



SMADC is a division of the
TRI-COUNTY COUNCIL
for SOUTHERN MARYLAND

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SMADC Farm to Food Access Guide

SMADC's SoMD Food Access Programs include the Community Fridge program in partnership with Christ Church La Plata, and Lifestyles of Maryland, Charles County Community Schools, and other food rescue partners, and the Food Box Distribution program in partnership with Lifestyles of Maryland's Charles County Food Connection and Southern Maryland WIC. SMADC's Food Access programs strengthen Southern Maryland's food economy by supporting farmers and providing better access to fresh, local, nutritious food for residents experiencing food insecurity. Currently, the program is only active in Charles County but plans to expand further into the other Southern Maryland counties once funding support is identified. SMADC received federal funding via Charles County through the American Rescue Plan Act to purchase produce, eggs, meat, and other agricultural food products from local farms. Currently, all SoMD Community Fridge public-facing refrigerators also have a freezer and an attached dry goods pantry, too, so products such as frozen meats and shelf-stable foods are welcomed!

Additionally, community refrigerators are a form of mutual aid, so the community is invited to also donate food to stock the fridges. Most fridges are available as a community resource and accessible to the public 24 hours a day, 7 days a week. The fridges located within Charles County Community Schools are accessible to school students and their families. Guidelines and instructions for food donation are posted on the public refrigerators. Local community volunteers also visit and maintain the fridge sites daily. SMADC will purchase food as the need arises, but if the refrigerators are being well-stocked through public donations, it will be likely that less agricultural product purchases will be needed.

How the programs work

To administer the SoMD Community Fridges and Food Box agricultural product purchase programs, SMADC will work directly with farmers. Sophie Brauns, Food Access Coordinator, is the main point of contact. You can reach her at sbrauns@smadc.com and/or SoMDFridges@smadc.com and phone 240-528-8850 extension 305. More information can be found at <https://smadc.com/somdcommunityfridges/>

When you have a product(s) available for purchase for SoMD Community Fridges or Food Boxes, you will need to do the following:

1. **Signing up** - Please register to be a participating farmer by filling out the [SMADC Application for Farmer Participation in Food Access Initiatives](#). Applications will be processed first come, first served. SMADC is committed to prioritizing underserved communities and promoting equity in agriculture. We recognize that historically marginalized communities have been disproportionately impacted by systemic barriers. Thus, we strive to ensure that our services are accessible and inclusive to all farmers regardless of race, gender, ethnicity, or socioeconomic status. In addition to the application, the Tri-County Council requires that we collect a completed [IRS W-9 form](#), and completed [ACH form](#) to enable food purchase invoice payments to be paid by electronic funds transfer.
2. **Pricing and packaging** -
 - a. Pricing - We aim to honor each farmer's desired prices for their agricultural product. We use the [Price Suggestions - Farm to Food Bank sheet](#) as a guide for comparisons.
 - b. Packaging – Please package any product in single use, individual customer-sized packaging that you don't expect to be returned to you. Please label each individual package with the following: all ingredients, package date, expiration date, and allergens, if applicable (dairy, eggs, fish, shellfish, wheat/gluten, soy, nuts). We welcome suggestions for how to incorporate more reusable solutions! If you have any, please email SoMDFridges@smadc.com.
3. **Transportation** - To participate in selling to the program, you will need deliver directly to an identified delivery location such as a SoMD Community Fridge location or a co-located food pantry partner (if applicable) at a mutually agreed upon delivery time. For reference, fridge locations can be found at <https://smadc.com/somdcommunityfridges/>.
4. **Selling your agricultural products** – SMADC Staff will usually reach out to participating farmers when a purchase from farmers is needed. But, if you have food you would like to sell, please reach out to SoMDFridges@smadc.com and SMADC staff will review your

offer. Please include product type(s), quantities available, the requested price, and your delivery availability. Once your product is matched with a program need, you will receive a return email or phone call when your offer has been accepted.

5. **Get product ready for delivery-** Make sure that products are in appropriate packaging as listed. If at the time of delivery, you are providing more or less than what was indicated on your offer form, please email us at SoMDFridges@smadc.com and correct the amounts. Please invoice for exactly the amount that was ultimately delivered. Photo proof of delivery will be required to be submitted with your invoice. Mobile phone photos with a time date stamp are required.
6. **Invoicing** - Please invoice Tri-County Council for Southern Maryland for confirmed purchases using this [invoice template](#), and on your own letterhead, if possible. Please include a signature. Send invoices and photo proof of delivered order to SoMDFridges@smadc.com.
7. **Payment** will be made within 30 days of receipt of the invoice and directly deposited to the account indicated on your completed ACH form referenced above.

If you have any questions, please contact a SMADC Food Access Team Member at SoMDFridges@smadc.com or phone 240-528-8850.

Food Donations

If you wish to donate food to Southern Maryland Community Fridges, you may do so at any time and **you schedule the food delivery to a community refrigerator site yourself**. For donations to SMADC's other food access programs and sites such as the Community School Fridges or Food Box distribution, please coordinate with our team by emailing SoMDFridges@smadc.com. We encourage local farmers to donate unsold farmers market produce or any other excess unsold but viable/edible agricultural products which would otherwise go to waste. Fridge locations and more information can be found at <https://smadc.com/somdcommunityfridges/> If you have any other questions on donating, please contact SMADC Food Access Staff at SoMDFridges@smadc.com.