

DEPARTMENT OF SOCIAL SERVICES

744 P Street, MS 14-46, Sacramento, California 95814

**CALIFORNIA EBT FARMERS' MARKET SCRIP GUIDELINES**

The business proposal for farmers' markets will include the use of currency products specifically marked for EBT Food Benefit transactions. The currency will be referred to as scrip (whether the currency is paper or wooden or plastic tokens). In order to participate in this program, the State of California has prepared the following guidelines.

In order to participate, the farmers' market must submit to the California Department of Social Services (CDSS) a description of the farmers' market including market name, FNS number, manager's name and contact information, market location(s), days and hours of operation, estimated number of farmers, and a brief market description. A copy of the proposed scrip must also be submitted to CDSS.

1. The FNS authorized farmers' market is responsible for complying with all Food Stamp Program regulations that apply to authorized food stamp merchants and electronic benefit transfer.
2. Scrip may be paper or printed wooden or plastic tokens.
3. Scrip design must be unique and not available to the general public (no play or monopoly money). A unique identification/serial number is recommended.
4. Scrip must be printed with the Farmers' Market name or logo. (Individual farmers will not be allowed to print their own scrip). If several markets are operating under an association, the name or logo of the association must be printed on the scrip.
5. Scrip must be in denominations of \$0.50 or \$1.00. Denomination must be printed on the scrip. Scrip denominations of more than \$1.00 will not be allowed.
6. Scrip designed for food stamps must be clearly distinguishable from any other market scrip available to the general public. Food stamp scrip can only be used to purchase eligible food items.
7. All sales will be for the full value of the scrip, and no change will be given.
8. The market office will only redeem EBT scrip from farmers who sell USDA eligible food products within their market(s).
9. Authorized Farmers' Market personnel will reimburse individual farmers for scrip redeemed at the end of each market day.
10. Scrip must be stored in a locked container with access limited to authorized personnel.
11. Only authorized Farmers' Market personnel can convert EBT benefits to scrip.
12. Farmers' Markets are responsible for maintaining records for three years showing the amount of redeemed scrip by individual farmers, which must be made available for review, upon request, by state, county or federal staff. Ledger entries should include the name/initials of the farmers' market employee conducting the transaction. If maintaining records for three years is a hardship, the market business office must maintain records until the end of the market or normal business season.
13. Scrip may not include any type of USDA, Food and Nutrition Service or other federal or state logo or symbol that would imply endorsement or legal obligation by the federal or state government to pay for the scrip.

14. The farmers' market is liable if scrip is lost, stolen or counterfeited. Neither CDSS nor FNS will be responsible for reimbursing the farmers' market or individual food stamp benefit recipients in such instances.
15. The farmers' market should provide notice to the EBT cardholder that lost or stolen scrip will not be replaced by the farmers' market or CDSS.
16. The farmers' market will return the value of unused scrip back to the EBT card via an EBT return transaction upon request of the cardholder. The farmers' market must not exchange unused scrip for cash.
17. The State of California reserves the right to change these Farmers' Market Scrip Guidelines with 30 days written notice.
18. The State of California reserves the right to cancel the farmers' market scrip program at any time, and will provide written notice to participating farmers' markets.
19. Farmers' Markets wishing to participate using scrip will be responsible for reporting the following information to CDSS monthly:
 - a) Record a count of the number of EBT Food Benefit Scrip sales and the dollar value on a weekly basis.
 - b) Record the dollar value of EBT Food Benefit Scrip redeemed by the market vendors each week.
 - c) Record the dollar value of unredeemed scrip still outstanding.

Please send all information, including the market description, sample scrip instrument, and monthly reports to:

California Department of Social Services
744 P Street, MS 14-46
Sacramento, CA 95814
Attention: Tonya Zuniga

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