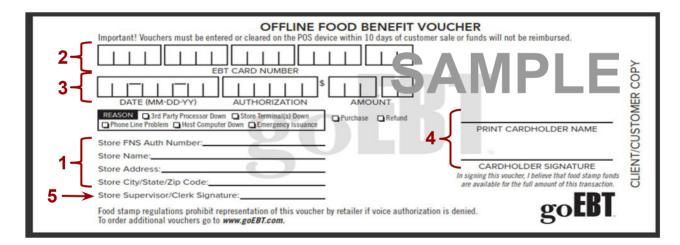
## How To Use Vouchers For EBT Redemption

A guide for using manual vouchers to accept EBT at a CSA drop site or farm stand

## Steps to Using a Voucher\*:

- 1. Drop site coordinator (faith group staff member or volunteer) fills out: farm's FNS number, farm name, and farm address.
- 2. Coordinator requests EBT card from SNAP customer at point of sale and records EBT card number on voucher.
- 3. Site coordinator calls FNS phone line (866-328-4212) to confirm fund availability; record authorization date, authorization number, and authorization amount (typically the CSA share price for up to 2 weeks).
- 4. Coordinator asks EBT customer (cardholder) to print and sign name.
- 5. Coordinator signs "Store Supervisor/Clerk Signature" line; this name will be outline as authorized user in MOU between farm and drop-site.
- 6. Get vouchers to farm partner immediately for processing via their EBT machine.



## **Glossary of Terms:**

**SNAP**= Supplemental Nutrition Assistance Program

**CalFresh**= the SNAP program in California

**EBT**= Electronic Benefits Transfer (debit card used to redeem SNAP)

**FNS**= Federal Nutrition Service (USDA program that administers SNAP) **MOU**=Memorandum of Understanding \*The only persons authorized by the farm/SNAP licensee to use the EBT machine or vouchers will be outlined in the memorandum of understanding (MOU), with the SNAP licensee understanding that liability remains with them.

Interfaith Sustainable Food Collaborative For assistance planning a produce stand project at your congregation, contact us at (707)634-4672 or <u>info@interfaithfood.org</u>