**Virginia Department of Agriculture and Consumer Services**

***Farm Market Fresh* - S/FMNP MONITORING REVIEW FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Visit/Review Date:** | | | **Time:** | |  |  |
| **Name of Farmer or Employee interviewed :** | | | **Stamp No.** | |  |  |
| **Name of Market/Stand:**  Market (2 or more farmers) Roadside Stand (1 farmer operation) | | | | | |  |
| Type of Review: | first or second year high volume complaint random individual operation | | | | |  |
| **The Farmer:** | | In compliance | | Non-compliant | | Not Observed |
| 1. Prominently displays the Farm Market Fresh Poster. | |  | |  | |  |
| 1. Accepts checks only for eligible foods that are locally grown, approved fresh fruits, vegetables, and cut herbs. | |  | |  | |  |
| 1. Has available for participants eligible foods that are the same quality and cost as that sold to other customers and treats with the same courtesy. | |  | |  | |  |
| 1. Stamps checks properly with farmer identification number. | |  | |  | |  |
| 1. Accepts and deposits S/FMNP checks properly and according to deadlines. | |  | |  | |  |
| 1. Does not charge sales tax on S/FMNP purchases. | |  | |  | |  |
| 1. Encourages S/FMNP participants to come as close as possible to $5.00, and does not give change or credit for future purchases. | |  | |  | |  |
| 1. Does not cash checks for participants, other persons, or other farmers. | |  | |  | |  |
| 1. Does not discriminate based on race, color, national origin, sex, age, or disability. | |  | |  | |  |
| 1. Have there been any problems or complaints from participants or other regarding the S/FMNP? If yes, explain in 11. Comments below. | |  | |  | |  |
| **Reviewer:**  Was check redemption observed during the review? Explain any non-compliance in 11. | |  | |  | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| In the section below check all locally grown items available during this visit: | | | | | | | | |
| **Vegetables/Herbs:** | | | | **Fruit:** | | | | |
|  | Butter Beans |  | Okra |  | | Apples |  | Nectarines |
|  | Broccoli |  | Onions |  | | Apricots |  | Peaches |
|  | Cabbage |  | Peas |  | | Blackberries |  | Pears |
|  | Carrots |  | Peppers |  | | Blueberries |  | Plums |
|  | Cauliflower |  | Potatoes (white) (sweet) |  | | Cantaloupe |  | Strawberries |
|  | Collards |  | Pumpkins |  | | Cherries |  | Watermelons |
|  | Corn |  | Squash |  | | Grapes |  | Other (specify) |
|  | Cucumbers |  | Tomatoes | 11. Comments, (use separate page, if needed): | | | | |
|  | Eggplant |  | Turnips |  | | | | |
|  | Green Beans |  | Zucchini |  | | | | |
|  | Leafy Greens (all) |  | Fresh Cut Herbs |  | | | | |
| VDACS Representative Name (Print): | | | | | VDACS Representative Signature: | | | | |

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1. **mail:**  
   U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410; or
2. **fax:**  
   (833) 256-1665 or (202) 690-7442; or
3. **email:**  
   [Program.Intake@usda.gov](mailto:program.intake@usda.gov)

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