



2020 Token Acceptance and Reimbursement Training

The Rutherford County Farmers' Market Token Program is supported by Rutherford County and must follow all rules set forth by the United States Supplemental Nutrition Program (SNAP). All RCFM producers are required to accept tokens that are issued by our information booth/ token table. EBT tokens are stamped with **red ink**, while Credit and Debit tokens are stamped with **green ink**. Customers paying with tokens may select food products just as any other customer. The individual(s) staffing the Producer's booth will tally the prices of the selected products and inform the purchaser of the total.

Credit/Debit Tokens (GREEN)



EBT Tokens (RED)



Credit/Debit Tokens

Credit and Debit Tokens are stamped with green ink and can be used to purchase **any item in the market**. They come in increments of \$5 and are equivalent to cash. Change in cash may be given for purchase made with green tokens. Sales tax should be applied, as appropriate, for items purchased with green tokens.

Producers selling at the RCFM may not refuse service to any customer who intends to purchase foods because they are using tokens. The quantity, quality, and price of foods purchased with tokens must be at least equal to that for cash customers. Producers may not charge sales tax on items purchased using EBT tokens. They cannot accept tokens as a deposit or pre-payment for product to be delivered later and may not accept tokens as payment on a credit account for past purchases.

EBT Tokens

The EBT tokens (red ink) are issued in \$1 and \$.25 amounts. As per government regulation, **no cash (bills or coins) change is given in an EBT purchase**. If the purchase does not equal an even amount, the food stamp user may elect to pay the change amount in cash or coin or may add or subtract items to equal a whole dollar amount. The RCFM does not regulate prices that producers charge for their products, but producers may choose to discount the purchase amount to equal a \$.25 amount. For example, a producer may choose to accept \$1.25 in EBT tokens for a \$1.35 purchase. Producers cannot charge an EBT customer more, as in taking \$1.25 in tokens for a \$1.10 purchase. EBT customers may opt to pay a remaining balance in cash at any time. If customer pays with \$1 tokens, the producer can give change in \$.25 tokens. If an EBT paying customer selects several items and among them are items not allowed through SNAP regulations, only the allowed foods can be purchased using tokens. Therefore, the producer must inform the customer of the EBT total and the cash total separately.

EBT approved items:

- fruits and vegetables
- bread and cereal
- potted or fresh cut herbs
- canned goods
- meat and eggs
- dairy products
- nuts, seeds, plants that produce fruits or vegetables

EBT non-approved items:

- beverages to be consumed on site
- pet foods
- bath products, crafts
- hot foods
- foods to be consumed on site
- ornamental plants

MORE ON THE BACK!



Redeeming Tokens for Reimbursement

Producers must submit their tokens to the market management **daily** (in their blue bank bag). Be sure to record the number, and value, of tokens you collected on your gross sales slip, and place the slip in your bag. Each bag of tokens will be calculated, and a reimbursement receipt will be in seasonal vendor's bag the next market day. Daily vendor's reimbursement receipts will be available in the market office and can be picked up during the season. Be sure to keep your receipt for your records. Rutherford County will reimburse producers with a check each pay period (pay periods are listed in the chart below). Checks will be mailed to the vendor's address on file. If you have any questions, do not hesitate to ask RCFM staff. We also encourage you to review the Retailer Training Guide provided by the USDA at:

http://www.fns.usda.gov/snap/retailers/pdfs/Retailer_Training_Guide.pdf

<i>2020 RCFM Token Reimbursement</i>		
<i>Pay Period Start</i>	<i>Pay Period End</i>	<i>Check Mailed Week Of:</i>
8-May	15-May	18-May
19-May	29-May	1-Jun
2-Jun	12-Jun	15-Jun
16-Jun	26-Jun	29-Jun
30-Jun	10-Jul	13-Jul
14-Jul	24-Jul	27-Jul
28-Jul	7-Aug	10-Aug
11-Aug	21-Aug	24-Aug
25-Aug	4-Sep	7-Sep
8-Sep	18-Sep	21-Sep
22-Sep	2-Oct	5-Oct
6-Oct	16-Oct	19-Oct
20-Oct	30-Oct	2-Nov

*Please keep the contract details and reimbursement schedule for your records. *

THE RUTHERFORD COUNTY FARMERS' MARKET IS A **PRODUCER ONLY MARKET**

RCFM will retain this signed agreement in our files.

Please keep the contract details and reimbursement schedule for your records.

I completed the 2020 Token Acceptance and Reimbursement Training. I have read and understand the requirements of the EBT token program for the Rutherford County Farmers' Market. I understand that by not complying with these rules I am jeopardizing the ability of the entire market to accept EBT. I understand that by not complying I risk being expelled from the program and the RCFM as a whole.

Vendor-Producer Name (please print clearly) _____

Vendor-Producer Business _____

Vendor-Producer Signature _____ Date: _____