

Senior Farmers' Market Nutrition Program - AAA Agreement

Form 1.2.1. (Rev. 04.2025)

State of California

California Department of Food and Agriculture

Office of Grants Administration



SFMNP AAA AGREEMENT

Between the California Department of Food and Agriculture (CDFA)

and the Area Agency on Aging (AAA), **PSA** _____ **UEI #** _____.

Collaboration on the Senior Farmers' Market Nutrition Program (SFMNP)

PURPOSE:

1. To provide California low-income seniors with Farmers' Market Cards that can be used to purchase fresh, nutritious, unprepared, locally grown fruits, vegetables, honey, and herbs from WIC Authorized Certified Farmers' Markets.
2. To establish partnerships with the AAAs to utilize their knowledge and expertise in administering senior programs on a local level either directly or through their affiliation with senior organizations and centers.

CDFA RESPONSIBILITIES:

1. Ensure AAAs are aware of and meet SFMNP federal regulations 7 CFR 249 and promote program growth.
2. Provide an instructional Toolkit and materials to distribute for local agencies.
3. Subject to available funding from the United States Department of Agriculture, Food Nutrition Services, provide AAA's Farmers' Market Cards to be issued to eligible senior participants.
4. Provide SFMNP benefit redemption rates.
5. Conduct monitoring reviews.
6. Assist and consultation throughout the SFMNP season.

AAA RESPONSIBILITIES:

1. Ensure the AAA is neither debarred nor suspended and will notify CDFA immediately if the AAA becomes debarred or suspended in the future.
2. Comply with SFMNP regulations 7 CFR 249 and procedures outlined in the Toolkit.
3. Identify and certify SFMNP participant eligibility.
4. Control the receipt and security of Farmers' Market Cards.
5. Use the online software to issue Farmers' Market Cards to eligible participants.
6. Advise participants of their rights and responsibilities under the SFMNP.
7. Provide participants with access to nutrition education materials on the use and safe handling of produce.

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8. Display USDA, FNS "Justice For All" poster with Non-Discrimination Statement at Farmers' Market Card issuance sites.
9. Ensure at least one AAA staff person attends a live interactive training hosted by CDFA.
10. Ensure all staff and/or providers administering the SFMNP and/or issuing SFMNP benefits receive training on SFMNP requirements and AAA policies and procedures.
11. Complete, sign, and return to CDFA all required forms outlined in the current Toolkit in a timely manner.
12. Collaborate with CDFA on scheduling and conduction of monitoring review.
13. Allow CDFA access to records and documentation relevant to the SFMNP anytime during the SFMNP season.
14. Provide year end closeout information, including reporting the total number of SFMNP Farmers' Market Cards distributed/unissued to CDFA by October 31.
15. Maintain all records outlined in the Toolkit for a period of at least three years from the conclusion of the SFMNP season, except as required by 2 CFR §200.334 Retention requirements for records.

By signing the agreement, AAA acknowledges that CDFA cannot provide funds to administer the SFMNP and certifies that the AAA is neither suspended nor debarred from receiving federal funds.

PARTIES TO THE AGREEMENT:

State Agency:	Area Agency on Aging – PSA _____:
Name:	Name:
Agency: CA Department of Food and Agriculture	Agency:
Address: 1220 N Street, Room 120	Address:
City, State, Zip: Sacramento, CA 95814	City, State, Zip:
Email:	Email:
CDFA Authorized Signature & Date:	Agency Authorized Signature & Date:

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AGENCY CONTACT INFORMATION:

First Contact (distributed to Seniors)

Full Name: _____

Phone Number: _____

Email: _____

Secondary Contact (for CDFA records)

Full Name: _____

Phone Number: _____

Email: _____

Business Address:

Shipping Address for Farmers' Market Cards if different:
