

## Senior Farm Share Program Process

### APPLICATION PROCESS

1. Site Coordinator reviews application materials.
2. Site Coordinator completes *Housing Site Application*.
3. Site coordinator makes copies of Resident Application and distributes to senior residents ( $\geq 60$  years) and disabled adults, if the housing site meets the requirements of the *Eligibility Guidelines for Younger Adults with Disabilities* form.
  - a. Site coordinator completes the *Eligibility Guidelines for Younger Adults with Disabilities* form if applicable.
4. Residents complete *Resident Application*.
5. Site Coordinator collects *Resident Applications*.
  - a. **Note:** To facilitate the completing Residence Application online (preferred), Coordinators may act as a proxy for resident applicants that are not able to fill out the online form. This allows Coordinators to fill out the online application on behalf of the resident, with their permission.
  - b. To designate a proxy, the Coordinator may obtain a statement from the resident through text or email, such as the following: "I, (applicant/participant name) designate (housing site coordinator/other name) to be my Senior Farm Share proxy to fill out an application to receive fresh local food for free."
  - c. Coordinators should send this record to NOFA-VT through email ([johanna@nofavt.org](mailto:johanna@nofavt.org)), scan, or physical mail (P.O. Box PO Box 697, Richmond, VT 05477).
6. Site Coordinator submits 1) Housing Site Application, 2) Eligibility Guidelines for Younger Adults with Disabilities form (if applicable), and 3) all Resident Applications to NOFA-VT by May 31, 2023. If possible please submit these forms electronically to [johanna@nofavt.org](mailto:johanna@nofavt.org) with the subject line "**Senior Farm Share Application for [Name of Housing Site].**" Paper applications sent to our office (P.O. Box 697, Richmond, VT 05477) will still be accepted but may take more time to process.

### APPLICATION REVIEW AND NOTIFICATION

1. NOFA-VT reviews Housing Site Application for completeness and eligibility for younger adults with disabilities to participate, if applicable.
2. NOFA-VT reviews Resident Applications for completeness and eligibility.
3. NOFA-VT notifies the Site Coordinator in June if the housing site has been approved to participate in the Senior Farm Share Program, along with a list of approved applicants.
4. NOFA-VT provides the Site Coordinator with the contact information for the CSA farm the housing site will be receiving CSA shares from.

### SHARE DISTRIBUTION PROCESS

1. Site Coordinator contacts the CSA farm to determine the following:
  - a. If shares need to be picked-up or if they can be delivered

- b. If the program will be 5 - \$10 shares or 10 - \$5 shares (or some other variation)
- c. What type of vegetables and fruits seniors prefer and what the farmer can offer
- d. If shares will be individually bagged or provided in bulk
- e. Organizing a farm or farmer visit, if possible

2. Site Coordinator submits *Share Distribution Plan* document to NOFA-VT.

### **SHARE PICK-UP PROCESS**

1. Participants initial the *Weekly Pick-Up Tracking List* each week when they pick up their share. NOFA-VT will need this list at the end of the season.
2. Site Coordinator distributes newsletter and other materials provided by NOFA-VT to residents during share pick-ups.

### **END of YEAR REPORTING**

Site Coordinator completes the following and submits them to NOFA-VT (email or physical mail):

- Site Coordinator Survey
- Weekly Pick-Up Tracking List

If you experience any issues with residents or farmers during the season, please contact Johanna Doren immediately ([johanna@nofavt.org](mailto:johanna@nofavt.org) | 802-434-7162).

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