

Andrews House Farmers Market SNAP/Produce Perks/WIC Program Guidelines 2025

Andrews House
39 W. Winter St.
Delaware, Ohio 43015
740-369-4520 www.andrewshouse.org

Program Mission

The primary objective of Andrews House SNAP/Produce Perks/WIC Farmers Market Program is to improve access to healthy foods and of locally grown produce for low income individuals and families in Delaware County at the Main Street Delaware Farmers Market. The program allows people to use their SNAP Food EBT Card at the Farmers Market and gives incentive tokens (called Produce Perks) of up to \$25 per market day in matching tokens to buy fresh fruits and vegetables. In addition, we accept other vouchers such as WIC, Produce Rx, and Fruit & Vegetable Vouchers at the MSD Farmers Market.

Customer Eligibility Criteria

Any person with an active SNAP Ohio EBT card can participate or people that have been issued eligible vouchers such as WIC, Produce Rx, and Fruit & Veg Coupons. People can obtain SNAP Farmers' Market & Produce Perks tokens at the Andrews House table at the Main Street Delaware Farmers Market. Other vouchers are distributed by state-wide and local programs such as WIC, Produce Rx, and Fruit and Veg Coupons.

Farmers Market Location

This program is currently only for the **Main Street Delaware Farmers Market**
Downtown Delaware, William & Sandusky Streets
May – Oct (first market is 5/24/25)
Saturdays, 9am - Noon

Vendor Eligibility

Any vendor at the Main Street Delaware Farmers Market who sells eligible items may apply to Andrews House to participate in this Program.

Vendor Responsibilities

- Sign a vendor agreement that outlines the responsibilities of the vendor, confirming that they have read and understand the program guidelines.
- Submit a signed W-9 for reimbursement and tax purposes.
- Ensure foods sold to token and voucher holders are eligible foods for that token or voucher according to the Token/Voucher Eligible Food chart.
- Encourage SNAP/Produce Perks/Voucher customer to select enough produce to equal the full value of the \$1 token or voucher (amounts vary). **No change will be given for tokens or vouchers.**
- There are 2 different tokens:

- SNAP tokens (Wooden MSD tokens—eligible for SNAP eligible food—see chart)
- Produce Perks tokens (Green Metal tokens—eligible for fruits & vegetables only—see chart)
- There are 3 different vouchers:
 - WIC Vouchers (issued locally by the Delaware General Health District)
 - Produce Rx Vouchers (issued regionally in the Columbus area)
 - Fruit & Veg Vouchers (issued regionally in the Columbus area)
- Allow a visit at the selling site(s) from an Andrews House staff person as a technical assistance visit to answer questions vendors might have about the program procedures.
- SourcePoint Senior vouchers are managed by Sourcepoint. Please contact Lia Crosby at lcrosby@MySourcePoint.org or 740-203-2362 or go to <https://www.mysourcepoint.org/farmers-market-vouchers/> for more information about signing up to accept these vouchers.

Vendor Reimbursement

Only pre-approved participating vendors will receive reimbursement for redeemed tokens or vouchers.

At the end of each market or periodically (it helps if you redeem tokens at least monthly as we need to put the tokens back in circulation & we can get an idea of how many are being redeemed) please turn in your tokens to the Andrews House representative at the SNAP/Produce Perks table.

- **Procedures for turning in tokens & vouchers:**
 - Put tokens and vouchers in a Ziploc bag
 - Fill out a Token Receipt Form with total count &/or total amount of each token & voucher
 - Andrews House will email you a receipt confirmation of the # of tokens & voucher we received from you and the date of receipt
- **Keep in Mind: The tokens & vouchers should be treated like cash--(do not lose them)**
- **Once a month, Andrews House will cut a check and mail it to the vendor according to the schedule below:**

Receipts received through 6/30/25	Payment mailed by 7/22/25
Receipts received through 7/31/25	Payment mailed by 8/22/25
Receipts received through 8/31/25	Payment mailed by 9/22/25
Receipts received through 9/30/25	Payment mailed by 10/22/25
Receipts received through 10/31/25	Payment mailed by 11/22/25
- **The deadline for turning in tokens to Andrews House is October 31, 2025. Please call Andrews House at 740-369-4520 if you cannot make this deadline.**
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Andrews House Responsibilities

- Promote the Farmers Market SNAP/Produce Perks/WIC Voucher Program to the Delaware County community.
- Invite Main Street Delaware farmer vendors to participate in the program.
- Prepare program documents, including vendor agreements, W-9s, program guidelines, etc.
- Provide education to vendors about the program, vendor responsibilities, and the procedures for collecting and redeeming tokens & vouchers
- Reimburse vendors for tokens & vouchers redeemed to Andrews House



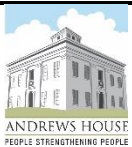
2025 Andrews House

Farmers Market SNAP/Produce Perks/Other Voucher (WIC, Produce Rx, & Fruit & Veg) Program Vendor Agreement

As a participating vendor of this Andrews House Program, I agree to:

- Register to serve as a participating vendor by signing this agreement with Andrews House that outlines your responsibilities to accept these tokens & vouchers as forms of payment.
- Complete and sign a W-9 form required for Andrews House to issue payment to you.
- Keep a copy of the Andrews House SNAP/Produce Perks/Other Voucher **Product Eligibility Guide** at the selling site.
- Display signage that indicates participation in the EBT SNAP/Produce Perks/WIC Vouchers Program.
- Register with the Market Manager at each market you will be participating, (prior to registering with Andrews House to accept Main Street Delaware Wooden SNAP tokens, Produce Perks Tokens & Other Vouchers).
- Ensure that the foods purchased are on the eligible food list for that particular token or voucher (see the token/voucher **Product Eligibility Guide**).
- Collect Main Street Delaware wooden EBT SNAP tokens, Metal Produce Perks tokens, or other vouchers (WIC, Produce Rx, & Fruit & Veg) from participants in exchange for eligible produce or products.
- Encourage participants, or their representative, to select enough eligible products to equal \$1 (for tokens) or appropriate amount for vouchers (\$3-\$5). **No change can be given to the participant if they do not spend the entire value of their tokens or vouchers.** The vendor/farmer will be paid \$1 for each wooden EBT token or metal Produce Perks token or the appropriate face value of other vouchers they collect.
- At the end of each Farmers Market, or periodically (it helps if you redeem tokens at least monthly as we need to put the tokens back in circulation & we can get an idea of how many are being redeemed) turn in tokens & vouchers to the Andrews House SNAP/Produce Perks Program coordinator at the Market. **Please put tokens in a Ziploc bag with a receipt form with the amount of each kind of token or voucher and return them to the Andrews House/SNAP table. We will not count on site but send an email confirmation of the dollar amount of tokens/vouchers received.**
- Allow a visit from an Andrews House representative. This serves as a technical assistance visit to answer questions the vendor may have about the program's procedures.
- You will be reimbursed by check sent through the mail once a month for the tokens & vouchers you surrendered to the Andrews House SNAP/Produce Perks representative (payment schedule is in the guidelines).
- Only accept Main Street Delaware wooden EBT tokens, metal Produce Perks tokens, or the vouchers described in the guidelines.

I acknowledge that I have received and read a copy of Andrews House SNAP/Produce Perks Farmers Market Program Guidelines, payment schedule, W-9, and agreement. I understand and agree to follow Andrews House Farmers Market SNAP/Produce Perks/Other Vouchers Program guidelines.



Melinda Corroto
Executive Director Andrews House
39 W. Winter St.
Delaware, Ohio 43015
740-369-4520
mcorroto@andrewshouse.org