



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
DIVISION OF AGRICULTURE AND FOREST ENVIRONMENT
235 Promenade Street, Room 370
Providence, Rhode Island 02908

2023 SFMNP Bulk Purchase Produce Box Sign-up and Distribution Instructions

Bulk Purchase Produce Box Distribution:

By utilizing a bulk purchase produce box distribution program, the SFMNP will be able to extend the time from which eligible participants can receive benefits under the SFMNP and expand the reach of the program. The produce box deliveries will be distributed by Farm Fresh Rhode Island from April through December 31, 2023 to all senior centers, food pantries, low-income senior apartments, and eligible home-bound seniors.

The amount of produce boxes delivered to each location will be determined by the number of eligible individuals that have signed the eligibility form. At the time of delivery, each signed up participant will receive a \$25 box of local, seasonal produce which will contain approximately 5-7 items and weigh no more than 8lbs each. Additionally, information will be included in each box to provide recipes, nutritional information on the produce included, and storage information so that participants can make the best use of the produce they received.

Produce Box Delivery Instructions:

Locations that are interested in signing up and providing produce boxes to eligible RI seniors will email Ally Jennings (ally@farmfreshri.org) from Farm Fresh RI to set up a delivery date in advance of signing up eligible seniors. These locations will be assigned a delivery date on a first-come/first-serve basis through December 31, 2022, or until all SFMNP funds have been used, whichever comes first.

The locations which have been assigned a delivery date can begin to sign up eligible participants utilizing the "Income Eligibility Guidelines" form. On the first day of the month prior the location's delivery date, each location must report the final number of signed up participants to Farm Fresh RI (ally@farmfreshri.org) so they can gather and pack RI grown produce for the location's produce boxes. For example, if a location's delivery date is set for October 15th, the location will be able to collect eligibility forms until September 1st at which time the location will email the Farm Fresh RI.

On the date and time of the agreed upon delivery, Farm Fresh RI will arrive and unload the truck of produce boxes so that the locations can provide them to the senior's that have previously signed up. Upon picking up the produce boxes, each participant who receives a box should sign the "SFMNP Log for Bulk Purchase" form to indicate they received their box. Once each location receives their delivery, they should either scan and email their eligibility and log forms to DEM.SFMNP@dem.ri.gov or mail them to the following address:

RI Department of Environmental Management
Senior Farmers Market Nutrition Program
235 Promenade Street, Room 370 Providence, RI 02908



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Paperwork to Sign up Eligible Individuals:

For produce box sign-ups and deliveries, each location provided a delivery date from Farm Fresh RI should utilize the following items to sign up and determine eligible participants at their location:

1. The Senior Farmers Market Income Eligibility Guidelines – Used by each location to determine the eligibility of participants and determining a total number of boxes to be delivered.
2. The RI SFMNP Log for Bulk Purchase Participants – Used by each location during the delivery of the produce boxes to indicate each signed up participant received their produce box as intended and to collect ethnic data as required by USDA which ensures the program remains equitable for all participants.
3. RI SFMNP Potential Produce Box Contents – This list provided by Farm Fresh RI will provide eligible participants with an idea of what to expect in their produce boxes depending on the month of delivery.

Participant Rights and Responsibilities:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov

This institution is an equal opportunity provider.