

Food Stamp and Debit Service Program
Board Resolution
Date
(Sample Document)

Research Committee

Names of presenters

History (Sample Story)

Earlier this year, we introduced the idea of providing Food Stamp and Debit Service Program in the market. The food security community including the Federal Food Stamp Office is supportive of markets providing the food stamp service. In addition, in other markets, sales have increased because of the easy access to a debit machine. With that said, it is the goal of the Research Committee to design a process that provides minimum financial and board members risk. The Board's due diligence in understanding the details of a Food Stamp and Debit Service Program in the market is crucial for the program to be sustainable.

This resolution outlines the multiple steps to evaluate and implement the initiation of the program. The goal of this resolution is to educate the board on the purchase cost, requirements of the equipment and details relating to the food stamp application. Supporting reports will demonstrate the flow of money through the market and monthly fees. The Financial Performa allows the board to see the minimum number of transactions needed to breakeven.

Proposed Program (Sample only, customize information to your market)

1. A lawyer has reviewed the legal documents and recommends the following to the Board
 - If a personal guarantee is required in a contract, the board needs to determine if that is appropriate for the organization.
2. The program requires that a dedicated person oversee the program. This person will be _____ (paid or unpaid market manager, volunteer coordinator, or community farmer's market advocate). One person is the sole contact with bankcard services. (either bookkeeper or treasurer)
3. All Vendors will be required to participate in the Food Stamp and Debit Service Program. A letter of agreement will articulate each party's responsibility to the program.
4. Board Members will agree by vote to support Board Officers who will be required to provide their Social Security Number, and photo ID for the Food Stamp Permit and the equipment contract.

The board members need to understand the contracts and works with staff to assure the program aligns with federal regulations.

5. At the end of the season, the Treasurer will present a final season report and seek approval to continue the program. The Treasurer will also be required to update the Board Officers names with the Federal Food Stamp Office.
6. The program is a stand-alone value-added program, which has its own bank account. The purpose of having a stand-alone program is to identify clearly program revenue and expenses and ultimately the value of the program to the farmers and the market.
7. The board must commit to actively marketing this program to assure its financial success.

Recommendations Approval Date

Board President
