

SNAP

During the market (Vendor Side):

A customer at your booth wishes to pay for their items using market script (SNAP) or Fresh Bucks tokens (SNAP). Follow the steps below.

- After selecting the items they wish to purchase, the customer will present their market script and/or Fresh Bucks tokens to the vendor.
- Before accepting the market script and/or Fresh Bucks tokens, the vendor should make sure that the items being purchased are SNAP and/or Fresh Bucks eligible. Once this determination has been made, the vendor may accept the payment.
- Please note that vendors cannot give change to customers using market script and/or Fresh Bucks tokens.
- After the transaction, Vendors will need to complete their receipt logs that were provided to them before the start of the market. Please record each transaction on a separate line. For example, Customer A pays with five (5) pieces of \$1.00 market script and ten (10) Fresh Bucks tokens, you would record those numbers in their respective columns on the first line. Customer B pays with one (1) piece of \$5.00 market script and three (3) pieces of \$1.00 market script, you would record those numbers in their respective columns on the second line. These logs only need to be used for transactions in which a customer pays for their items using market script (SNAP benefits) and/or Fresh Bucks tokens. An example of these receipt logs can be found attached.
- Vendors should store all market script and Fresh Bucks tokens they receive in the bag supplied to them by the market officials. These bags and the receipt logs should be returned to market officials prior to the vendor leaving the market.
- When the vendor turns in their bag and receipt log at the end of the market, a market official will check the log against the market script and Fresh Bucks tokens that the vendor has and then the vendor and market official will both sign off on the receipt log provided everything matches up.

A customer at your booth wishes to pay for their items using Farmers Market Nutrition Program (FMNP) checks (more commonly known as WIC) or with Senior Farmers Market Nutrition Program (SFMNP) checks (which are similar to WIC, but for seniors). Follow the steps below.

- After selecting the items they wish to purchase, the customer will present their FMNP (WIC) or SFMNP check(s) and sign each of them. The vendor will compare the signature on the FMNP (WIC) or SFMNP check with the signature on the customer's ID folder. Ensuring that the check is signed while the

customer is present is critical, as the vendor cannot deposit the check without a signature and locating the customer after the fact may be difficult or impossible.

- In order to validate the check, the vendor will need to stamp the check with their authorized vendor stamp issued by the Indiana State Department of Health. The stamp should be made in the lower right corner on the front of the check.
- Once stamped, the vendor may deposit the check at their preferred bank.

Please note that FMNP (WIC) and SFMNP checks should never be exchanged for cash. Change, credits, or refunds are never to be given to a customer using only FMNP or SFMNP checks. Customers using a combination of FMNP/SFMNP checks and cash may be given change directly related to the amount of cash used.

Questions or complaints about the FMNP Program may be directed to:

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