

**COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF AGRICULTURE  
SENIOR FARMERS' MARKET NUTRITION PROGRAM  
DISTRIBUTION SITE AGREEMENT & GUIDELINES**

**The Distribution Site shall:**

1. Determine the eligibility of the senior recipients;
2. Issue and Maintain records concerning the issuance of Senior Farmers' Market Nutrition Program (SFMNP) benefits:
  - a. Check Issuance Log Form;
  - b. Certificate of Eligibility Form;
3. Provide nutrition education information to each eligible SFMNP recipient;
4. Provide information to each SFMNP recipient regarding eligible food items and the use of benefits;
6. Submit the Benefit Issuance Log Form to KDA by September 1<sup>st</sup> of every year;
7. Retain unused SFMNP QR Cards and store them in a locked location until next season
8. Agree not to discriminate on the basis of race, color, national origin, sex, age, or disability in the provision of services under this Agreement;
9. Agree not to discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment under this Agreement;
10. Attend KDA approved training annually.
11. Display in prominent places the USDA Title VI nondiscrimination poster "...And Justice for All"

**The Kentucky Department of Agriculture shall:**

1. Provide to each Distribution Site, participating in the program, SFMNP benefits that will be issued to eligible seniors;
2. Provide technical assistance to the Distribution Site regarding the issuance of SFMNP benefits;

3. Review records for compliance and maintain original issuance and redemption records. Coordinate one-to-one reconciliation process of benefits. Provide redemption rates on a state-wide and county level;
4. Maintain responsibility for the payment of all properly redeemed SFMNP benefits. Any claims resulting from payment or nonpayment of SFMNP benefits are the responsibility of the Department;
5. Provide to the Distribution Site state and federal regulations and other program information as needed.

This Agreement is valid May 1 through December 31 of the program year.

Neither the Department of Agriculture nor the Distribution Site has an obligation to renew the agreement. Either party may terminate this agreement for cause after providing advance written notification

Persons seeking to file a discrimination complaint may do so either with the Secretary of Agriculture, or the Director, Office of Civil Rights, 1400 Independence Avenue, USDA, Washington, DC 20250 or with the Kentucky Department of Agriculture, Office of Legal Services, 107 Corporate Drive, Frankfort, KY 40601.

I agree to the Senior Farmers' Market Nutrition Program Distribution Site Agreement and Guidelines as set forth in this Agreement and program manual.

\_\_\_\_\_  
Distribution Site (Print Agency Name)

\_\_\_\_\_  
Signature/Date  
Director of Food Distribution  
Kentucky Department of Agriculture

\_\_\_\_\_  
County  
(Print Name)

\_\_\_\_\_  
Name of SFMNP Distribution Agent  
(Print Name)

\_\_\_\_\_  
Signature/Date

**This institution is an equal opportunity provider.**

*For complete USDA Non Discrimination Statement please visit: <http://www.kyagr.com/consumer/senior-farmer-market.html>*