



Farmers' Market Voucher Program Guidelines 2019

Cancer Care & Infusion

Delaware Health Center

801 OhioHealth Blvd, Ste. 180

Delaware, OH 43015

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Program Mission

The objective of OhioHealth's Farmers' Market Voucher Program is to provide access to healthy, fresh foods for our patients being treated in the Delaware Cancer and Infusion Departments. The program will also encourage our participants to shop locally and support small businesses and farmers in our community.

Vouchers

All vouchers will be valid through October 31, 2019. Vouchers have a value of \$3 and no change will be given for purchases under the \$3 value of the voucher. No taxes will be collected on the purchase of food with the vendors, as the State of Ohio does not charge state or local taxes on the purchase of any food items. Vouchers are tracked by OhioHealth to ensure no duplicates have been submitted.

Farmers' Market Location

Main Street Delaware Farmers' Market
North Sandusky Street, between Winter and William Streets
May 25 – October 26, 2019
Saturdays, 9a.m. – 12p.m.
Wednesdays, 3p.m. – 6p.m.

Vendor Eligibility

Any business owner who sells items on the eligible foods list, that they have grown themselves, may apply to participate in the voucher program. OhioHealth will determine vendor eligibility and assign approved vendors a vendor identification number. Applications must be submitted no later than **May 10, 2019**, to be considered for the 2019 Market.

Vendor Responsibilities

- Sign a vendor agreement that outlines the responsibilities of the vendor, confirming that they have read and understand the program guidelines.
- Submit a signed W-9 for reimbursement and tax purposes.
- Ensure foods sold to voucher holders are on the eligible foods list in the program guidelines.
- Ask the participant for the voucher to be redeemed and make sure the front of the voucher is signed by the participant.
- Encourage participants to select enough produce to equal the full value of the \$3 voucher, as no change will be given for vouchers.

Vendor Reimbursement

- Only pre-approved participating vendors will receive reimbursement for vouchers redeemed.
- Vendor must fill out information on the back of each voucher redeemed.
- OhioHealth will issue payment to the vendors on a monthly basis, based on the date vouchers are received.
- Reimbursement options and requirements are as follows (in preferred order):
 - Credit card payment (requires vendor acceptance of credit cards)
 - No paperwork required
 - ACH deposit (electronic deposit)
 - 2018 W-9
 - ACH payment enrollment form
 - New supplier request form
 - Canceled check or bank letter
 - Check payment (physical check to be mailed)
 - 2018 W-9
 - New supplier request form
- Payments will be made as follows:
 - Credit Card
 - In person, the last Wednesday market of each month, 3-4pm
 - Appointment with Melissa Latham at 801 OhioHealth Blvd, Suite 180, Delaware, OH 43015 on Monday – Friday, 9am – 3pm.
 - ACH (direct) deposit
 - Turn in vouchers the last Wednesday market of each month, 3-4pm
 - Appointment to turn in vouchers with Melissa Latham at 801 OhioHealth Blvd, Suite 180, Delaware OH on Monday – Friday, 9am – 3pm.
 - Mail in vouchers to: Attn: Melissa Latham
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Delaware, OH 43015
 - Check payment
 - Turn in vouchers the last Wednesday market of each month, 3-4pm
 - Appointment to turn in vouchers with Melissa Latham at 801 OhioHealth Blvd, Suite 180, Delaware OH on Monday – Friday, 9am – 3pm.
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 - Contact Melissa Latham at Melissa.Latham@OhioHealth.com or 740-615-0322 to schedule an appointment.

- The deadline for submitting vouchers to OhioHealth is November 8, 2019. Vouchers received after this date will not be eligible for reimbursement.

OhioHealth Responsibilities

- Promote the Farmers' Market Voucher Program to potential participants within our office.
- Invite program participation of Delaware Farmers' Market vendors.
- Prepare program documents, including vendor agreements, W-9s, program guidelines, participant applications, vouchers, and program brochures.
- Provide education to vendors about the program, vendor responsibilities, and the procedures for collecting and redeeming vouchers from participants.
- Maintain a database of vendors, program participants, and vouchers redeemed to track distribution, usage, and other program requirements.
- Distribute vouchers to participants.
- Reimburse vendors according to program requirements.

Eligible Foods List

Eligible: Any fruits, vegetables, herbs that are commonly considered for human consumption. This also includes garden plants that will produce food, such as vegetable plants, onion sets, garlic bulbs, and herb plants. Also eligible are eggs, dairy, meat, honey, syrup, jam, salsa, spices, and oils.

Ineligible: baked goods, beverages, pet foods, candles, soap, crafts, flowers, artwork, pottery, or any other inedible item.

For any questions, please contact Melissa Latham, Clinical Program Manager OhioHealth Delaware Cancer Care and Infusion at Melissa.Latham@ohiohealth.com or 740-615-0322.