



SNAP-Ed Food Access Support for Farmers Markets

NEED HELP?

Please reach out to **Hannah Duffany**, WSFMA Regional Lead/Program Associate, at info@wafarmersmarkets.org or (206) 706-5198.

GREAT NEWS!

In recognition of all your hard work to support food access at your farmers market, the Washington State SNAP-Ed program is reimbursing up to \$1,000 per farmers market location for eligible expenses from June 1 to Sept 15, 2023. We know that farmers markets shoulder a significant load to make SNAP, SNAP Market Match, and the Farmers Market Nutrition Program (FMNP) available. Of course, this year has been especially demanding with the transition to electronic benefits for FMNP. Thank you for your hard work and passion!



SNAP-Ed is committed to helping people who are eligible for SNAP (Supplemental Nutrition Assistance Program) to make healthy food choices and choose physically active lifestyles. The WSFMA works with SNAP-Ed to promote food access programs, policy change, and partnerships for nutrition education at farmers markets.

ELIGIBILITY FOR SNAP-ED SUPPORT

- If your farmers market accepted FMNP or SNAP this year (2023), then your market is eligible for the SNAP-Ed support. If it did not, then it is not eligible.
- The funding is to reimburse your Farmers Market Organization for expenses made between June 1 and September 15 and that total up to \$1,000.
- All expenses need to be related to the food access programs at your farmers market. These expenses are for work you have already done, not for new projects. Your market can be reimbursed for **time** or **supplies** for food access programs.

DEADLINE: SEPTEMBER 15, 2023

To be reimbursed for up to \$1,000 per market, you need to email an Invoice and a current W-9 for your Farmers Market Organization to the WSFMA by **September 15**.

- We have created an Invoice template to make this easier for you. If you prefer to use your own Invoice template, please be sure all the information described below is included.
- We must disburse the funding by the end of the Federal Fiscal Year and will be unable to accept/process Invoices after September 15, 2023.

ELIGIBLE EXPENSES

All expenses need to be related to your markets' work to support food access programs at your farmers market. Food access programs include SNAP, SNAP Market Match, and WIC and Senior FMNP. This is for work you have already done, not for new projects. Expenses need to be accrued or paid after June 1, 2023.

Your market can be reimbursed for **time** spent on food access programs or **supplies** for food access programs.

Staff, contractor, or professional services time spent on food access programs, including:

- Training for SNAP, SNAP Market Match, FMNP organized by DOH FMNP or the WSFMA.
- Farmers market staff's time training volunteers and growers on FMNP authorization, requirements, and implementation.
- Farmers market time coordinating and working with local food access partners (Health Dept, WSU, WIC, Senior, or nonprofits) on outreach to SNAP eligible shoppers.
- Farmers market time providing direct assistance at farmers markets to SNAP eligible shoppers.
- Farmers market time providing direct assistance and problem-solving to FMNP authorized growers.
- Farmers market or professional services time to build in SNAP, SNAP MM and e-FMNP into market promotions (print, website, social media).

Purchases for enhancing/supporting food access programs at farmers market, including:

- Printing information and signage promoting FMNP, SNAP, or SNAP Market Match.
- Paying for Hot Spot or other investment to ensure growers have access to the Internet at the farmers market.
- Supplies directly related to the running of, promotion of, and training for FMNP transition to electronic benefits.

Ineligible expenses, include but are not limited to:

- Time and purchases made before June 1, 2023.
- Time for general farmers market duties or trainings.
- Time for booking keeping tasks related to food access programs (Formstack, SNAP billing, etc.).
- Staff salaries for administrative duties such as Snap reconciliation or processing market fees.
- Supplies and expenses not related to food access programs.
- Tablets or cell/smart phones.
- Match funds for SNAP or FMNP.

Farmers Market Organization: This is the legal name of the organization that runs the farmers market(s). It may be the market itself, a nonprofit, City, or private entity. It should be the same name that is on the W-9.

Payee: This is the legal entity who the check will be made out to.

Mailing Address: This is the address that the check will be mailed to from the WSFMA's Homestreet Bank online bill pay.

City, State Zip:

Contact Name: This is the person completing the invoice and serving as the primary contact for this reimbursement/support. This person should be authorized to represent the Farmers Market Organization.

Phone: Best phone number in case we have any questions.

Email: Best email in case we have any questions.

Name of the Farmers Market(s) that accepted FMNP and/or SNAP in 2023:
Please list the names of the farmers market(s) that this Farmers Market Organization manages and accepted FMNP and/or SNAP in 2023.

Part 2: Food Access Expenses

Part 2 is where you list the eligible expenses that your farmers market has spent on providing food access programs, when the expense was made, describes how the expense contributed to food access work, and the dollar amount of the expense.

Date of Expense	Merchant or Market Staff Name	Description of Expense and How used for Food Access Program	Total Hours or % FTE	Amount (\$)

Date of Expense:

- This is the date that the expense was paid or accrued.
- The date may be listed as a specific date (e.g., June 15, 2023); a range of dates (e.g., 6/1/23-7/17/23); or months (e.g., July and August).
- Date or range of dates must be between June 1 to September 15, 2023

Merchant or Market Staff (or Contractor) Name:

- This is where you enter what business was contracted or who was paid.
- It may be a business, merchant, or professional service provider that you bought something from. For example, NW Graphics, T-Mobile, Office Depot, or Anna's Accounting. Please enter each payee as a separate expense line in the table.

- If market employee or a contractor's time, then please enter the name of the person who was paid. Please enter each person paid as a separate expense line in the table.

Description of Expense and How used for Food Access:

- This is where you briefly describe what the expense was and how the activities, supplies or work completed contributed to food access programs at your farmers market.
- Please be specific enough to show that the time or materials were supporting food access programs in some way.

Examples of how staff or contractor time may be used include:

- Attending trainings and reviewing webinars to learn about how e-FMNP will work.
- Providing direct assistance at farmers markets to SNAP eligible shoppers at FMs on market days.
- Providing direct assistance and problem-solving with FMNP authorized growers on specific dates, and via email and phone.
- Training new Info Booth volunteer(s) on food access programs so they can help shoppers.
- Creating new A-boards, flyers, social media posts, or other promotions to highlight food access programs, how they work, and which booths shoppers can use their benefits at.
- Communicating with local WIC clinics and/or Senior centers about QR code distribution.

Examples of supplies that may be used include:

- Paying for a Hot spot at farmers market so growers can access FMNP Vendor Portal more easily
- Color copies of "how to" materials
- Printing cost to make a new A-board promoting growers accepting FMNP.

Do I need to submit receipts?

For the purposes of this Invoice and reimbursement, you do not need to include receipts with the Invoice. You can submit a completed and signed Invoice on its own. Please also include a current W-9.

👉 However, you are *required* to have and save all back up documentation for each expense for 3 years. The WSFMA may request this documentation at any time and will do so if we are audited by SNAP-Ed or USDA. We recommend saving all back up documentation in a folder or file and label it "Save until October 1, 2026."

👉 For staff or contractor time, please save any timesheets, time reports, or invoices for the appropriate dates. A monthly Profit and Loss statement that itemizes each person may also work.

Total Hours or % FTE (Full Time Equivalent):

If you are requesting reimbursement for staff or contractor, we need to record the number of hours if an hourly employee for the date(s) listed. If the employee is exempt, then we need the % of Full Time Equivalent (FTE) that the person dedicated to food access work. 100% of FTE is 40 hours a week. So, if someone was spending 20% FTE on food access work, that works out to 8 hours a week (i.e., 8 is 20% of 40 hours).

- The % FTE can be for whatever time period is listed in the "Date" (e.g., a week, multiple weeks, a month)
- There is no need to list the hourly rate or salary of any employee or contractor.
- Be sure to list the gross pay, not the net.

Amount (\$):

This is the total amount paid to the Merchant or Employee/Contractor for the expense that is listed in this row.

- Please use exact amount (\$100.00 or \$550.50).
- Please list one “Payee” per row.

Total:

This is the Total of all the expenses you have listed in Part 2. If your Total is over \$1,000, that is fine. However, only up to \$1,000 will be reimbursed. Please double check the addition of all expenses.

Part 2 Example

Date of Expense	Merchant or Market Staff Name	Description of Expense and How used for Food Access Program	Total Hours or % FTE	Amount (\$)
June 3-27, 2023	Jane Doe	<ol style="list-style-type: none"> 1. Attending trainings and webinars for FMNP on June 13, 14. 2. Providing direct assistance at farmers markets to SNAP eligible shoppers at FMs on June 10, 17, 24 3. Providing direct assistance and problem-solving with FMNP authorized growers on June 10, 17, 24, and via email and phone. 4. Training new volunteer for Info Booth. 5. Creating new “Accepted Here” by vendor poster for A-board. 6. Communication with local WIC clinics about QR code distribution. 	25 hours	625.00
July 8, 15, 22, 2023	Joe Doe	Providing direct assistance and problem-solving with FMNP authorized growers on July 8, 15, 22 at the farmers market, includes one-on-one follow up.	10% FTE	225.00
June, July, August 2023	T-mobile	Hot spot at farmers market so growers can access FMNP Vendor Portal	\$50/month	150.00
			Total	\$1,000.00

Part 3: Attestations

Part 3 is a list of four attestations that confirm the information you've provided and that you will retain all back up documentation for 3 years.

[**Initials**] I attest that each expense was used towards promoting the FMNP, SNAP and SNAP Market Match programs at the [**Name of Farmers Market(s)**] and not used for general farmers market operations.

[**Initials**] After personal review and using a suitable means of verification for the total effort expended, I certify that the time and effort described here for [**Staff Names Listed**] is accurate to the best of my knowledge.


[**Initials**] I agree to ensure that the [**Name of Farmers Market Organization(s)**] will retain back up documentation for 3-years or until September 30, 2026. This documentation will be provided upon request in the case of an audit from the USDA.

[**Initials**] I confirm that I am currently an authorized representative of the [**Name of Farmers Market Organization**].

 **If you cannot sign these in good faith, please let us know.**

Part 4: Signature

Part 4 is giving us your signature showing that you are responsible and accountable for this Invoice.

 Please print, sign, scan, and email to us as PDF. You may also use a digital signature if you have one.

Next: Submit!

Please email the invoice and a current W-9 to info@wafarmersmarkets.org no later than September 15.

Checklist:


- Invoice information on where to send the check is correct and complete.
- Invoice expenses are clearly for food access work that your farmers markets has done to support SNAP, SNAP Market Match, and WIC/Senior FMNP.
- Invoice expenses are between dates of June 1 and September 15, 2023.
- Invoice expenses are correctly totaled.
- Invoice attestations are initialed, backup documents are filed, and Invoice is signed.
- A current W-9 is also attached.

WHAT HAPPENS NEXT?

The WSFMA will review each Invoice to make sure it is in compliance with the funding guidelines. If information is missing or we have questions, we will reach out to get clarification before the deadline.

Our goal is to process Invoices with 10 business days.

If you have any questions or need help, please contact Hannah Duffany at (206) 706-5198 or info@wafarmersmarkets.org

 We will also be sending out a short questionnaire to gather your feedback about the e-FMNP roll out.

Thank you!

Without your hard work, thousands of shoppers would not be able to use their SNAP, SNAP Market Match, and WIC or Senior FMNP benefits at farmers markets. Likewise, hundreds of farmers and other food vendors would not be receiving \$4.7 million in sales. We know these programs are complex and a challenge to manage. Please know that your work, creative problem-solving, and caring customer-service make a huge difference!

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[**Initials**] I confirm that I am currently an authorized representative of the [**Name of Farmers Market Organization**].

Name: [Redacted]

Date: [Click or tap to enter a date.](#)

X

Sign Here

Part 4: Signature



Please email your completed form and current W-9 to info@wafarmersmarkets.org.

Next: Submit!

