

# Senior Farmers Market Voucher Program Guidelines 2021



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Delaware, OH 43015

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

## Program Mission

The primary objective of SourcePoint's Senior Farmers Market Voucher Program is to improve access to healthy foods for low income older adults by providing financial assistance for purchasing locally grown produce from farmers markets. The program will also assist in supporting local growers by encouraging consumer attendance at farmers markets and small businesses in our community.

## Eligibility Criteria

Any Delaware County resident, 55 years of age or older, who has an annual household income at or below 200% of the federal poverty level is eligible. For the 2021 season, the maximum household income amount is \$25,760 for a single person or \$34,840 for a couple. Participants may assign up to two proxies to shop and use the vouchers at the markets on their behalf. Participants must not reside in a nursing home or facility where meals are provided.

## Vouchers

All vouchers, regardless of the month issued, will be valid through October 31, 2021. Participants will receive 20 vouchers with a total value of \$60 while supplies last. Vouchers are distributed on a first come, first served basis. No replacement vouchers will be issued in the event of loss.

All vouchers have a value of \$3.00; no change will be given for purchases under the value of the voucher. No taxes will be collected on the purchases of food with the vouchers, as the State of Ohio does not charge state or local taxes on the purchase of any food items. Vouchers are tracked by SourcePoint to ensure no duplicates have been submitted.

## Voucher Distribution

SourcePoint will host drive-through voucher distribution days on the following dates:

**FRIDAY 5/21, 2:00PM-6:00PM**

**SATURDAY 5/22, 9:00AM-12:00PM**

Applications will be mailed to last year's voucher recipients. Blank applications will also be available on SourcePoint's website and hard copies will be available to fill out upon arrival during distribution days. Applicants must complete a paper application and also show a driver's license or other documentation showing their birthdate and current Delaware County address. If a proxy is applying on their behalf, the application must be signed by both the applicant and the proxy, and the proxy will have to show **both** their own ID and that of the applicant in order to receive vouchers. There will be no voucher sign-ups at the markets or for walk-ins at SourcePoint.

## Vendor Eligibility

Any business owner who sells items on the eligible foods list that they have grown themselves may apply to participate in the voucher program, excluding retail chain stores. This includes vendors who attend organized farmers markets as well as ones who have their own places of business, i.e. a farm or roadside market. Vendors who participate in more than one selling location may accept vouchers at any place they sell their products and submit collected vouchers under the same vendor number and application regardless of where vouchers were redeemed.

## Vendor Responsibilities

- Read through and adhere to the standards outlined in the Farmers Market Voucher Program Guidelines 2021.
- Register to serve as a participating vendor by submitting a vendor agreement and a signed W-9 form required for reimbursement and tax purposes.
- Wait to receive a SourcePoint-issued 2021 seasonal vendor number before accepting any vouchers.
- Ensure that the foods purchased by program participants are on the eligible foods list (included in the program guidelines). Vendors found to be accepting vouchers for ineligible products may forfeit their ability to redeem vouchers for the 2021 season.
- Ensure all vouchers are signed by the participant and/or proxy before accepting the vouchers as payment for eligible products.
- Encourage participants, or their proxy, to select enough eligible products to equal increments of \$3. No change can be given to the participant if they do not spend the entire value of the voucher. The vendor will be paid the entire value of each \$3 voucher.

## Vendor Reimbursement

- Only pre-approved participating vendors will receive reimbursement for vouchers redeemed.
- Print vendor name and 2021 assigned vendor number on the back of each voucher.  
**VOUCHERS UNSIGNED AND/OR WITHOUT A VENDOR NUMBER WILL BE RETURNED UNPAID.**
- Submit a minimum of 20 vouchers at a time. Bundle vouchers in rubber banded sets of 20 to submit for payment. If you acquire fewer than 20 vouchers throughout the season, please hold them until the end of the season to submit all at once.
- Vendors must include vendor number, name, total number of vouchers included, and date of submission with each batch of vouchers being redeemed.
- Vendors may arrange for drop off of vouchers in person or mail them in to SourcePoint. SourcePoint is not responsible for delays in the mailing system or vouchers lost in the mail. It is strongly recommended that vendors obtain tracking information for any mailed vouchers.
- Vendors will receive a written receipt for vouchers submitted in person at SourcePoint.
- Vouchers submitted by vendors will be tracked in a database to ensure non-duplication.
- SourcePoint will issue payment to vendors on a monthly schedule based on the date vouchers are received.
- Vouchers must be received by SourcePoint for reimbursement no later than November 5, 2021. **VOUCHERS RETURNED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR REIMBURSEMENT.**

## Contact Information

- For program information, email Nutrition Services Coordinator Lia Crosby at [lcrosby@mysourcepoint.org](mailto:lcrosby@mysourcepoint.org) or call at 740-203-2362.
- For questions regarding reimbursement, contact Accounting Clerk Deb Bose at 740-203-2427 or Accounting Manager Justin Ault at 740-203-2360.

## SourcePoint Responsibilities

- Promote the Senior Farmers Market Voucher Program to potential participants within Delaware County.
- Invite program participation of area farmers markets and vendors.
- Prepare all program documents, including vendor agreements, W-9s, program guidelines, participant applications, and vouchers.
- Train distribution site staff/volunteers on how to distribute the vouchers at their sites.
- Provide education to vendors about the program, vendor responsibilities, and the procedures for collecting and redeeming vouchers from participants.
- Encourage activities to promote the program, including transportation.
- Maintain a database of distribution sites, vendors, program participants, and vouchers redeemed to track distribution, usage, and other program requirements.
- Distribute vouchers to participants.
- Reimburse vendors or market managers according to program requirements.

## SourcePoint Farmers Market Voucher Program Eligible Foods List

Eligible: Honey, fruits, vegetables, and herbs that are commonly considered for human consumption. This also includes garden plants that will produce food, such as vegetable plants, onion sets, garlic bulbs, and herb plants.

### Vegetables

- Asparagus
- Beans
- Beets
- Broccoli
- Cabbage
- Carrots
- Cauliflower
- Celery
- Collard Greens
- Corn
- Cucumbers
- Eggplants
- Garlic
- Greens
- Leeks
- Lettuce
- Mushrooms
- Okra
- Onions
- Parsnips
- Peas
- Peppers
- Potatoes
- Radishes
- Rutabaga
- Spinach
- Squash
- Tomatoes
- Turnips
- Zucchini

### Fruits

- Apples
- Blackberries
- Blueberries
- Cantaloupe
- Cherries
- Grapes
- Melons
- Peaches
- Pears
- Plums
- Pie Pumpkins
- Raspberries
- Strawberries
- Watermelon

### Miscellaneous

- Herbs
- Live fruit, vegetable, or herb plants
- Honey

Not eligible: Eggs, cheese, meats, baked goods, jam, apple cider, salsa, maple syrup, gourds, pet foods, candles, soap, crafts, flowers, artwork, pottery or any other inedible items.