
SFMNP AAA AGREEMENT

Between the California Department of Food and Agriculture (CDFA)
and the Area Agency on Aging (AAA), **PSA** _____ **DUNS #** _____.

Collaboration on the Senior Farmers' Market Nutrition Program

PURPOSE:

1. To provide California low-income seniors with check booklets that can be used to purchase fresh, nutritious, unprepared, locally grown fruits, vegetables, honey, and cut herbs from Authorized Certified Farmers' Markets (CFM).
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 to every participant.
3. Subject to available funding from the United States Department of Food and Agriculture (USDA), Food Nutrition Services (FNS), provide AAA's SFMNP check booklets to be issued to eligible senior participants.
4. Provide SFMNP check redemption rates.
5. Conduct monitoring reviews.
6. Assist and consultation throughout the SFMNP season.

AAA RESPONSIBILITIES:

1. Ensure the local agency is neither debarred nor suspended and will notify CDFA immediately if the local agency 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 SFMNP checks.
5. Distribute SFMNP check booklets to eligible participants.
6. Advise participants of their rights and responsibilities under the SFMNP.

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Form 1.2.1. (Rev. 08.2021)

State of California

Department of Food and Agriculture

Office of Grants Administration

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7. Provide access to participants of nutrition education materials on the use and safe handling of produce.
8. Display USDA, FNS “Justice For All” poster with Non-Discrimination Statement at SFMNP check booklet distribution sites.
9. Ensure all staff and/or providers administering the SFMNP receive training on SFMNP requirements and AAA policies and procedures.
10. Complete, sign and return to CDFA all required forms outlined in the current Toolkit in a timely manner.
11. Collaborate with CDFA on scheduling and conducting of monitoring review.
12. Allow CDFA access to rerecords and documentation relevant to the SFMNP anytime during the SFMNP season.
13. Provide year end closeout information, including destroy and report the total number of SFMNP check booklets distributed/unissued to CDFA by October 31.
14. 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 §200.333 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 (CDFA):	Local Agency (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:



LOCAL AGENCY CONTACT INFORMATION:

Please provide First and Secondary Contacts for both CDFA and Senior Participants.

First Contact

Full Name: _____

Phone Number: _____

Email: _____

Secondary Contact

Full Name: _____

Phone Number: _____

Email: _____

Business Address:

Shipping Address for Check Booklets if different: (Cannot be a PO Box or residence)
