

# INDIANA SNAP MATCHING GRANT PROGRAM

Orientation for Market Managers

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# PROGRAM DETAILS

- \$1 for \$1 match up to \$20 per day
- Fruits and vegetables, mushrooms, herbs and edible plant-starts
- Tokens, tickets, vouchers – \$2 increments preferred
- E-tokens
- Farm stands: 50% off produce purchases up to \$20/day



# PROGRAM DETAILS

- Tokens are not universal – only spent at your market
- Double Up logo may be used
- Expiration date
- No change given, produce only









## VENDOR REIMBURSEMENT

# Double Up Indiana

## Vendor Redemption & Reimbursement Record

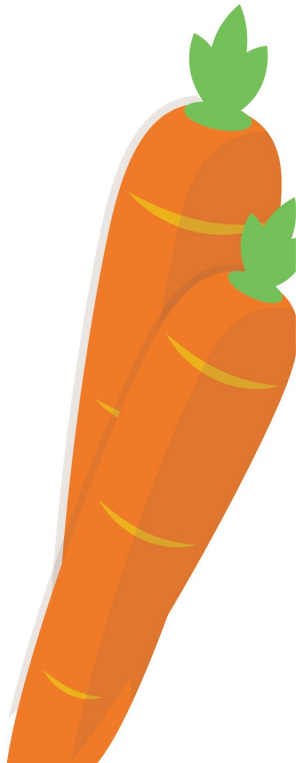
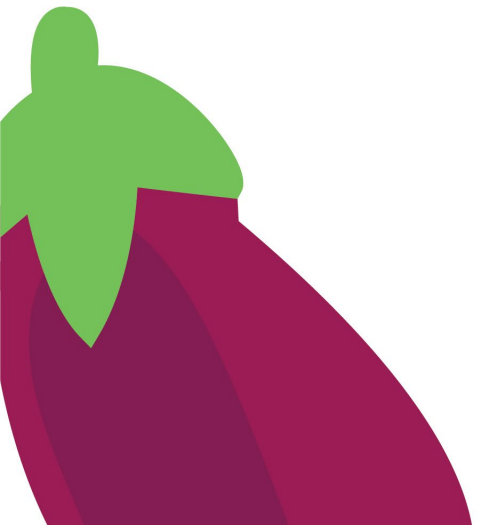
The St. Joseph Community Health Foundation only requires vendor records for Double Up reimbursements, but when markets issue one check or payment for multiple market currencies, all currencies reimbursed in the payment must be identified in order to determine the portion attributable to Double Up. Markets may keep vendor records in another format, such as Excel, and submit those records instead of this reimbursement record, provided permission is granted from the St. Joe Foundation.

**Market name & location:**

**Date covered by this record:**



Vendor Name	\$\$\$ EBT/SNAP turned in	\$\$\$ of Double Up turned in	\$\$\$ credit/debit turned in	\$\$\$ of other incentive	\$\$\$ of other incentive	Total \$\$\$ to reimburse vendor	Payment record date/check#
total for this page	0	0	0	0	0	0	





# VENDOR AGREEMENT



## Double Up Vendor Agreement

Market name: \_\_\_\_\_  
Vendor business name: \_\_\_\_\_  
Vendor address: \_\_\_\_\_  
Vendor phone: \_\_\_\_\_  
Vendor email: \_\_\_\_\_

This agreement authorizes the vendor above to accept Double Up at the specified market from SNAP participants in exchange for eligible products.

### By signing this agreement, the vendor agrees to:

- 1) Display a sign, provided by the farmers market, indicating the vendor accepts Double Up.
- 2) Exchange Double Up incentives ONLY for eligible products, which include fruits and vegetables, mushrooms, herbs, and edible plant-starts.
- 3) Not give change for purchases made with Double Up incentives.
- 4) Provide eligible products at, or less than, the current price charged to other customers.
- 5) Not allow the return of product purchased with Double Up in exchange for cash or non-food items.
- 6) Not provide cash or credit in exchange for Double Up incentives.
- 7) Accept Double Up incentives from customers during the market's entire season.
- 8) Turn in all redeemed Double Up incentives (tokens, vouchers) to the farmers market for reimbursement in accordance with market and program guidelines.

### The market agrees to:

- 1) Collect from the vendor all redeemed Double Up incentives (tokens, vouchers) and account for and pay the vendor for any incentives received that vendor.
- 2) Provide a sign for the vendor to display indicating the vendor accepts Double Up incentives.
- 3) Monitor sales to ensure program guidelines are followed.
- 4) Submit signed agreement to the St. Joseph Community Health Foundation upon request.

A vendor and/or his/her employee(s) who violate the provisions above may be disqualified from the Double Up Indiana program and not be allowed to participate in future programs. The market will only reimburse a vendor for Double Up incentives accepted in accordance with market and program guidelines.

\_\_\_\_\_, accepts all terms of this agreement. This agreement becomes  
\_\_\_\_\_, Date

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# VENDOR GUIDE



**WHAT IS DOUBLE UP INDIANA?**  
Double Up Indiana is a program that provides Supplemental Nutrition Assistance Program (SNAP) benefits to low-income households. Double Up Indiana provides incentives to SNAP customers to buy fruits and vegetables. Each customer is limited to earning \$20 per day in Double Up incentives.

Double Up Indiana is a program of the St. Joseph Community Health Foundation in Fort Wayne, Indiana, and is funded by the Indiana Department of Health's Division of Nutrition and Physical Activity and the U.S. Centers for Disease Control and Prevention. Purdue Extension Community Wellness Coordinators provide technical assistance to market managers.

The goal of the program is to **allow local families to purchase fresh, healthy food at affordable prices while also supporting local farmers and local economic growth.**

**WHY PARTICIPATE?**  
Every year, millions of dollars in SNAP benefits are issued to Indiana residents monthly. Much of the share of SNAP purchases goes to large retailers like Wal-Mart, but Double Up Indiana provides incentives for SNAP customers to spend some of their benefits with local farmers and producers at Indiana markets.

**HOW DOES IT WORK?**  
SNAP customers must go to the market information table to exchange their SNAP benefits for tokens in \$2 increments. They then receive equal amounts of Double Up tokens in \$2 increments, up to \$20 per visit. If the customer has any questions about the SNAP program and Double Up Indiana, please direct them to the information table where someone will be able to assist them.

**WHAT ARE THE CURRENCIES?**  
The market has two types of currencies:  
• SNAP tokens – explain their color here, in \$2 increments for SNAP-eligible products. No change is given.  
• Double Up Indiana tokens – explain their color here, in \$2 increments for fruits and vegetables, mushrooms, herbs, and edible plant-starts. No change is given.

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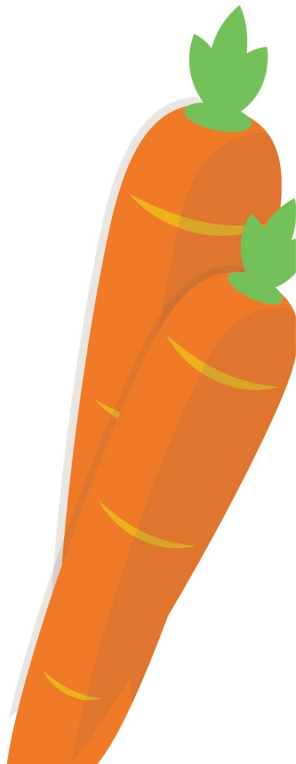
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## WHAT IS SNAP-ELIGIBLE?

All Produce • Mushrooms • Herbs • Honey and Syrups • Baked Goods and Bread • Meat, Poultry, Fish • Dairy and Eggs • Seeds and Seedlings for Edible Plants • Jams and Jellies • Tree and Ground Nuts • Take- and-Bake Items

## WHAT IS DOUBLE UP-ELIGIBLE?

Fresh Fruits • Fresh Vegetables • Herbs • Mushrooms • Edible plant-starts





# DOCUMENTS TO KEEP & SUBMIT



## Records to Keep

Organizations must be able to provide the following documentation upon request. Foundation will not routinely collect this documentation.

1. **Customer Transaction Record sheet** for each market day.
2. **EBT Verification** of SNAP sales when the Double Up program was operating at the market.
  - a. Copy of batch report for each market day, or
  - b. Monthly report from EBT processor: report needs to provide dates of EBT transactions, total number of transactions, and total EBT sales.
3. **\*Vendor Redemption & Reimbursement Records** that show Double Up token/voucher redemptions by vendor each time tokens were collected. Need to show how much each vendor redeemed in Double Up and it must be distinguished from other currencies (like SNAP).
4. **\*Copy of Signed Vendor Agreement** for each vendor reimbursed for Double Up. Markets must have a signed Vendor Agreement on file dated with the current program year, prior to making any reimbursement payments.

*\*Only applicable to farmers market sites where the grantee/contractor is reimbursing individual vendors. Not applicable to sites (like farm stands and mobile produce delivery models) where no reimbursement occurs.*

## Records to Submit

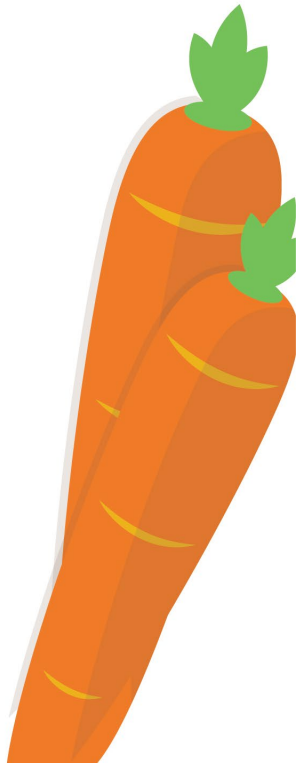
Reports for each month that the market operated the program. Vouchers redeemed. Needs to include vendor name, date of reimbursement, check number OR vendor submitted monthly along with the data in

## Records to Keep

1. Customer Transaction Record sheet for each market day.
2. EBT Verification of SNAP sales when the Double Up program was operating at the market.
3. Vendor Redemption & Reimbursement Records that show Double Up
4. Copy of Signed Vendor Agreement

## Records to Submit

1. Online data reports for each month that the market operated the program.
2. Proof of Vendor Payment for tokens/vouchers redeemed.
3. Final report. A final grant report will be emailed you to complete and email back.





# REPORTING REQUIREMENTS

Monthly through web form – link emailed monthly

- Dollar value of SNAP issued,
- Dollar value of SNAP redeemed,
- Number of SNAP transactions,
- Dollar value of incentives (matching funds) issued,
- Dollar value of incentives (matching funds) redeemed,
- Vendor reimbursement records.





# REPORTING REQUIREMENTS

**The ST. JOSEPH COMMUNITY HEALTH FOUNDATION**

Name of Grantee Organization: Community Sustan...  
Grant Amount: \$14,585 (\$6,885 for market operations, \$7,700 for Double Up program)  
Grant period: 12/1/22-12/1/23  
Program Funded: Double Up Program

**Final Report Due January 15, 2022**  
Complete this form and include supporting documents as needed.

1. Please note the following final results for the grant period:  
a. Dollar value of SNAP Double Up incentives issued  
b. Dollar value of SNAP transactions  
c. Number of SNAP redeemed  
d. Dollar value of SNAP Double Up incentives redeemed  
e. Dollar value of SNAP Double Up available to customers at your market?

2. Did you make information about COVID-19 available to customers at your market?

3. What were the market's SNAP sales for this same time period one year ago, if applicable? Do you think the Double Up program helped increase or decrease SNAP sales, had no impact, or do you not know?

4. What other incentives or services for low-income populations does your market offer? Were these services new during this grant period?

5. What information, if any, do you have about all market shoppers, i.e. income, race, ethnicity, age, food security status, zip code of residence?

6. In general, what do you believe was the vendors' response to the Double Up program?  
In general, what do you believe was the customers' response to the Double Up program?  
In general, what do you believe was the challenges in setting up the Double Up program in the future?  
In general, what do you believe was the implementation of the Double Up program in the future?  
In general, what do you believe was the response on ways to secure long-term farmers markets?  
In general, what do you believe was the impact of the Double Up program on the market?

After 2 months of reporting, second grant payment of last 50% will be deposited in grantee accounts.

At conclusion of 12 months, a final report form will be emailed to you for submission 30 days later.

Unused funds will be rolled over or returned.



# BRANDING





# BRANDING



Thank you for participating in Double Up Indiana, a program that allows residents to double the amount of fruits and vegetables they can purchase using SNAP/EBT.

For every \$1 you spend in SNAP/EBT at this Market, you get \$1 FREE to spend on fresh fruits and vegetables, up to \$20 per day.



Use the green Double Up Indiana tokens to purchase any fresh fruits and vegetables at a vendor with the Double Up Indiana sign.

Double Up Indiana-eligible items include:

**FRUITS  
VEGETABLES  
HERBS  
MUSHROOMS  
EDIBLE PLANTS STARTS**



Use the SNAP tokens to purchase any SNAP-eligible items at any vendor displaying the Double Up Indiana sign.

SNAP-eligible items include:

**ALL PRODUCE  
HONEY AND SYRUPS  
BAKED GOODS AND BREAD  
MEAT, POULTRY AND FISH  
DAIRY AND EGGS  
SEEDS AND SEEDLINGS  
FOR EDIBLE PLANTS  
JAMS AND JELLIES  
TREE AND GROUND NUTS  
TAKE AND BAKE ITEMS**

Double Up Indiana is a program of the St. Joseph Community Health Foundation. Funding made possible by the Indiana Department of Health's Division of Nutrition and Physical Activity and the U.S. Centers for Disease Control and Prevention.

Learn more at [DoubleUpIndiana.org](http://DoubleUpIndiana.org) or email [DoubleUp@SJCHF.org](mailto:DoubleUp@SJCHF.org).



# BRANDING



**¿Tiene una tarjeta de SNAP/EBT?**

**Usted puede recibir frutas y verduras GRATIS**



**¿Dónde puedo encontrar más información?**

DoubleUpIndiana.org • @DoubleUpIndiana en Facebook • DoubleUpIndiana@sjchf.org

**HOJA DE INFORMACIÓN**

**¿Tiene una tarjeta de SNAP/EBT?**  
Usted puede recibir frutas y verduras GRATIS

**¿De qué se trata el programa Double Up?**

- Double Up es un programa que le proporciona frutas y verduras gratuitas cuando usted utiliza su tarjeta de SNAP/EBT.
- Por cada compra que usted realice utilizando la tarjeta de SNAP/EBT recibirá \$1 por cada \$1 que usted use (o el 50% de descuento) cuando compre frutas y verduras.

**¿Cómo utilizo Double Up?**

- Primero, visite un mercado o tienda que ofrezca el programa Double Up.
- Asegúrese de pagar con su tarjeta de SNAP/EBT al hacer las compras.
- Siga las instrucciones del personal de los mercados de agricultores o de la tienda – cada uno oferta los productos de forma diferente.

**¿Dónde puedo usar Double Up?**

- Para consultar la lista de ubicaciones donde puede usar Double Up, por favor visite la página [www.DoubleUpIndiana.org](http://www.DoubleUpIndiana.org), se agregan nuevas ubicaciones con frecuencia.
- Para más información en otros idiomas, utilizar el botón para traducción al final de la página web.

**¿Qué tipo de productos puedo comprar con el dinero de Double Up?**

- Usted puede comprar frutas frescas, verduras, champiñones, hierbas, semillas y plantas que producen alimentos.


**¿Existe una cantidad límite de dinero de Double Up que puedo utilizar?**

- Usted puede hacer uso de \$20 por día, por cada cliente.

**¿Dónde puedo encontrar más información?**  
DoubleUpIndiana.org • @DoubleUpIndiana en Facebook • DoubleUpIndiana@sjchf.org



**LEARN MORE:**  
DoubleUpIndiana.org










[What is Double Up?](#)[How It Works](#)[Locations](#)[Grants](#)[Get Involved](#)[About Us](#)

## DOWNLOAD INDIANA FARMERS MARKET/STAND/CSA SNAP MATCHING GRANT PROGRAM RESOURCES




The resources below are for farmers markets, farm stands, CSAs and mobile markets that participate in Double Up Indiana. If you have questions about the resources below or can't find something you need, please email [doubleupindiana@sjchf.org](mailto:doubleupindiana@sjchf.org).

[GUIDELINES](#)[REPORTING](#)









### AGREEMENTS

-  Double Up Indiana Vendor Agreement
-  Double Up Indiana Vendor Agreement
-  Double Up Indiana Vendor Guide 10-5-22
-  Double Up Indiana Vendor Guide 10-5-22
-  Refund Policy

### RECORDING & REPORTING

-  2022 Vendor Reimbursement Record
-  2022 Double Up EBT Tracking Sheet
-  Records to Keep

### PROMOTION

-  Fall 22 Double Up Market Vendor Flier (Editable)
-  Fall 22 Double Up Market Vendor Flier (Editable)
-  Fall 22 Purchase Eligibility Half Sheet
-  Snap Matching Flier
-  SNAP Matching Flier Spanish
-  Fact Sheet
-  Fact Sheet Spanish
-  Sandwich Board With Bleed

### DOUBLE UP LOGOS

[www.DoubleUpIndiana.org/grants/resources](http://www.DoubleUpIndiana.org/grants/resources)



# TECHNICAL ASSISTANCE

Purdue Extension Community Wellness Coordinators

<https://www.eatgathergo.org/about-nep/community-wellness-coordinators/>

or emailing [DoubleUp@sjchf.org](mailto:DoubleUp@sjchf.org).





# INDIANA SNAP MATCHING GRANT PROGRAM

Questions