farmers market near you! [IdahoFMA.org/DoubleUp](http://IdahoFMA.org/DoubleUp)



# Customer Record Sheet

## Customer Record Sheet – Daily

Use a new customer record sheet for each market day. Attach a copy of your daily point-of-sale batch report to this sheet.

Record totals (in shaded row at the bottom) in your reporting spreadsheet each week.

Save all customer record sheets in your DUFB reporting binder.

Use permanent ink or ball-point pen (no ink that will run if sheet gets wet).

### Market date:

Customer attendance:

# Produce Vendors:

Other Food Vendors:

Non-food Vendors:

Weather/EBT issues/observations:

Special events (if any):

Vendor attendance:

Ask customer using these exact words:

"Is this your first time using your EBT Card at this market?" Y/N



Last 5 digits of EBT Card #	\$\$\$ SNAP (\$ from EBT Card)	# DUFB (# of matching tokens)	\$\$\$ DUFB (\$ value of tokens)	Customer's First - time?
1.	\$		\$	
2.	\$		\$	
3.	\$		\$	



# DUFB Vendor weekly reporting sheet

## Vendor Double Up Token Redemption and Reimbursement Record

Market Date:

Market Name:

Program Week #:

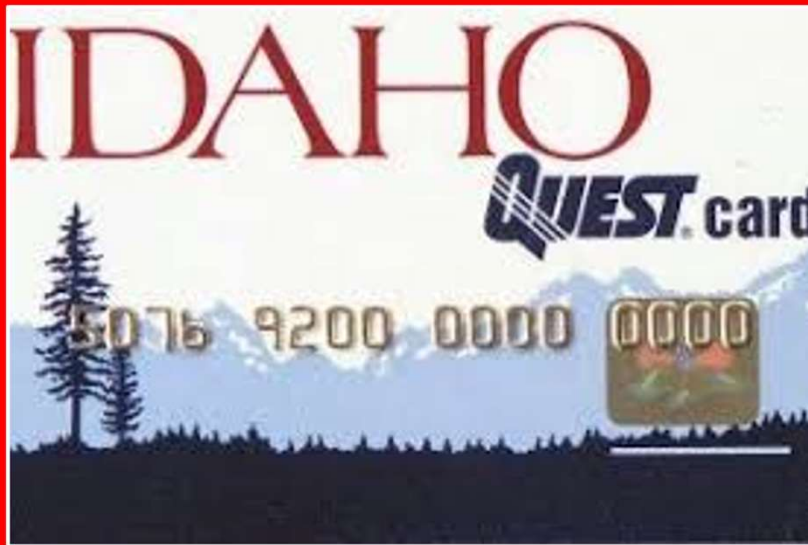
Date:



A	B	C	D	E	H	I
Vendor Name	\$\$\$ SNAP turned in	# of DUFB tokens turned in	\$\$\$ DUFB turned in	\$\$\$ Credit/Debit	Total amount to reimburse vendor	Payment Record Date / Check # / Total \$
1.	\$		\$	\$	\$	
2.	\$		\$	\$	\$	
3.	\$		\$	\$	\$	
4.	\$		\$	\$	\$	
5.	\$		\$	\$	\$	
6.	\$		\$	\$	\$	



# SNAP/EBT WELCOME AT THIS FARMERS MARKET





The Idaho Farmers Market  
Association is here to support you!  
[www.idahofma.org](http://www.idahofma.org)

Thank you to our partners:





**Thank you!**

[www.idahofma.org](http://www.idahofma.org)