

**LETTER OF AGREEMENT (LOA) BETWEEN THE
CONNECTICUT DEPARTMENT OF AGRICULTURE (DoAg)
&
THE LOCAL COORDINATING AGENCY (LCA)**

Eligibility Guidelines for the Senior Farmers' Market Nutrition Program-SFMNP

All participants must be 60 years of age or older and have a maximum household income of not more than 185 percent of the annual poverty income guidelines. These seniors should be participating in other programs with similar means testing verifying eligibility. Seniors NOT identified by proper means testing shall not be given SFMNP checks.

An exemption for individuals under the age of 60 **living in subsidized senior housing is permitted. SFMNP checks may be provided at the discretion of the LCA if all other eligible seniors have been served SFMNP checks.*

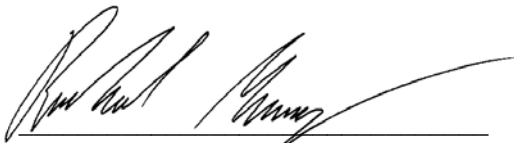
Services to be performed by LCA

1. Provide a secured and locked location for the SFMNP checks.
2. Upon receipt of the SFMNP checks, verify, sign and return **Site Receipt Acknowledgement**.
3. Provide one booklet (**\$18.00**) of SFMNP checks to seniors that have been through proper means testing and fall within the federal guidelines provided.
4. Make sure all eligible seniors properly fill out the **Check Booklet Receipt** and sign it.
5. LCA's shall keep all copies of all SFMNP paperwork, Check Booklet Receipts, and undistributed SFMNP check booklets for three (3) years.
6. Provide a hearing for seniors wishing to appeal their eligibility or refer them to the state for an eligibility appeal.
7. Return the SFMNP Check Distribution Report by October 31st of the program year.
8. Distribute surveys to participating seniors and return to the CT DoAg when complete.

Upon signing of the Letter of Agreement, I hereby verify this local coordinating agency (LCA) is capable of providing the services listed above; shall at any time we not be able to provide these services, we will notify the CT DoAg and discontinue the Senior Farmers' Market Nutrition Program(SFMNP). This LCA shall keep copies of all documents, check receipts, and undistributed SFMNP check booklets associated with the SFMNP for a minimum of three (3) years and provide them upon request. CT DoAg has notified this LCA that funding is not guaranteed and this site may be subject to compliance audits by state or federal officials.

STATE OF CONNECTICUT

LOCAL COORDINATING AGENCY



Richard Macsuga
Senior FMNP Coordinator

March 2016

Date

LCA Coordinator Signature

Printed Name

LCA Agency Name

Date Signed: _____

The SFMNP is an equal opportunity provider
This program is supported by funding from the United States Department of Agriculture, Food and Nutrition Service and the Connecticut Department of Agriculture.

USDA Non-Discrimination Statement

In accordance with Federal 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, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

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To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complamt_filing_cust.html, or 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: mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(202) 690-7442; or

email:
program.intake@usda.gov.
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