

**COMMONWEALTH OF KENTUCKY
DEPARTMENT OF AGRICULTURE
SENIOR FARMERS' MARKET NUTRITION PROGRAM
DISTRIBUTION SITE AGREEMENT & GUIDELINES**

The Distribution Site shall:

1. Determine the eligibility of the senior recipients;
2. Issue and Maintain records concerning the issuance of Senior Farmers' Market Nutrition Program (SFMNP) checks:
 - a. Check Issuance Log Form;
 - b. Certificate of Eligibility Form;

Commodity Supplemental Food Program (CSFP) sites do not have to complete a certificate of eligibility form. CSFP sites must complete a CSFP application and include a signature check log either provided by the Department of Agriculture or by your Distribution Site.

3. Provide nutrition education information to each eligible SFMNP recipient;
4. Provide information to each SFMNP recipient regarding eligible food items and the use of checks;
6. Submit the original white copy of Check Issuance Log Form to the Department of Agriculture;
7. Destroy all checks that are not distributed by September 30th of each year. Notify the Department of the check range destroyed;
8. Agree not to discriminate on the basis of race, color, national origin, sex, age, or disability in the provision of services under this Agreement;
9. Agree not to discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment under this Agreement.

The Kentucky Department of Agriculture shall:

1. Provide to each Distribution Site, participating in the program, SFMNP checks that will be issued to eligible seniors;
2. Provide technical assistance to the Distribution Site regarding the issuance of SFMNP checks;

3. Review records for compliance and maintain original issuance and redemption records. Coordinate one-to-one reconciliation process of checks. Provide redemption rates on a state-wide and county level;
4. Maintain responsibility for the payment of all properly redeemed SFMNP checks. Any claims resulting from payment or nonpayment of SFMNP checks are the responsibility of the Department;
5. Provide to the Distribution Site state and federal regulations and other program information as needed.

This Agreement is valid June 1, 2017 through November 15, 2017. At the expiration of its initial term, this Agreement may be renewed for two (2) additional one (1) year periods if it is in the best interests of the Commonwealth to do so.

Neither the Department of Agriculture nor the Distribution Site has an obligation to renew the agreement. Either party may terminate this agreement for cause after providing advance written notification

Persons seeking to file a discrimination complaint may do so either with the Secretary of Agriculture, or the Director, Office of Civil Rights, 1400 Independence Avenue, USDA, Washington, DC 20250 or with the Kentucky Department of Agriculture, Office of Legal Services, 500 Mero Street, 7th Floor, Frankfort, KY 40601.

I agree to the Senior Farmers' Market Nutrition Program Distribution Site Agreement and Guidelines as set forth in this Agreement.

Distribution Site (Print Name)

Signature/date
Bill Wickliffe, Director of Food Distribution
Kentucky Department of Agriculture

County
(Print Name)

SFMNP Distribution Coordinator
(Print Name)

Signature/date