

Department for Children and Families*Economic Services Division**ATTN: 3SquaresVT Farm to Family*

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Agency of Human Services

March 20, 2018

Hello Farmers Market Market Manager,

We would like to welcome you to the 2018 Farm to Family Season.

We are excited to get this season off to a great start and it all starts with you. Enclosed in this packet you will find all the necessary forms and documents to get your market enrolled as an authorized market for this season.

You must complete the following by **May 18, 2018**:

- Read the Rules and Procedures
- Read, Sign and Return the 2018 Market Agreement
- Complete and Return the Federal Taxpayer Identification Number Assurance Form
- Complete and Return the W-9
- Read Market Manager Training
- Complete and Return Market Information Form

When the completed Market Agreement, Federal Taxpayer Identification Number Assurance Form, W-9 and market information form are returned to the Farm to Family program we will mail you a 2018 Authorized Market packet. That packet will include all the necessary information for you to enroll farmers to be authorized vendors, redeem coupons and be a successful participating Farm to Family Farmers Market. **Please note you are not authorized to enroll vendors or accept coupons until you receive the Authorized market packet.** If you are a new Market Manager for the Farm to Family program, you will be contacted to complete an interactive training.

You must return the required forms to the Farm to Family coordinators by **May 18, 2018**. We will be unable to enroll markets after this deadline.

If you have any questions on the information in your packet or about the program, please contact the Farm to Family Program Coordinators at ahs.dcffarmtofamily@vermont.gov or (802) 241-0955.

Thank you,
The Farm to Family Team:
Hayley Turner Lawyer and Emily Hammond

