

## APPLICATION FOR FARMERS MARKET OR DIRECT MARKETING FARMER EBT FOODSHARE PAYMENT PROCESSING EQUIPMENT

Farmers Markets and Direct Marketing Farmers can complete this application to request equipment that accepts FoodShare electronic benefits transfer (EBT) cards as a form of payment. Applications will be accepted until August 31, 2021. A Farmers Market is the entire marketplace, including all participating vendors. A Direct Marketing Farmer is a single farmer, or family farm, that sells their own farm products.

The payment processing equipment will be provided to successful applicants free of charge. All monthly service fees to support its operation will be provided by DHS until September 30, 2021. The equipment can only be used to accept EBT payments, which does not include debit or credit cards. A Farmers Market or Direct Marketing Farmer can only have one EBT device purchased with federal funds at any given time. Broken equipment can be replaced, but an additional device will not be provided. If a Farmers Market or Direct Marketing Farmer does not use the equipment, the USDA Food and Nutrition Service (FNS) may deactivate it and require its return.

When completed, save and submit this application to [dhsfarmersmarket@wisconsin.gov](mailto:dhsfarmersmarket@wisconsin.gov). Applications are only accepted by email.

After completing this application, you will receive information to enter into an agreement with the State's EBT processor, FIS, which will detail your responsibilities for the EBT payment-processing equipment you will receive.

Farmers Markets or Direct Marketing Farmers that have not completed the Supplemental Nutrition Assistance Program (SNAP) authorization process with FNS are not eligible to get this funding for equipment. To learn how to apply for SNAP authorization, visit [www.fns.usda.gov/snap/apply-to-accept](http://www.fns.usda.gov/snap/apply-to-accept). For questions about SNAP authorization, call 877-823-4369. If a Farmers Market or Direct Marketing Farmer has started the SNAP authorization process, they can submit this form for approval. Once the Farmers Market or Direct Marketing Farmer receives SNAP authorization, they should then send an email to [dhsfarmersmarket@wisconsin.gov](mailto:dhsfarmersmarket@wisconsin.gov) with the FNS number, date of authorization, and name of the authorization agency.

If you have any additional questions, please email [dhsfarmersmarket@wisconsin.gov](mailto:dhsfarmersmarket@wisconsin.gov).

Is this request for a Farmers Market or a Direct Marketing Farmer? <input type="checkbox"/> Farmers Market <input type="checkbox"/> Direct Marketing Farmer	
Name of Farmers Market or Direct Marketing Farmer's Authorized Representative	Farmers Market or Direct Marketing Farmer's Name
Telephone (including area code)	Email Address
Mailing Address	City, State, Zip Code

1. Location of Farmers Market or location(s) that the Direct Marketing Farmer currently sells products or plans to (street number and name or intersection, city, state, zip code)

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  2. Dates and hours of operation (for example, May 1 – October 31, Wednesdays 7:00 a.m. – 1:00 p.m.)

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  3. Does this Farmers Market or Direct Marketing Farmer currently operate under an individual authorization from FNS to accept FoodShare benefits? Additional information about this can be found at the top of the page.  
 Yes (go to question 3a)  
 No (go to question 3b)
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3a. If yes, please provide the following SNAP authorization information below.

Date of Authorization:

Name of Authorized Agency:

FNS Number:

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3b. If no, has this Farmers Market or Direct Marketing Farmer started the SNAP authorization process with FNS?

Yes

No

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4. Farmers Markets or Direct Marketing Farmers may choose one of the following three options of equipment that accepts EBT card payments. Check the box of the equipment option you are requesting:

Option 1: A card reader that attaches to most current cell phones (This option allows the Farmers Market or Direct Marketing Farmer to use their own cell phone network for EBT transactions. Note: users will be responsible for charges related to their own wireless data plans.)

Option 2: An iPad that will only work on AT&T wireless service

Option 3: A standalone wireless card reading device (Veriphone V680)

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5.  By checking this box and typing my name below, I am electronically signing my application.\*

<b>SIGNATURE</b> — Farmers Market or Direct Marketing Farmer's Authorized Representative	Date Signed
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\*By checking the box and signing below, I am electronically signing this application and authorizing its submission. I have read and understand the information on this form. I understand submission of this application does not guarantee this Farmers Market or Direct Marketing Farmer will be granted EBT payment processing equipment. I understand that an electronic signature has the same legal value as a written signature.

## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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