

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Greg Olsen, Acting Director

An Equal Opportunity Employer

**PROGRAM INSTRUCTION**

**Number: 20-PI-08**

**Supersedes: 19-PI-17**

**Expiration Date**

**DATE:** July 2, 2020

**TO:** Area Agency on Aging (AAA) Directors

**SUBJECT: 2020 Senior Farmers' Market Nutrition Program (SFMNP)  
Information and Instructions**

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**PURPOSE:** The purpose of this Program Instruction (PI) is to provide administrative instructions and forms for the 2020 Senior Farmers' Market Nutrition Program (SFMNP).

**BACKGROUND:** The New York State Department of Agriculture and Markets collaborates with the New York State Department of Health, the New York State Office for the Aging, and Cornell Cooperative Extension in administering the Farmers' Market Nutrition Program (FMNP). The purpose of the program is to promote local farmers by expanding their sales at farmers' markets and farm stands, and to foster healthy communities through the consumption of locally grown, fresh fruits and vegetables.

**HIGHLIGHTS:**

- Each SFMNP coupon booklet is worth \$20 and contains five (5) \$4.00 coupons.
- Coupon color for this program year is toasted marshmallow.
- Eligibility is determined by two factors, age and income.
- Each older adult in a household is eligible to receive a booklet if they meet the age and income requirements.

- “And Justice for All” Posters will be provided for each AAA to display at distribution points.
- Strategies for Senior Farmers’ Market Nutrition Program coupon distribution traditionally include distribution at physical locations where older adults gather. Due to the current public health emergency, opportunities for distribution need to be rethought, and collaborations with appropriate partners sought, to safely accomplish booklet distribution to low-income older adults. This document indicates allowable options and alternatives to enable non-traditional approaches to distribution this season.

**PROGRAM DATES:**

- **Coupons can be issued by the AAA once all materials are received and inventoried and the AAA has completed the training webinar.**
- **Coupons cannot be issued after September 30, 2020.**
- **Coupons may be used by recipients through November 30, 2020.**
  - Not all markets remain open through November 30. Please encourage recipients to contact their local farmers’ market prior to their visit.
- If a AAA will not be able to issue all of the allocated SFMNP coupon booklets during the program period, contact NYS Department of Agriculture and Markets as soon as possible, but no later than, **August 14, 2020.**

**TRAINING WEBINAR:**

- Training for the 2020 SFMNP will be conducted via a live webinar. It is required that each AAA have a staff member attend this training live or complete a recorded version of the training. The recorded training will be hosted on the NYS Department of Agriculture and Markets website and access information will be sent by email to each AAA. The webinar training must be completed by a AAA staff member before engaging in SFMNP distribution activities.

**PROGRAM MATERIALS:**

1. Shipments
  - SFMNP booklets: Allocated quantities will be sent to the AAA from the NYS Department of Agriculture and Markets by UPS or other delivery service. Coupons are packaged in sets of 20 and the color for this year is toasted marshmallow.
  - Pocket folders: Quantities similar to your agency’s allocation of coupon booklets, will be shipped.
  - Market schedules: Quantities similar to your agency’s allocation of coupon booklets, will be shipped. Market schedules are also available online: <https://agriculture.ny.gov/farming/farmers-markets>

- Justice for All Posters
- 2. Receipt of Shipment Form (Attachment A- SAMPLE)
  - This form will be prepopulated and is used to inventory materials once you receive them. Return to NYS Department of Agriculture and Markets as soon as possible.
- 3. Distribution Site Master List (Attachment B)
  - This form is available in PDF and Excel and should be used to track all distribution sites. Return to NYS Department of Agriculture and Markets by 11/30/20.
- 4. SFMNP Statement of Eligibility Forms (Attachment C)
  - AAAs should duplicate this form. This document is being provided in English and Spanish. If there is a population with limited English proficiency (LEP) in your service area, it may be necessary to translate this document into other languages. Language assistance must be made available by the AAA to these individuals as necessary (e.g., telephonic interpretation). Completed forms must be retained for three years.
- 5. Un-Issued/Lost/Stolen Booklets Log Sheet (Attachment D)
  - This form is available in PDF and Excel for tracking un-issued, lost or stolen booklets. If all booklets were issued and without incident, please record “not applicable”. Return to NYS Department of Agriculture and Markets by 10/15/20.
- 6. Distribution Site List Tracking Log (Attachment E- OPTIONAL)
  - This form is optional and may be sent to the distribution sites to track both booklets received and distributed. Return to NYS Department of Agriculture and Markets by 10/15/20.
- 7. Participant Means Test Log Sheet (Attachment F)
  - This form has been created to provide an alternative to the SFMNP Statement of Eligibility Forms (Attachment C). See “Coupon Issuance” section of this document for more details on the use of this log.

**COUPON INVENTORY AND HANDLING:** Each AAA will receive materials in four separate deliveries. The shipment of SFMNP coupons must be accepted and signed for by the AAA director or staff assigned by the AAA director. When the coupons are delivered the following procedures should be enacted immediately:

1. Review coupons to ensure the total amount and the coupon numbers correspond to the pre-populated receipt (Attachment A SAMPLE). Immediately return a copy of the signed receipt to the NYS Department of Agriculture and Markets via email.

- If the shipment of SFMNP coupons is incomplete or inconsistent in any way with the Attachment A, Receipt of Shipment Form, immediately contact NYS Department of Agriculture and Markets:

Food and Nutrition Unit  
Phone: 518-457-7076 prompt #1  
[farmersmarkets@agriculture.ny.gov](mailto:farmersmarkets@agriculture.ny.gov)

- The AAA must also notify either:
  - Jenifer O’Keefe Phone: (518) 408-1197; Email address: [Jenifer.OKeefe@aging.ny.gov](mailto:Jenifer.OKeefe@aging.ny.gov) **or**
  - Druid Cohen Phone: (518) 473-3387; Email address: [Druid.Cohen@aging.ny.gov](mailto:Druid.Cohen@aging.ny.gov)

2. **All SFMNP coupons must be stored in a secure, locked location until needed.** Coupons must NOT be kept on top of desks or other such places. The AAA (and/or any local agency partners) is responsible for ensuring the security of coupons that have not yet been issued to participants.

- The AAA must have a procedure in place for keeping track of where the SFMNP coupon booklets are being stored and issued.
- Distribution Site Master List (Attachment B) should be kept up to date throughout the SFMNP season and submitted to NYS Department of Agriculture and Markets via mail or email by November 30, 2020.

3. If SFMNP coupons are lost or stolen before issuance, they must be reported as follows:

- Immediately report the numbers of any lost or stolen SFMNP coupons by telephone to Jenifer O’Keefe at (518) 408-1197 or [Jenifer.OKeefe@aging.ny.gov](mailto:Jenifer.OKeefe@aging.ny.gov) or Druid Cohen at (518) 473-3387 or [Druid.Cohen@aging.ny.gov](mailto:Druid.Cohen@aging.ny.gov)
- NYSOFA will notify the NYS Department of Agriculture and Markets. A decision will then be made as to whether the local police should be contacted, if this has not already occurred.
- Lost or stolen SFMNP coupon numbers must be noted on the Unissued/Lost/Stolen Booklet Log Form (Attachment D) and submitted to NYS Department of Agriculture and Markets, [farmersmarkets@agriculture.ny.gov](mailto:farmersmarkets@agriculture.ny.gov) with subject line “SFMNP Lost/Stolen Booklets”.
- Lost or stolen SFMNP coupons cannot be replaced.

**ELIGIBILITY AND TARGETING CRITERIA:**

1. Issuance of SFMNP coupons should be targeted to individuals 60 years or older, who are, or affirm that they are, low-income based on the following criteria:
  - Gross monthly income at or below 185 percent of Federal Poverty Guidelines:

<b>Senior Farmers' Market Nutrition Program Income Eligibility Guidelines (Effective from July 1, 2020 to June 30, 2021)</b>					
Household Size	185%				
	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	\$23,606	\$1,968	\$984	\$908	\$454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
Each add'l fam mem add	+ \$8,288	+ \$691	+ \$346	+ \$319	+ \$160

Income eligibility for the SFMNP is determined using income standards as prescribed under 7 CFR Section 249.6(a)(3) of the SFMNP regulations. The income limit is 185 percent of the Federal poverty guidelines, as adjusted. Guidelines are revised annually to reflect changes in the Consumer Price Index. The annual revision for 2020 was published by the Department of Health and Human Services (HHS) at 84 FR 1167, on January 17, 2020.

2. Make every effort to distribute all of the coupon booklets that have been allocated to your AAA. All eligible individuals that request coupon booklets should be provided with them if able. **If necessary, keep a list of eligible adults seeking coupons should more become available, which is a USDA requirement.**
3. **Each older adult in a household is eligible to receive a booklet if they meet the age and income requirements.**
4. Selection of sites for issuance of SFMNP coupons should be determined by the AAA in collaboration with appropriate agency partners to increase coupon distribution to low-income older adults. The intent of this program is to

economically support local farmers and provide low-income older adults with access to local fresh produce. It is very important that each area agency make every effort to distribute allocated booklets for the maximum benefit for older adults and the local economy.

Criteria for site selection for the distribution of the coupons may include the following:

- Sites in communities or neighborhoods with a high proportion of low income older adults (including congregate sites and senior centers);
- Sites in close or reasonable proximity to participating farmers' markets;
- Sites with access to transportation to participating farmers' markets;
- Low income housing complexes;
- Other sites that can efficiently serve current participants in programs such as SSI, HEAP, public assistance, or Section 8 housing subsidy that qualify older adults for SFMNP participation; or
- Farmers' markets in low-income communities may be used as issuance sites with the approval of the market sponsor or manager.

Please issue coupons in as many communities with farmers' markets as possible to increase geographic variability and benefit the most farmers and low-income older adults.

Participating farmers' markets including sponsor or manager information can be found on the following link: [https://agriculture.ny.gov/AP/farmers\\_markets.html](https://agriculture.ny.gov/AP/farmers_markets.html)

2020 Season Note: Strategies for distribution traditionally include distribution at physical locations where older adults gather. This year, due to the public health emergency, opportunities for distribution need to be rethought, and collaborations with appropriate partners sought, to safely accomplish booklet distribution to low-income older adults.

2020 season distribution adaptations may include:

- Outdoor in-person distribution opportunities with distance marking & masks;
- Drive-thru distribution;
- Combining distribution with meal delivery/pick-up; and
- Utilizing issuance options described in this document and the training webinar: participant means test alternative, electronic signatures, mail distribution and proxies.

As in prior years, once an individual has obtained a booklet, they may have someone else use the booklet to shop at the farmers' market for them.

**COUPON ISSUANCE:** After explaining the program, including eligibility criteria, to an individual, if they are interested in participating, they must either complete the SFMNP Statement of Eligibility (Attachment C) or be a participant in a means-tested benefit. The 2020 season allows for this alternative eligibility method using the Participant Means Test Log Sheet (Attachment F).

Participant Means Test Log Sheet (Attachment F)

If recipient is a participant in a means-tested benefit (SNAP, Medicaid, Public Housing), the Statement of Eligibility does not need to be completed by the recipient. In place of the Statement of Eligibility, staff can document the eligibility of the individual and collect the necessary information using the Participant Means Test Log Sheet (Attachment F). Follow the instructions on the bottom of the Log.

Questions about this new log form may be sent to:

[farmersmarkets@agriculture.ny.gov](mailto:farmersmarkets@agriculture.ny.gov).

SFMNP Statement of Eligibility (Attachment C)

If not using the means-tested benefit option above, each eligible recipient must sign the Statement of Eligibility form. This may be done electronically.

- The form has the participant's Statement of Rights and Responsibilities and the Race/Ethnicity questions. As with other federal benefit programs, collection of this data is used to help oversight agencies determine that benefits are distributed in a fair and equitable way. Please note, race and/or ethnicity will not determine eligibility. While participants are not required to disclose race or ethnicity, AAAs should attempt to collect this data by asking participants to self-identify. Per Section XII.A.6 of FNS Instruction 113-1 (Civil Rights Compliance and Enforcement - Nutrition Programs and Activities), issued by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS), if the applicant chooses not provide the information, the staff person assisting with the application should visually identify.

**Proxies:** For the 2020 Season, proxies may complete a Statement of Eligibility Form and/or pick up coupon books on behalf of an older adult if the older adult has signed a statement designating that individual as a proxy. Note: one individual may serve as the named proxy for multiple older adults.

**Power of Attorney:** As in prior seasons, a valid Power of Attorney (POA) may sign for checks and pick up books for an eligible older adult. POA must bring proof of their being someone's POA. You do not need to photocopy POAs proof/documents and retain them in your records. POA's will then sign as follows: (Agent's signature) acting as Agent for (Principal's name)  
or  
(Principal's name) by (Agent's signature) as Agent.

1. Each SFMNP coupon booklet is worth \$20 and contains five (5) \$4.00 coupons. Recipients MUST be issued the entire \$20 benefit. Booklets may NOT be subdivided among recipients. SFMNP coupon booklets should be issued in numerical sequence.
2. As SFMNP coupons are issued, the book serial number should be noted on the bottom of the statement of eligibility form and signed by the staff issuing them.
3. Coupon books and all associated participant materials may be distributed in person or mailed.
4. AAAs must keep completed Eligibility documents (Attachment C and F) on file for 3 years as required by federal regulations for the program.

**INSTRUCTING OLDER ADULTS IN THE USE OF THE COUPONS:** It is very important to ensure that older adults know how to use their coupons.

1. When the coupons are received, the recipient should be informed of the following
  - The purpose of the program (promote increased use of locally grown fresh fruits and vegetables and support local farmers);
  - What a farmers' market is (an assembly of individual local farmers – selling what they grow);
  - The nature of the SFMNP coupons (a booklet of five (5) \$4.00 coupons worth \$20); and
  - The key guidelines for their use:
    - SFMNP coupons may only be used at authorized multiple vendor farmers' markets and farm stands participating in the program and not at grocery stores.
    - Coupons may only be used to buy locally grown fresh fruits and vegetables from participating farmers -- although other items are also commonly available at the markets. (Farmers will not accept the coupons for ineligible items like cider, jams, honey, or baked goods, and recipients should not insist that the coupons be accepted for them.)
    - Coupons may only be used to buy from fruit or vegetable farmers who display the brightly colored Farmers' Market Nutrition Program sign saying, "We Gladly Accept Farmers' Market Checks".

- Other vendors, such as producers of other food items or non-farmers will not accept the coupons and recipients should not insist they do.
  - Coupons cannot be used after November 30<sup>th</sup> of the current year. Program dates are listed on the face of each coupon and in the coupon folders that are issued with the coupons.
  - Individual Farmers' Market Coupons are worth \$4.00. Farmers will not give change. If a purchase is less than \$4.00, farmers may choose to assist in the selection of additional items to bring the purchase up to \$4.00.
  - Coupons may be redeemed by caregivers/others if recipients are not able to shop in person at the farmers' market for produce.
2. In addition to the SFMNP coupon booklets, each recipient should be issued a SFMNP coupon pocket folder and a schedule of participating markets in the area. The cover and inside of the pocket folder list guidelines and additional suggestions for coupon use – such as “Come early for the best selection.”
  3. Once coupons are issued to a recipient, the recipient is responsible for them. **Lost coupons cannot be replaced.**
  4. AAAs can report units of Information and Assistance (I&A) to document their efforts on issuing coupons for this program if they think their activity meets the standard definition. To enter these units in bulk without storing client information, create an Event profile in the Statewide Data System's Information and Assistance Workflow path. AAAs can choose to create one event for the whole program or one for each distribution site.

**UNISSUED BOOKS:** If you think you will not be able to issue all of your allocated SFMNP coupon booklets during the program period, contact NYS Department of Agriculture and Markets at as soon as possible, but no later than, **August 16, 2020**, so arrangements can be made to reallocate them to meet requests from AAAs that exceeded their 2020 SFMNP allocation.

Un-issued books must be tracked on Attachment D: Un-issued/Lost/Stolen Booklet Log. Indicate that the coupons are unissued on the form. If all booklets were issued and without incident, please record “not applicable”. Return to NYS Department of Agriculture and Markets by 10/15/20. Email the form to NYS Department of Agriculture and Markets Food and Nutrition Unit at [farmersmarkets@agriculture.ny.gov](mailto:farmersmarkets@agriculture.ny.gov) with subject line “SFMNP Unissued Booklets”. Return the coupons and the completed Un-issued/Lost/Stolen Booklet Log by mail to:

**New York State Department of Agriculture and Markets  
Food and Nutrition Unit  
10B Airline Drive, Albany, NY 12235**

**COORDINATION WITH FARMERS' MARKET SPONSOR OR MANAGERS:**

1. It is strongly recommended that a AAA representative contact the sponsors or managers of farmers' markets where SFMNP coupon redemption is most likely to occur, to discuss program operations. By clarifying the market's location, facilities, and schedule, as well as identifying the local produce items available at various times you will help maximize the benefits of the program for older adults and farmers. This added information can help AAA staff best explain the program. A visit to the market or a pre-season meeting with the manager will also be helpful.
2. If transportation can be coordinated with the SFMNP, doing so can help to maximize redemption rates and program impact.
3. Farmers' market sponsors are the organizations that operate farmers' markets – including cities and villages, civic and not-for-profit organizations like chambers of commerce, and farmer cooperatives or associations. Market managers are the people responsible for on-site market operations. Market sponsor/manager contact names and telephone numbers are listed on the NYS Department of Agriculture and Markets website given in this instruction.

**NUTRITION EDUCATION FOR THE SFMNP:** Nutrition Education is a major component of this program. Cornell Cooperative Extension (CCE) facilitates nutrition education activities across the state at locations including farmers' markets and have educational material available on their website <http://fmnp.nutrition.cornell.edu/>. It is important that AAAs explore and coordinate the provision of this service with a nutrition educator at the local Cooperative Extension office in order to maximize the educational benefits of this program. Some county based CCE nutrition educators host pre-season planning meetings regarding the FMNP that include representatives from AAAs, WIC local agencies, and farmer market sponsors or managers. AAAs are reminded to report nutrition education units that meet NYSOFA Standard Definitions.

**PROBLEMS OR COMPLAINTS REGARDING FARMERS' MARKETS:** The NYS Department of Agriculture and Markets staff visits the farmers' markets participating in the SFMNP to coupon for compliance with program requirements. However, if you become aware of any problems or complaints the following steps should be taken:

1. Interview the recipient who reported the problem to determine the nature of the problem as specifically as possible (date, time, location). If an individual farmer at the farmers' market is involved, try to obtain the name of the farm or farmer or location within the market where the problem occurred.

2. If possible, interview other recipients to determine whether there may be similar complaints to see if a pattern exists.
3. Report the problem to NYSOFA Aging Services Nutrition Consultants (ASNC) Jenifer O'Keefe at (518) 408-1197 or [Jenifer.OKeefe@aging.ny.gov](mailto:Jenifer.OKeefe@aging.ny.gov) or Druid Cohen at (518) 473-3387 or [Druid.Cohen@aging.ny.gov](mailto:Druid.Cohen@aging.ny.gov). State the nature of the problem and any suggestions you have to avoid the problem from happening again. Please do this whether or not you have resolved the problem yourself.
4. NYSOFA will contact the NYS Department of Agriculture and Markets for their assistance. The Department is in close communication with markets and farmers, and will follow up on reports.
5. Agency staff that receive complaints from SFMNP coupon recipients alleging civil rights violations must explain there is a complaint process and refer them within five days, as stated below:

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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).

**ATTACHMENTS**

- A: Receipt of Shipment (SAMPLE)
- B: Distribution Site Master List
- C: Statement of Eligibility Form (English and Spanish)
- D: Unissued/Lost/Stolen Booklet Log
- E: Distribution Site List/Tracking Log (OPTIONAL)
- F: Means Test Log Sheet
- G: 2020 SMFNP Allocation Schedule

- PROGRAMS AFFECTED:**
- |                                      |                                      |                                      |  |  |
|--------------------------------------|--------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E | <input type="checkbox"/> Title III-B | <input type="checkbox"/> Title III-C-1 | <input type="checkbox"/> Title III-C-2 |
| <input type="checkbox"/> EISEP       | <input type="checkbox"/> NSIP        | <input type="checkbox"/> CSE         | <input type="checkbox"/> WIN           | <input type="checkbox"/> Energy        |
|                                      |                                      | <input type="checkbox"/> Title V     | <input type="checkbox"/> HIICAP        | <input type="checkbox"/> LTCOP         |
- Other: Senior Farmers' Market Nutrition Program**

**NYSOFA CONTACT STAFF:**

Jenifer O'Keefe (518) 408-1197; [Jenifer.OKeefe@aging.ny.gov](mailto:Jenifer.OKeefe@aging.ny.gov) or  
Druid Cohen (518) 473-3387; [Druid.Cohen@aging.ny.gov](mailto:Druid.Cohen@aging.ny.gov).



ANDREW M. CUOMO  
Governor

RICHARD A. BALL  
Commissioner

NYS Farmers' Market Nutrition Programs (FMNP)

**RECEIPT**

I (print your name) \_\_\_\_\_ on behalf  
of **«Site»** acknowledge the receipt of **«M BOOKLETS»** NYS Farmers' Market Nutrition Programs  
booklets or **«M Packs»** plastic wrapped packs.

The serial number range of these checks is: **«First Check First Book»** to  
**«Last Check Last Book»**

**Note:** Your NYS FMNP Agency Site ID is **«SITEID»**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Instructions:** Upon receipt of your package(s) containing the NYS Farmers' Market Nutrition Programs booklets, please do an inventory, complete this receipt, and immediately return a copy of this receipt **by email** to the New York State Department of Agriculture and Markets.

Contact info:

NYS Farmers' Market Nutrition Programs  
NYS Department of Agriculture & Markets  
EMAIL: [farmersmarkets@agriculture.ny.gov](mailto:farmersmarkets@agriculture.ny.gov)



Complete the following chart. The answers you provide in this chart are optional and will not affect your eligibility for the SFMNP. Standards for eligibility and participation in the SFMNP are the same for everyone, regardless of race, color, national origin, age, disability, or sex. I understand that I may appeal any decision made by the local agency regarding my eligibility for the SFMNP.

<b>Ethnicity</b> (select yes or no) Hispanic or Latino?		<b>Race</b> (select one or more)				
Yes	No	American Indian or Native Alaskan	Asian	Black or African American	Native Hawaiian or Pacific Islander	White

I certify that:

- I. I am:
  - a. 60 years of age or older; AND
  - b. My monthly income is at or below the federal income guidelines for my household outlined in SFMNP Policy Memorandum #2020-2.
    - i. \$1,968/month (for a one-person household); Or
    - ii. \$2,658/month (for a two-person household); Or
    - iii. \$3,349/month (for a three-person household).
  
- II. I have not received SFMNP checks from any other location this year.
  
- III. I have been advised of my rights and obligations under the SFMNP. I certify that the information I have provided for my eligibility determination is correct, to the best of my knowledge. This certification form is being submitted in connection with the receipt of Federal assistance. Program officials may verify information on this form. I understand that intentionally making a false or misleading statement or intentionally misrepresenting, concealing, or withholding facts may result in paying the State agency, in cash, the value of the food benefits improperly issued to me and may subject me to civil or criminal prosecution under State and Federal Law.

\_\_\_\_\_  
**Signature (Participant)**

\_\_\_\_\_  
**Date**

\*\*\*\*Internal Use Only\*\*\*\*

Booklet Serial Number: \_\_\_\_\_ Program/Agency Name: \_\_\_\_\_ Site ID: \_\_\_\_\_

Program/Agency Representative's Name (Issuer): \_\_\_\_\_

## Complaint Process: Civil Rights Violations

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, disability, age, 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, audiotope, 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 [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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: USDA  
Office of the Assistant Secretary for Civil Rights  
400 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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## DECLARACION DE ELEGIBILIDAD

Por favor de completar la primera sección de este formulario. La información que proporcione en esta sección es opcional de su parte, sus respuestas no afectarán su capacidad de recibir beneficios. Estándares para elegibilidad y participación en el PROGRAMA DE CUPONES DE MERCADO DE AGRICULTORES son los mismos para todos, sin importar la raza, color, origen nacional, edad, incapacidad, o sexo. Entiendo que puedo apelar cualquier decisión hecha por la agencia local con respecto a mi elegibilidad para el PROGRAMA DE CUPONES DE MERCADO DE AGRICULTORES (SFMNP).

Origen étnico (seleccione sí o no) <b>Hispano o Latino?</b>		Raza (Seleccione uno o más)				
Si	No	Indígena Norte Americano o Nativo de Alaska	Asiático	Negro o Afro-Americano	Nativo de Hawaii o Islas del Pacífico	Blanco

Certifico que:

- I. Yo:
  - a. Tengo 60 años de edad o mayor; y
  - b. Mi ingreso mensual es igual o inferior a las pautas federales de ingresos para mi hogar descritas en "SFMNP Policy Memorandum #2020-2."
    - i. \$1,968/ mes para una casa de una persona;
    - ii. \$2,658/ mes para una casa de dos-personas;
    - iii. \$3,349/ mes para una casa de tres-personas.
  
- II. No he recibido cupones de Mercado de agricultores de ningún otro programa este año.
  
- III. He sido advertido sobre mis derechos y obligaciones bajo PROGRAMA DE CUPONES DE MERCADO DE AGRICULTORES (SFMNP). Certifico que la información que he proveído para la determinación de mi elegibilidad es correcta, según mi conocimiento. Este formulario de certificación está siendo remitido en conexión con el recibo de asistencia Federal. Oficiales del programa pueden verificar información en este formulario. Entiendo que hacer falsas o engañosas declaraciones intencionalmente, o representar falsamente o encubrir hechos intencionalmente puede resultar en pagarle a la agencia de Estado, en efectivo, el valor de los beneficios alimenticios que fueron impropriamente entregados a mí y puedo ser sometido a prosecución civil o criminal bajo la ley del Estado y Federal.

\_\_\_\_\_  
**Firma (Participante)**

\_\_\_\_\_  
**Fecha**

\*\*\*\*Internal Use Only\*\*\*\*

Booklet Serial Number: \_\_\_\_\_ Program/Agency Name: \_\_\_\_\_ Site ID: \_\_\_\_\_

Program/Agency Representative's Name (Issuer): \_\_\_\_\_

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- (1) correo: 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; o
- (3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**NEW YORK STATE OFFICE FOR THE AGING**  
**SENIOR FARMERS MARKET NUTRITION PROGRAM**  
**COUPON BOOK ALLOCATION SCHEDULE SFY 2020-2021**

<u>Area Agency</u>	<u>Total WIN Award</u>	<u>Coupon Book Allocation</u>	<u>Sets of 20 books</u>	<u>Dollar Value</u>
Albany	\$478,417	1,860	93	\$37,200
Allegany	203,942	800	40	\$16,000
Broome	265,301	1,020	51	\$20,400
Cattaraugus	213,908	840	42	\$16,800
Cayuga	211,101	820	41	\$16,400
Chautauqua	256,548	1,000	50	\$20,000
Chemung	216,232	840	42	\$16,800
Chenango	203,985	580	29	\$11,600
Clinton	206,964	800	40	\$16,000
Columbia	208,342	820	41	\$16,400
Cortland	202,641	780	39	\$15,600
Delaware	205,566	800	40	\$16,000
Dutchess	265,912	1,040	52	\$20,800
Erie	1,103,608	4,300	215	\$86,000
Essex	202,762	580	29	\$11,600
Franklin	206,104	800	40	\$16,000
Fulton	208,044	600	30	\$12,000
Genesee	204,950	800	40	\$16,000
Greene	204,348	800	40	\$16,000
Herkimer	211,641	820	41	\$16,400
Jefferson	214,163	840	42	\$16,800
Lewis	141,186	560	28	\$11,200
Livingston	144,803	360	18	\$7,200
Madison	205,038	800	40	\$16,000
Monroe	593,894	2,300	115	\$46,000
Montgomery	209,232	820	41	\$16,400
Nassau	1,056,370	4,100	205	\$82,000
Niagara	269,333	1,040	52	\$20,800
Oneida	473,791	1,840	92	\$36,800
Onondaga	503,025	1,960	98	\$39,200
Ontario	209,235	820	41	\$16,400
Orange	467,121	1,820	91	\$36,400
Orleans	200,823	780	39	\$15,600
Oswego	214,821	840	42	\$16,800
Otsego	207,395	420	21	\$8,400
Putnam	144,612	560	28	\$11,200
Rensselaer	252,012	980	49	\$19,600
Rockland	260,334	1,000	50	\$20,000
St Lawrence	218,836	860	43	\$17,200
Saratoga	217,082	840	42	\$16,800
Schenectady	252,980	980	49	\$19,600
Schoharie	142,086	560	28	\$11,200
Schuyler	138,691	540	27	\$10,800
Seneca	141,978	560	28	\$11,200
Steuben	216,730	840	42	\$16,800
Suffolk	980,387	3,520	176	\$70,400
Sullivan	211,226	820	41	\$16,400
Tioga	143,229	560	28	\$11,200
Tompkins	204,941	800	40	\$16,000
Ulster	256,020	1,000	50	\$20,000
Warren/Hamilton	207,015	800	40	\$16,000
Washington	205,327	800	40	\$16,000
Wayne	209,370	820	41	\$16,400
Westchester	1,046,568	4,060	203	\$81,200
Wyoming	142,967	560	28	\$11,200
Yates	140,947	560	28	\$11,200
New York City	10,820,867	45,000	2,250	\$900,000
Seneca Nation	69,109	260	13	\$5,200
St Regis Mohawk	69,140	260	13	\$5,200
<b>Total</b>	<b>\$27,283,000</b>	<b>107,540</b>	<b>5,377</b>	<b>2,150,800</b>