



Gorham Parks & Recreation Department

Credit / Debit Card Token Program

Vendor Agreement

This agreement allows the vendor to participate in the Credit / Debit Card Token Program at the Gorham Farmers' Market. The vendor may voluntarily quit participating in the program at any time. Please notify the Gorham Parks & Recreation Department or market staff in writing of such action.

The vendor agrees to abide by the following agreements:

- VENDOR agrees to be responsible for their employees / staff to ensure the rules of the program are followed.
- VENDOR agrees to accept only Gorham Farmers' Market wooden tokens and understands that tokens from other markets will not be reimbursed.
- VENDOR agrees to accept tokens for the purchase of any products.
- VENDOR agrees to return U.S. currency to the customer as change if the customer does not spend a full denomination of \$5.00 increments. For example, if a customer purchases \$3.00 worth of products and pays with a \$5.00 credit/debit token, the customer will receive \$2.00 in cash to complete the transaction.
- VENDOR agrees not to exchange the full value of any tokens for U.S. currency with any person except Gorham Farmers' Market staff.
- VENDOR agrees to post a sign, identifying the vendor as an authorized SNAP / EBT vendor. You may request signage from the Gorham Farmers' Market.
- VENDOR agrees to remit tokens to market staff for reimbursement at the close of each market. Tokens will be reimbursed by check two weeks after turned in.
- Please indicate vendor name and address on the application as it should appear on reimbursement checks.



SNAP / EBT Token Program & Granite State Market Match Coupons Vendor Training Guide

SNAP / EBT enables low-income individuals and families to use their EBT card to buy eligible fresh and local products at the Farmers' Market! This program gives low-income families better access to fresh foods, supports family farms and local producers, and directs tax dollars into the local economy. Granite State Market Match enhances the SNAP spending power by providing a dollar-for-dollar match to purchase locally grown fruits and vegetables.

Common Terms

Supplemental Nutrition Assistance Program (SNAP) is the federally recognized name for what in NH is still known as food stamps. Established in 1964, this entitlement program provides income based federal assistance for food.

Electronic Benefit Transfer (EBT) is the name of the card used for payment of SNAP benefits. These benefits are to be used only at approved locations for approved foods.

Granite State Market Match (GSMM) is the incentive program that provides a dollar-for-dollar match to SNAP recipients when they shop for local fresh fruits and vegetables.

How It Works for the Customer

1. At the market, SNAP recipients will choose how much they would like to spend that day on food purchases.
2. A market staff member will swipe their EBT card for that amount.
3. The customer is then given wooden tokens to purchase eligible items.

How It Works for the Vendor

As a participating vendor in this program, you can accept SNAP tokens (for eligible products only), Credit / Debit tokens (for any product) and Granite State Market Match currencies (for purchase of fruits and vegetables only).

1. Before / during the market, a market staff member will bring you an envelope for your tokens.
2. During the market, collect all tokens and coupons you accept in the envelope.
3. END OF DAY:
 - a) Return the envelope with all your tokens and coupons to a market staff member.
 - b) Ensure you place the market date on the envelope.
4. NEXT MARKET DATE:
 - a) Your envelope will be returned.
 - b) The envelope will be marked with the previous weeks tokens and coupons amounts you turned in.
 - c) Reimbursement checks (if applicable) will be issued every two weeks starting the third market date and then every two weeks ongoing. For example, Week 1 and Week 2 tokens will be reimbursed on Week 3. Week 3 and Week 4 tokens will be reimbursed on Week 5 and so on.

Handling Tokens & Coupons

SNAP tokens are in \$1.00 denominations.

SNAP customers CANNOT be given change.

SNAP purchases must be rounded to even dollar amounts.

SNAP tokens are used for ELIGIBLE PRODUCTS ONLY (see list below).

CREDIT/DEBIT tokens are in \$5.00 denominations.

CREDIT/DEBIT tokens are treated like cash, and therefore change must be given.

CREDIT/DEBIT tokens have no restrictions.

GRANITE STATE MARKET MATCH COUPONS are in \$1.00 denominations.

GRANITE STATE MARKET MATCH customers CANNOT be given change.

GRANITE STATE MARKET MATCH is to be used for FRESH FRUITS AND VEGETABLES ONLY.

SNAP Token Product Guidelines

What products are eligible to be purchased using SNAP?

- Plants and seeds that grow food, and
- Foods wrapped, labeled, and intended for home consumption, including:
 - Meat, fish, and beans
 - Dairy products
 - Maple and honey products
 - Fruits and vegetables
 - Jams, sauces, soups
 - Cider

What products are not eligible to be purchased with SNAP?

- Non-food items, including beer, wine, liquor, tobacco, vitamins, remedies / medicines
- Food meant to be eaten on site

Granite State Market Match Coupon Product Guidelines

Granite State Market Match is an incentive program partially funded through a grant from the USDA and as such has federal guidelines. Match coupons may be used exclusively for the purchase of fruits and vegetables.

As a participant vendor in the SNAP / EBT and Granite State Market Match program, you are responsible for understanding the following rules:

1. Products purchased using SNAP tokens must be eligible products based on federal guidelines.
2. Understand the process of accepting SNAP, Credit / Debit tokens and Market Match coupons.
3. Only redeem currencies accepted at your booth.
4. Tokens and Coupons along with a filled-out envelope must be returned to the Gorham Farmers Market Manager's tent at the end of each market and recorded by market staff.
5. Vendors or primary contact are responsible for training all their staff about the program's rules.



Gorham Parks & Recreation Department

SNAP / GSMM Program

Vendor Agreement

The vendor is bound by this agreement to follow all guidelines, as set forth by federal and state authorities and the Gorham Farmers Market. The vendor may voluntarily quit participating in the program at any time. Please notify the Gorham Parks & Recreation Department or market staff in writing of such action.

The vendor agrees to abide by the following agreements:

- VENDOR agrees to be responsible for their employees / staff to ensure the rules of the program are followed.
- VENDOR agrees to accept only Gorham Farmers' Market wooden tokens and coupons and understands that tokens from other markets will not be reimbursed.
- VENDOR agrees to accept tokens for the purchase of only SNAP / EBT eligible foods, including fruits, vegetables, bread, eggs, meat, fish, poultry, jams and sauces, dairy products, cold soups, maple and honey products, seeds and plants which produce food to eat, and baked goods for home consumption.
- VENDOR agrees to accept GSMM coupons for purchase of fruits and vegetables only.
- VENDOR agrees that no U.S. currency will be returned to the customer as change if the customer pays solely with SNAP / EBT tokens and GSMM coupons.
- VENDOR agrees that the value of the tokens received will not exceed the posted value of the tokens (customers will receive full value for their tokens).
- VENDOR agrees not to exchange any SNAP benefits / tokens for U.S. currency with any person except Gorham Farmers' Market staff.
- VENDOR agrees to post a sign, identifying the vendor as an authorized SNAP / EBT vendor. You may request signage from the Gorham Farmers' Market.
- VENDOR agrees to remit tokens to market staff for reimbursement at the close of each market. Tokens will be reimbursed by check two weeks after turned in.
- Please indicate vendor name and address on the application as it should appear on reimbursement checks.