



# City of Boston Farmers Market Guide for Managers



2018 - 2019



## A Message From Our Director

The Mayor's Office of Food Access (OFA) is delighted to oversee farmers markets in the City of Boston. In putting together this guide, it is our goal to make starting, running, and growing a farmers market as simple and joyful as possible.

OFA's goal is to create a more food secure community with a vibrant, inclusive food culture. We want to reflect the diversity of the residents of Boston while championing affordability, physical accessibility, and cultural appropriateness.

We are excited to share this farmers market guide with you. Thanks to the feedback of market managers from across the city, this guide will include the following topics:

- Contact information for resources related to starting and running your farmers markets
- What to consider when starting a farmers market
- Tips for vendor selection
- A step by step guide to completing forms for the City of Boston
- A step by step guide to accepting SNAP, WIC, and SFMNP at your market

Thank you for taking on the responsibility of managing a farmers market. It is through your work that Boston's farmers market network continues to bloom. As always, please contact our office with any questions throughout this process.

Sincerely,



Catalina López-Ospina  
Director, Mayor's Office of Food Access



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## Farmers Market Checklist

Use this list as a guide as you prepare to open your farmers market

### *3 months before start of market*

- Complete buildings permits and submit to ISD

### *2 months before start of market*

- Hire or select market manager
- Submit “Manager Renewal Form” to OFA
- Attend OFA Farmers Market Kick-Off meeting
- Apply to host Summer Meal Site

### *1 - 2 months before start of market*

- Select vendors for your market
- Update OFA with any changes to your market location, date, or manager
- If new market: apply for FNS number in order to accept Supplemental Nutrition Assistance Program (SNAP), Supplemental Nutrition Program for Women, Infants, and Children (WIC), and The Senior Farmers' Market Nutrition Program (SFMNP). As of August 2018, DTA is not onboarding new HIP vendors
- Contact [Boston Transportation Department](#) about street parking for vendors

### *2 weeks before start of market*

- Submit all vendor forms to ISD either in person or via mail. Make sure that all vendor forms include a completed vendor form, required business and health permits, and checks if the vendor is not exempt.
- Buildings permits
- Check to make sure your EBT processing equipment is working and you have manual vouchers
- Begin advertising the opening day of your market
- Begin planning market kick-off event (does not need to be the first day of your market)
- Share outreach material with OFA so the office can promote your market

### *Week of first market*

- Check with ISD to confirm that they have received all of your vendor permits
- Advertise to your community that your market will be opening

### *Day of market*

- Bring EBT processing equipment, manual vouchers, multilingual resources about SNAP, HIP, WIC, and SFMNP
- Bring tents, table, chairs, and signage for market manager table



## Get to know the Boston Farmers Market team

In the City of Boston, farmers markets are independently managed by non-profits, neighborhood groups, developers, and so forth. The City of Boston oversees the permitting process for these independent markets and serves as a clearinghouse of information about SNAP benefits, grant opportunities, and compliance across city offices.

*Definitions:* The MA Department of Agricultural Resources defines farmers markets as “public markets for the primary purpose of connecting and mutually benefiting Massachusetts farmers, communities, and shoppers while promoting and selling products grown and raised by participating farmers.”

Below are offices and organizations that have a role in starting your farmers market. More information on deadlines, forms, and other communications with these offices will be discussed later in this guide.

Office Name	Responsibilities	Contact Information	Reason to Contact
City of Boston Office of Food Access (OFA)	Oversees and promotes farmers markets in Boston; collects forms and works with other city offices to ensure that farmers markets are in compliance	<a href="mailto:food@boston.gov">food@boston.gov</a> (617) 635-3717 1 City Hall Square Room 806 Boston MA 02201 <a href="https://www.boston.gov/departments/food-access">https://www.boston.gov/departments/food-access</a>	Day to day operations of farmers market; questions about navigating permitting process; assistance applying to accept SNAP, HIP, WIC, or SFMNP; letter of support from Neighborhood Services
Department of Transitional Assistance (DTA)	Oversees the distribution of SNAP/EBT and WIC benefits throughout the state; responsible for the Healthy Incentives Program (HIP)	(877) 382-2363 <a href="https://www.mass.gov/orgs/departments-of-transitional-assistance">https://www.mass.gov/orgs/departments-of-transitional-assistance</a> DTA.HIP@state.ma.us	SNAP shoppers looking to find out their SNAP balance; questions regarding a particular shopper's case; unusually difficult questions regarding SNAP or HIP redemption at farmers market
Massachusetts Department of Agricultural Resources (MDAR)	Oversees all farmers markets in MA; establishes regulations about what items can and cannot be sold at state farmers markets	David Webber, Farmers Market Program Coordinator <a href="mailto:David.Webber@state.ma.us">David.Webber@state.ma.us</a> 617-626-1754	Questions regarding business or health code certificates needed for vendors



		<a href="https://www.mass.gov/farmers-market-program">https://www.mass.gov/farmers-market-program</a>	
Project Bread FoodSource Hotline	Comprehensive statewide information and referral service in Massachusetts for people facing hunger; Hotline counselors refer callers to food resources in their community as well as provides them with information about school meals, summer meal sites for kids, elder meals programs, and SNAP; available in 160 languages	1-800-645-8333  Hotline Hours: Monday - Friday 8 A.M. - 7 P.M.  Saturday 10 A.M. - 2 P.M.  <a href="http://www.projectbread.org/get-help/foodsource-hotline.html">http://www.projectbread.org/get-help/foodsource-hotline.html</a>	On-call troubleshooting for SNAP and HIP shoppers when on-site at a farmers market; multilingual support for shoppers that need additional explanation of SNAP or HIP
City of Boston Inspectional Services Department (ISD)	Oversees farmers market and vendor permitting process; performs site visits at farmers markets to issue permits to farmers markets vendors; issues permits for the location of farmers markets	Vendor permits via Health Division:  (617) 635-5300  <a href="https://www.boston.gov/departments/inspectional-services/health-division">https://www.boston.gov/departments/inspectional-services/health-division</a>  Indoor/ outdoor space permits via Building Division:  (617) 635-5300  <a href="https://www.boston.gov/departments/inspectional-services/what-building-permit-do-i-need">https://www.boston.gov/departments/inspectional-services/what-building-permit-do-i-need</a>	Questions regarding required forms needed to vend; clarification about fees needed to vend in the City of Boston
City of Boston Fire Department	Responsible for permitting to prevent public from fire hazards	For annual fire permits: (617) 343-3772  For temporary permits: (617) 343-3628	Permitting for on-site cooking demonstrations or vendors that prepare food at farmers markets



## Farmers Markets: The basics

Whether this is your first season or 40th season as manager, here are some essentials to remember when organizing a farmers market.

### 1. Select a strong location

Selecting a location can be tricky. Consider:

- How close is your market to existing community gathering spaces?
- Is there parking near your market? Is your market accessible by MBTA Public Transit?
- Is there shade and seating near your market?
- Is your market location conducive to hosting recreational or educational activities?
- Is your market location handicap accessible?

Some examples of locations for farmers markets:

- Outside MBTA stations
- Parking lot of a shopping center
- Parking lot of a health center
- Public square
- Privately owned development
- City park

All locations for farmers markets require different permissions and permitting, which will be discussed on page 11.

### 2. Solicit vendors

Finding vendors for your market is a challenging but necessary step to a successful market.

A good mix of products attracts community members to your market week after week.

Consider inviting the following vendors to your market:

- Farm fresh fruits and vegetables
- Culturally-appropriate produce growers
- Bread and baked goods
- Meat, fish, and eggs
- Prepared food to eat at the market (sandwiches, popsicles, fresh juices)
- Prepared food to cook at home
- Seedlings and plants to grow at home





- Specialty products (soap, coffee, sauces, etc)

Produce vendors are a particularly important anchor to a farmers market. As we hit peak farmers market season (July - August), the shopper demands on a single produce vendor may be more than they can handle. Having multiple vendors means that there is plenty of product selection for shoppers and less stress on the vendors themselves.

Our office is happy to brainstorm potential vendors for your market. A list of vendors can be found in the Appendix of this document

### 3. Hire a market manager

It is not required that you have a market manager. However, it is highly recommended that you do, as having a person in charge of soliciting vendors, submitting forms, and overseeing the day to day operations of your market makes shopping at the market smoother for everyone. Some markets hire managers as volunteers, while others secure funding to pay managers for their services.

Considerations when hiring a market manager:

- How many hours per week do you expect them to work? Only during the hours of the market or beyond that for office work?
- Does the market manager need a car to transport market materials?
- What kind of training are you able to provide your manager?
- Does your market have any particular language needs?

On the following page is an example job description for a farmers market manager:





### **EXAMPLE Market Manager Job Description**

The [insert organization name] is looking for an outgoing individual who is interested in agriculture, food, and community to manage the [insert market name] this season. The Market Manager is the go-to person for community partners, farmers, producers, and shoppers during the market season. The Market Manager's general responsibilities include: setting up and breaking down the market, helping promote the SBFM, running the EBT/SNAP program, and keeping accurate weekly records of market activities.

#### **Specific Responsibilities:**

- Provide assistance in market application and permit process.
- Recruit and manage vendors.
- Help promote the market and [insert organization here] mission.
- Assist with social media and general outreach to promote the market.
- Operate and promote the EBT/SNAP program and HIP
- Arrive at market before opening to coordinate market set-up and stay at market until all vendors have left (usually no more than 1 hour after market closing).
- Coordinate vendor parking and set-up, ensuring vendors are in the correct space.
- Staff the manager tent providing information to customers.
- Enforce market rules.
- Occasionally assist vendors by providing limited set up help.

#### **Desired Qualifications:**

- Individual must be able to communicate effectively with a variety of people including but not limited to customers, farmers, volunteers, potential sponsoring agencies, health inspectors, police and city transportation officials as well as market staff.
- Willing and able to work outside in all weather conditions.
- Able to safely lift and carry at least 30 pounds.
- Ability to work independently, as well as with the team of volunteers, interns and staff members.
- Possess excellent customer service skills.
- Prior experience with Farmers Market or EBT/SNAP transactions preferred.
- Must be proficient in Microsoft Office.

[insert market name] is held every [insert market day and hours], including holidays. Market Managers must be able to commit to a full market season which runs from [insert market start and end days]. Hours are approximately 8 hours per market day and 2 hours of administrative/budget work per week. The rate of pay is \$17-\$20 per hour based on experience. To apply, please send cover letter and resume to [insert contact information]. **Deadline for applications is [insert deadline].**



## City of Boston Farmers Market Forms

The permitting process for farmers markets extends beyond OFA. We are delighted to partner with the Health and Building Divisions at Inspectional Services to ensure the health and safety of all Bostonians that shop and vend at our farmers markets. Certain steps in the permitting process need to be completed yearly; others are only for new markets or vendors. OFA is here to assist you through each step of this process!

In order to ensure a smooth opening of your market, the following are the deadlines for the submission of forms necessary for your market to be in compliance with City of Boston regulations.

**For Summer/ Fall markets:** OFA will begin soliciting information about farmers markets beginning in late February/ early March

**For Winter markets:** OFA will begin soliciting information about farmers markets beginning in late September.

Form	Deadline	Where to Submit
Buildings Forms	3 months before the start of market	<b>TBD</b>
Market Manager Renewal Form	2 months before the start of market	Market manager email or mail document to OFA  <a href="mailto:food@boston.gov">food@boston.gov</a>  Office of Food Access 1 CITY HALL SQUARE ROOM 806 BOSTON, MA 02201
Vendor Forms	2 weeks before the start of market	Market manager drop off <b>ALL</b> checks, forms, and documentation to:  Inspectional Services Department 1010 Massachusetts Ave 5th Floor



		<p>Boston, MA 02118</p> <p>If a vendor is selling food by weight, please have them contact the Weights and Measures Division at (617) 635-5300 for permitting on scales</p>
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Up to date forms and regulations can always be found on the [Office of Food Access website](#)

**Step 1: Building Permit Forms**

In partnership with Inspectional Services Department, OFA now requires permitting for use of the space where you plan on locating your market. This process may take up to 12 weeks according to ISD, so we recommend you begin filing these forms at least 3 months before the start of your market.

While your forms are being processed, OFA will assist you in obtaining a letter from the [Office of Neighborhood Services](#). This letter serves as an agreement between ISD, OFA, and ONS that your market has filed the necessary forms with ISD. Please contact OFA for assistance with this process.

The properties where markets are located fall into two categories: Public and Private. The forms that are needed for each respective market type are listed below.

Public Property

- Includes: Indoor and outdoor City of Boston property, municipal parking lot, MBTA stations, Parks and Recreation property
- For permission to use this space, please acquire written permission from the owner of property for use of property and submit to ISD

Private Property

- Includes: property not owned by the City of Boston

For permission to operate your market on privately owned space, please follow the following process:

- 1) File a temporary use of premise permit with ISD. The form and instructions can be found [here](#).



- 2) Submit a schematic plan/ mock-up of your farmers market to ISD. This schematic needs to be inspected and approved by an architect.
- 3) Submit a certified copy of the site and parcel plan to ISD.

For questions or more detailed information on this process, please visit:

ISD  
1010 Massachusetts Ave  
5th floor, Counters 1 or 2

Attn: John Downy (617) 961-3239  
Brian Scally (617) 961-3240

## **Step 2: Manager Renewal form**

If you are looking to start a new farmers market – or renew an existing market – please complete [this form](#).

You can also find a copy of this form in the Appendix of this guide

The manager renewal form is due to OFA **2 months** before the start of your market. You can email this form to [food@boston.gov](mailto:food@boston.gov) or mail it to our office:

Office of Food Access  
1 CITY HALL SQUARE  
ROOM 806  
BOSTON, MA 02201

This form is used by OFA to keep a running list of markets in the City of Boston. We also share this list with ISD to make sure that they are aware of the markets that are operating in Boston and are prepared to accept your vendor and buildings forms once you submit them. OFA will let you know that we have received your manager application via email.

Notes on completing this form:

- You will need to fill out this form every year so OFA can update our records.
- If you have not hired a market manager when you submit this form, list a contact person for your organization instead. You can update us on the name and contact information for your market manager closer to the start of your market.
- We use the market days, hours of operation, and open/ close days listed on this form for our website and official publications. Please make sure they are accurate when you fill out this form!



- If you are not sure of your final vendor list when filling out this application, list as many vendors as you know. You can update this listing closer to the start of your market when submitting vendor forms to ISD.

### Step 3: Vendor Profile and Renewal Forms

As a market manager, it is your responsibility to secure vendors for your market. Once you have decided who will sell at your market, it is also your responsibility to collect and submit vendor profile and renewal forms to Inspectional Services (ISD).

If a vendor plans to **sell** food, crafts, or any other goods, **they need to submit** a vendor profile to ISD.

If you have resource tables sharing information about community organizations, repairing bicycles free of charge, etc, these organizations **do not have to submit** a vendor profile to ISD.

Please have each of your vendors complete the [vendor profile](#) and [market renewal form](#). You can also find a copy of this form on our webpage at [www.boston.gov/food](http://www.boston.gov/food)

The vendor renewal forms are due **2 weeks** before the start of your market. Please collect all of your vendor forms and checks and submit them **in person or via mail** to ISD

Boston ISD  
Attn: Tom McAdams  
c/  
o Health Division - 4th Floor  
1010 Massachusetts Avenue  
Boston, MA 02118

**\*\*Please note, ISD is not located at City Hall. Also, please do not send vendor forms to OFA at City Hall.** It will take several days for us to mail your application to ISD which will delay the approval of your vendors.

It is strongly encouraged that you submit these forms in person. Vendor forms include personal ID, tax information, and checks that are best secured if submitted in person directly to ISD.

The following page is a guide for what documentation is needed for vendors in addition to the OFA Vendor Profile and Renewal Form:



Type of Product	Forms Needed	Pay Fee?
Local, farm fresh produce, honey, and/ or maple syrup ONLY	<ul style="list-style-type: none"> <li>- Vendor Profile Form</li> <li>- Copy of Business Certificate</li> <li>- Copy of ServSafe Certificate (if they plan on having samples)</li> <li>- Date of most recent scale inspection if items are sold by weight</li> </ul>	No - produce vendors are exempt
Local, farm fresh eggs, chicken, and meat products that require refrigeration	<ul style="list-style-type: none"> <li>- Vendor Profile Form</li> <li>- Copy of Business Certificate</li> <li>- Copy of ServSafe Certificate</li> <li>- Date of most recent scale inspection if items are sold by weight</li> <li>- Copy of USDA permits</li> </ul>	Yes - \$100 x # of markets. Checks made payable to "City of Boston"
ONLY locally caught, day-boat fish and/ or crustaceans	<ul style="list-style-type: none"> <li>- Vendor Profile Form</li> <li>- Copy of Business Certificate</li> <li>- Copy of ServSafe Certificate</li> <li>- Copy of Allergen Certificate</li> <li>- Date of most recent scale inspection if items are sold by weight</li> <li>- Copy of USDA permits</li> </ul>	Yes - \$100 x # of markets. Checks made payable to "City of Boston"
Farm fresh processed foods (cheese, jams, pies, baked goods, etc)	<ul style="list-style-type: none"> <li>- Vendor Profile Form</li> <li>- Copy of Business Certificate</li> <li>- Copy of ServSafe</li> </ul>	Yes - \$100 x # of markets. Checks made payable to "City of Boston"



	Certificate - Copy of Allergen Certificate - Date of most recent scale inspection if items are sold by weight - Copy of USDA permits	
Locally sourced and produced processed and/or packaged foods	- Vendor Profile Form - List of any local farms whose product you will be vending - Copy of Business Certificate - Copy of ServSafe Certificate - Copy of Allergen Certificate - Date of most recent scale inspection if items are sold by weight - Copy of USDA permits	Yes - \$100 x # of markets. Checks made payable to "City of Boston"
Non-food related items or services	- Vendor Profile Form - Copy of Business Certificate	Yes - \$100 x # of markets. Checks made payable to "City of Boston"

For more information on MDAR regulations for farmers market vendors, please [refer to this document](#).

A copy of the MDAR regulations can also be found in the appendix of this guide.

Notes on completing these forms:

- Vendors can submit one application for all of their markets. Please check the application to make sure that the vendor has submitted the proper fee given the number of markets where they plan to vend. Insufficient fees paid to ISD is one of the main reasons why vendors do not end up receiving a permit from ISD.
- If a vendor begins the season as an exempt vendor but decides to bring non-exempt goods throughout the season, they need to re-submit their vendor form and pay a fee to ISD.
- A representative from ISD will visit your market at some point during your season to issue permits. If you do not receive a visit from ISD, please let our office know.
- For your records, we recommend you keep a copy of your vendor applications along with a copy of the check for non-exempt vendors.





## Applying for SNAP and Other Food Aid Benefits

### Step 1: Applying for an FNS number

In order to be a farmers market in the City of Boston, your market must accept SNAP (Food Stamps). We recommend that all farmers markets apply to have their own FNS number in order to be able to accept SNAP benefits.

This is beneficial to your vendors for several reasons:

- In case of connectivity issues, broken devices, or forgotten equipment, you are able to run SNAP transactions for vendors at your market
- If a vendor is waiting for grant funding for free EBT equipment, you can run SNAP transactions for these vendors.
- If there is a new vendor at your market that is unable to process HIP, you can run HIP transactions for them

In order to accept SNAP benefits at your market, you must first get an FNS number from the USDA. More details on this process can be found [here](#).

Notes on the FNS application process:

- Once you begin your application, you have 30 days to complete it.
- Be sure to check the status of your FNS application. You can contact Debbie Crosby at USDA FNS with specific questions about the status of your application

### **Debbie Crosby**

USDA Food & Nutrition Service

Phone: 207-232-3544

Email: [debbie.crosby@fns.usda.gov](mailto:debbie.crosby@fns.usda.gov)



## Step 2: Applying to accept HIP

**About the program:** In the state of Massachusetts, we are fortunate to be able to offer SNAP shoppers the Healthy Incentives Program (HIP). SNAP recipients will receive an instant, dollar-for-dollar match credited to their EBT card on eligible purchases. HIP can only be earned through [participating HIP locations](#) and using SNAP/EBT terminals that have been programmed to process the new benefit.

**Update, March 2019:** The Healthy Incentives Program (HIP) is not signing up new farmers, vendors, or farmers markets at this time. However that may change, depending on the final budget allocation for the program in the state's budget. All SNAP recipients in MA are able to earn HIP at participating farmers markets.

**Update, March 2019:** HIP will resume on May 25, 2019 during the spring. SNAP recipients do not need to re-enroll in the program.

It is easy to earn the incentive and funds are immediately added to SNAP recipients' EBT cards. The earned incentives can be used right away, or saved for a future purchase at any SNAP retailer on any SNAP eligible foods.

The HIP incentive benefit has a monthly cap based on household size.

Household Size	HIP Monthly Cap
1-2 persons	\$40
3-5 persons	\$60
6+ persons	\$80

SNAP households will need to spend SNAP dollars on fruits and vegetables at one of the four main points of sale to earn the HIP incentive. HIP benefits are earned when SNAP recipients swipe their SNAP/EBT card for fruit and vegetable purchases, or when they enroll with a CSA farm to participate in the CSA farm share Pilot.



Below is a list of HIP Eligible Foods:

<b>YES HIP</b>	<b>NO HIP</b>
Fresh fruits and vegetables – cut or whole	Fruit and vegetable juices or smoothies
Frozen fruits and vegetables	
Seeds and plants that you plan on growing and eating at home	Ornamental fruits and vegetables not intended to be eaten at home
White potatoes	Honey
Dried beans	Maple syrup
Fresh herbs	Dried herbs and spices
Nuts with no added salt, sugar, or oil	Baked goods
Mushrooms	
Garlic	
Tomatoes – diced, pureed, paste, sauced with no added salt, sugar, or oil	Creamed or sauced vegetables
Pickled vegetables or fruit	Olives
Apple sauce with no added sugar or other additive	

For a complete list of HIP eligible foods, please refer to [this list](#). Infographics on HIP are included in this appendix of this guide.



### Language Access and HIP

What are the most prominent languages spoken in your community, besides English? It is essential to create signage, informational flyers, and other resources in multiple languages to enhance the HIP earning experience of our multilingual neighbors. These may include signs that say “Earn HIP here!” or “You must have a SNAP balance to earn HIP”.

According to DTA, the following are the top 10 most spoken languages by HIP users:

1. English	6. Cambodian
2. Spanish	7. Arabic
3. Chinese - Cantonese	8. Chinese - Mandarin
4. Russian	9. Portuguese
5. Vietnamese	10. Haitian Creole

Consider hiring interpreters at your market. These individuals are key in enhancing the understanding of HIP and overall market experience amongst multilingual shoppers. There may be community resources available in your area that offer in-person interpretation and translation services.

The DTA and OFA offer a variety of resources in multiple languages that describe HIP to shoppers. These paper resource can be distributed to community partners, used in the cases where a shopper speaks a language that is not spoken by any market staff members, or as a tool for the shopper to further their understanding of HIP.

For flyers about HIP in 15+ languages, please visit the [DTA HIP Website](#).



### **Step 3:** Applying to accept WIC and SFMNP

There are two additional USDA food aid programs that your market or specific vendors at your market may choose to accept: WIC and SFMNP

The **WIC Farmers' Market Nutrition Program (FMNP)** is associated with the Special Supplemental Nutrition Program for Women, Infants and Children, popularly known as WIC. The WIC Program provides supplemental foods, health care referrals and nutrition education at no cost to low-income pregnant, breastfeeding and non-breastfeeding post-partum women, and to infants and children up to 5 years of age, who are found to be at nutritional risk. For more information on this program, please visit [this website](#).

The **Senior Farmers' Market Nutrition Program (SFMNP)** provides low-income seniors with coupons that can be exchanged for eligible foods (fruits, vegetables, honey, and fresh-cut herbs) at farmers' markets, roadside stands, and community-supported agriculture programs. More information on this program can be found [here](#).

**In MA, all farmers' markets, farm stands, and farmers must be certified by MDAR to participate in the WIC and SFMNP Programs.** General information on the program can be found in the following [MDAR publication](#).

To apply to accept WIC and SFMNP vouchers as a **farmers market**, please complete the application [here](#).

**Please note:** Certified market managers and farm stands that participated in the WIC and SFMNP Program last year do not need in-person training again to receive certification. Market managers and farm stands must recertify **annually**, online or by mail, in order to participate in the Program for the upcoming year. **The deadline for re-certification is May 2019.** Farmers' markets or farm stands that miss the deadline must submit a written appeal to MDAR requesting certification, along with a satisfactory explanation for missing the deadline.

Please direct **farmers and vendors** that would like to accept WIC and SFMNP vouchers to [this application](#).

**Please note:** Certified farmers who participated in the Program last year do not need in-person training again to receive certification. Farmer re-certification occurs on a three-year cycle. New farmers must submit a certification form online or by mail. The next deadline for re-certification is May 15, 2020. Farmers who miss the deadline must submit a



written appeal to MDAR requesting certification, along with a satisfactory explanation for missing the deadline.

Any questions about the WIC and SFMNP application process can be directed to:

**Rebecca Davidson**  
MA Dept. of Agricultural Resources  
Phone: 617-626-1744  
rebecca.davidson@state.ma.us

### **General information about WIC and SFMNP**

There are two types of coupons under this certification process:

Green - WIC program - \$2.50 face value

Good ONLY for fresh, locally grown, and unprocessed fruits, vegetables, and fresh, cut herbs. Produce may be cleaned, trimmed and packaged, but not otherwise processed, heated, or cooked.

Orange - Senior program - \$2.50 face value

Good for the same items as RED (WIC) coupons, as well as honey.

Coupons cannot be redeemed for plants, flowers, or other non-food items or items not produced on local farms. In addition, coupons cannot be redeemed for any other edible farm product, such as eggs, maple products, meat products, cheese, and farm produced baked goods.

Notes about this program:

- Farmers markets and vendors must re-apply to accept WIC and SFMNP vouchers yearly. There are also training requirements as determined by MDAR that must be completed before your market is able to accept WIC and SFMNP vouchers.
- Vouchers must be spent in whole - you cannot give a shopper change for their voucher.
- Farmers and vendors that decide to accept vouchers may be subject to a farm visit from MDAR for inspectional purposes.



## **Hosting a Summer Meal Site at your farmer's market**

The Summer Food Service Program - otherwise known as Boston Eats-Summer Meals in Boston- is a federally-funded nutrition program that provides free meals to kids and teens 18 and under when school is not in session.

Summer Eats is an important resource for families who are facing food insecurity in Boston. During the school year, many students and their families rely on the school lunch. Many of these families are unable to afford the cost of a healthy meal for their children during the summer months.

In 2017, during the pilot sites at Books and Bites in Mattapan and Lunch on the Lawn, approximately 3,000 meals were served to kids and teens 18 and under.

Many farmers markets across the city serve as summer meal distribution sites. As a summer meal site, you would be responsible for:

- Placing weekly orders for meals
- Staffing meal site
- Providing tables and activities for youth while eating meal
- Donating extra meals after end of market

As a host, you would not need to pay for the meals - them meals are sponsored by the Greater Boston YMCA.

For more information or if you are interested in hosting a summer meal, please contact Stephanie Voltaire at [stephanie.voltaire@boston.gov](mailto:stephanie.voltaire@boston.gov).





# HIP Eligible Items



CITY of BOSTON





The following is a list of vendors that vend at many farmers markets throughout the city.

<b>Business Name</b>	<b>Type of Goods</b>	<b>Contact Information</b>
Wards Berry Farm	Fruits, vegetables, farm fresh baked goods and prepared foods	<a href="http://www.wardsberryfarm.com/">http://www.wardsberryfarm.com/</a>
Boston Smoked Fish Company	Smoked fish products sources from docks in Boston	<a href="https://www.bostonsmokedfish.com/">https://www.bostonsmokedfish.com/</a>
Crescent Ridge Dairy	Milk, pasture raised beef and pork	<a href="https://crescentridge.deliverybizpro.com/">https://crescentridge.deliverybizpro.com/</a>
Q's Nuts	Artisan nuts and granola	<a href="http://www.qsnuts.com/about-us">http://www.qsnuts.com/about-us</a>
Red's Best	Boston based seafood wholesaler	<a href="https://www.redsbest.com/redsbest/">https://www.redsbest.com/redsbest/</a>
Siena Farm	Fruits, vegetables, cut flowers	<a href="https://sienafarms.com/">https://sienafarms.com/</a>
Urban Farming Institute of Boston	Vegetables grown by participants in economic development non-profit	<a href="https://urbanfarminginstitute.org/">https://urbanfarminginstitute.org/</a>
El Colombiano Coffee	Sustainably sourced coffee	<a href="https://www.elcolombianocoffee.com/">https://www.elcolombianocoffee.com/</a>
Iggy's Bread	Fresh baked bread, cookies, granola	<a href="http://www.iggysbread.com/">http://www.iggysbread.com/</a>
Dicks Market Garden	Fruits and vegetables	<a href="https://www.facebook.com/Dicks-Market-Gardens-and-Greenhouses-176876535716702/">https://www.facebook.com/Dicks-Market-Gardens-and-Greenhouses-176876535716702/</a>
MacArthur Farm	Fruits and vegetables	<a href="http://www.macarthurfarm.com/">http://www.macarthurfarm.com/</a>
Granite Ledge Coffee	USDA Certified Organic Coffee	<a href="https://www.graniteledgecoffee.com/">https://www.graniteledgecoffee.com/</a>
Yummy Mummy	Sweet baked goods	<a href="https://www.yummymummybrownies.com/ownies.com/">https://www.yummymummybrownies.com/ownies.com/</a>
Atlas Farms	Certified organic fruits and vegetables and seedlings	<a href="http://www.atlasfarm.com/">http://www.atlasfarm.com/</a>
Copicut Farms	Pasture raised chicken, pork, beef and eggs	<a href="https://www.copicutfarms.com/">https://www.copicutfarms.com/</a>
Foppemas Farm	Fruits and vegetables	<a href="http://foppemasfarm.com/">http://foppemasfarm.com/</a>



Hamilton Orchards	Fresh apples, apple products, and baked goods	<a href="http://www.hamiltonorchards.com/">http://www.hamiltonorchards.com/</a>
Revision Urban Farm	Vegetables and seedlings	<a href="https://www.vpi.org/revision/">https://www.vpi.org/revision/</a>
Farmer Dave's	Fruits and vegetables	<a href="https://www.farmerdaves.net/">https://www.farmerdaves.net/</a>
Meadowbrook Orchards	Fruit, baked goods, honey, eggs	<a href="http://meadowbrookorchards.com/">http://meadowbrookorchards.com/</a>
Just Hummus	Hummus	<a href="https://www.justhummusboston.com/">https://www.justhummusboston.com/</a>