



## Farmers' Market Federation of New York

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### 2006 Farmers' Market Wireless EBT Project Farmers Market Application/Agreement

I/we operate a multi-vendor farmers market authorized by the USDA Food and Nutrition Service (FNS) as a vendor in the Food Stamp Program. I wish to participate in this project to demonstrate use of a handheld wireless point-of-sale terminal in enabling Food Stamp/EBT (Electronic Benefit Transfer) program participants to make purchases of eligible food products from farmers or vendors at our market. I understand that the wireless terminal operates by electronically transferring the amount of an EBT purchase made with a customer's "NYS Benefit Card" (debit card) from his/her Food Stamp/EBT account to the market's bank account using EBT card services and wireless data networks. I understand that use of the terminal assures on-line verification of valid EBT cards/accounts and funds availability and transfer. I understand that I may use a single terminal at multiple farmers markets under our auspices on different days of the week.

I/we understand that to enable the project to operate at our market(s), we must operate a "Farmers Market EBT Token System" that will enable Food Stamp/EBT customers to make purchases of \$1.00 denomination "Farmers Market EBT Tokens" from an "EBT manager's booth/table" at the market for customers' use in making purchases of eligible food and plant products from participating farmers and vendors. I understand that we will be responsible for making EBT transactions and issuing EBT tokens for Food Stamp/EBT customers during normal business hours of the market during the market's season, and for securing the EBT tokens against loss or theft. I understand that we will be responsible for redeeming the tokens from participating farmers and vendors on a daily basis, keeping records of redemptions, and providing reimbursement on a weekly basis using funds from an "EBT checking account" into which the wireless EBT transactions are credited when the tokens are purchased by EBT consumers at the market. I understand that this account will be debited monthly for monthly wireless and service charges which will be reimbursed by the Federation (see below).

I/we understand that funding for this project - provided to the Federation by New York State under a special USDA Food and Nutrition Service grant - is limited. I/we understand that the Federation, which is administering the project under contract with the New York State Department of Agriculture and Markets, will provide a Linkpoint 9100 GPRS wireless terminal using the ATT/Cingular wireless data network free-of-charge on a first-come first served basis to farmers markets who apply to participate in the project, and also provide support materials and services (see below). I understand that the Federation cannot fund or reimburse the cost of personal services for the "EBT manager" or other market staff who will operate the terminal, keep records of EBT tokens sold to EBT customers and redeemed by farmers/vendors, reimburse farmers and vendors for the tokens, or perform promotional or other services in support of the project, or fund or reimburse the cost of printing copies of promotional posters/flyers from the computer files to be supplied (see below).

I/we understand that it is the market's responsibility to recruit participation in the project by farmers and vendors at our market with Food Stamp/EBT eligible food products, to obtain a EBT Project Participation Agreement from each, and to instruct farmers and vendors in Farmers Market EBT rules and procedures, including acceptance of EBT tokens for eligible items only, "no change", daily redemption of EBT tokens, and posting of "We Gladly Accept EBT Tokens signs".

I/we understand that to participate, our market must operate for at least four months during the project period July 1, 2006 – March 31, 2007, complete this application, and complete a separate Cardservice International (CSI) application to establish a card service account under which EBT card transactions that are made using the wireless terminal are credited to the market's bank account linked to the terminal. Upon receipt of both applications, I understand the Federation will program and deliver a Linkpoint GPRS wireless terminal to enable EBT transactions to be made during the project period.

I/we understand that in addition to providing a Linkpoint wireless terminal, the Federation will: (1) provide a supply of Farmers Market EBT tokens printed with our market's name; (2) provide "We Gladly Accept EBT Tokens" point-of sale signage for distribution to farmers with EBT eligible food and plant products; (3) provide EBT Information/Participation Agreements for issuance to farmers/vendors; (4) provide token logs; (5) provide computer files (.pdf) of market-specific

posters (11x17) and flyers (8-1/2x11) for use in promoting EBT sales at the market(s); (6) provide a “We Gladly Accept EBT” banner for use at the EBT Manager’s booth/table; and (7) reimburse the market sponsor for monthly wireless, customer support, and statement fees (\$22.95/mo.) and EBT transaction fees (\$0.03/transaction) that will be charged to the market’s bank account by Cardservice International (CSI). I understand that in order to receive reimbursement for covered CSI charges, we must provide the Federation with copies of monthly CSI statements showing the fees charged (Reimbursement can be requested on a monthly or annual basis. The deadline for reimbursement is March 31, 2007.)

I/we understand that the Linkpoint 9100 GPRS terminal to be provided under this pilot project is the property of New York State, is for use only by our market, and may not be transferred, assigned, or subleased. I understand that if the terminal is lost, stolen, or damaged due to accident or misuse, and is not available or operable, the Federation or New York State is not responsible for replacing or repairing it. The terminal must be returned to the Federation on or before the conclusion of the project, in no case later than March 31, 2007, unless otherwise instructed.

I/we understand that the NYS Farmers’ Market Wireless EBT project is a pilot project and that there may be uncertainties in the use of the wireless EBT terminal and the EBT tokens, including the possibility that wireless service could be temporarily interrupted (requiring suspension of EBT token sales), that EBT tokens in the market’s possession could be lost or stolen, then accepted by farmers/vendors and presented for redemption, or that the market could accidentally redeem EBT tokens bearing another market’s name. I agree to hold the Farmers’ Market Federation of NY and the NYS Dept. of Ag & Markets/Office of Temp.&Disability Assistance harmless for any problems/claims arising from the project.

As a participating farmers market in the NYS Wireless EBT Project, I/we agree to:

- Recruit farmers and vendors with eligible products to participate in the project.
- Obtain signed “Information and Participation Agreements” from eligible farmers/vendors containing project rules and procedures, including acceptance/redemption of EBT tokens only for Food Stamp/EBT Program eligible products
- Receive training in the use of the Linkpoint GPRS wireless terminal in making EBT transactions.
- Ensure that the EBT terminal is operated only by persons trained in or familiar with its proper use.
- Bring the EBT terminal with an adequate supply of rolled receipt paper to the market on every market day.
- Ensure the EBT terminal is fully charged the night before it is brought to the market(s).
- Operate an “EBT Token System” utilizing \$1.00 EBT tokens provided by the Federation bearing the market’s name.
- Securely store, and maintain an inventory and usage log of the EBT tokens provided by the Federation.
- Staff an “EBT Manager’s booth/table” at the market at all times during market hours to issue and redeem EBT tokens.
- Display the “We Accept EBT” banner provided by the Federation at the manager’s booth/table at all times.
- Make and distribute copies of promotional posters and flyers from the computer files provided by the Federation.
- Provide participating farmers/vendors with “We Gladly Accept EBT Tokens” signage supplied by the Federation for posting at their market stands at all times to ensure that EBT customers are aware that EBT tokens are accepted.
- Bring a sufficient supply of EBT tokens to the market on each market day, and keep records of the amounts brought.
- Ensure that the supply of EBT tokens at the market is kept secure from loss or theft at all times.
- Maintain daily receipts EBT token sales, send close-out batch at end of day, and reconcile receipts and batch report.
- Collect EBT tokens accepted by farmers/vendors at the end of each market day, and record the amounts collected.
- Fully reimburse participating farmers/vendors on a weekly basis by check for the EBT tokens they redeem.
- Redeem only EBT tokens bearing the market’s name and return tokens issued by other markets to the farmer/vendor.
- Contact the Cardservice hotline (877-274-7915) immediately regarding any wireless EBT service interruptions.
- Immediately notify the Federation (315-475-1101) or the Department (718-722-2830 or 986-1228) of wireless service interruptions on, damage to, or loss of the wireless EBT terminal, and/or a loss, theft, or low-supply of EBT tokens.
- Assist in completing a post-project market sponsor and farmer/vendor survey regarding the project.

Signature of Market Sponsor	Date	USDA FNS Food Stamp #
Print Name	Organization Name	
Address	City State Zip	
Business Phone	Home Phone	Cell phone
		E-mail

**I/we plan to use the wireless terminal at the following farmers markets:**

**(1) Market location** \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_

2005 Start month and date \_\_\_\_\_ End month/date \_\_\_\_\_

Market EBT Manager \_\_\_\_\_ Phone/Cell phone \_\_\_\_\_

**(2) Market location** \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_

2005 Start month and date \_\_\_\_\_ End month/date \_\_\_\_\_

On-site EBT Manager \_\_\_\_\_ Phone/Cell phone \_\_\_\_\_

**(3) Market location** \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_

2005 Start month and date \_\_\_\_\_ End month/date \_\_\_\_\_

On-site EBT Manager \_\_\_\_\_ Phone/Cell phone \_\_\_\_\_

**(4) Market location** \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_

2005 Start month and date \_\_\_\_\_ End month/date \_\_\_\_\_

On-site EBT Manager \_\_\_\_\_ Phone/Cell phone \_\_\_\_\_

**Number of farmers and vendors by product at the market(s)**

Market location/day of week	_____	_____	_____	_____
Fruit and vegetable growers	_____	_____	_____	_____
Plant/herb/flower growers	_____	_____	_____	_____
Meat/poultry producers	_____	_____	_____	_____
Dairy producers	_____	_____	_____	_____
Maple or honey producers	_____	_____	_____	_____
Baked goods producers	_____	_____	_____	_____
Non-local food vendors	_____	_____	_____	_____
*Ready-to-eat food vendors	_____	_____	_____	_____
*Wineries	_____	_____	_____	_____
*Non-food vendors*	_____	_____	_____	_____
Other (list: _____)	_____	_____	_____	_____
Total number of vendors	_____	_____	_____	_____
Number EBT-eligible (*Ineligible to accept EBT tokens)	_____	_____	_____	_____

**Please list any non-food items sold at the market** \_\_\_\_\_

**Please attach list of farmers and vendors with names and addresses. Thank you.**