

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas farmers' market. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines.

✓	Department	Description
	Office of the Secretary of State www.kssos.org	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call 785-296-4564 for more information.
	Department of Revenue www.ksrevenue.org	<p>Visit the Kansas Department of Revenue (KDOR) website to find important business tax information. Call 785-368-8222 for more information.</p> <p>One month prior to the market opening, market coordinators should contact a KDOR special events agent to obtain a special event coordinator's sales tax packet for distribution to vendors who will only sell products four or fewer times a year.</p> <p>Market coordinators will need to provide an initial list of vendors to KDOR 14 days prior to the first event, and a finalized list after the event.</p> <p>Vendors selling products five or more times per year will pay sales tax at www.webtax.org.</p> <p>Review additional information on collecting sales tax for special events or normal circumstances.</p>
	Department of Agriculture—From the Land of Kansas www.FromTheLandOfKansas.com	<p>Registration of farmers' markets with the Kansas Department of Agriculture through the <i>From the Land of Kansas</i> program is voluntary. However, registration provides markets limited liability through K.S.A. 2-3801 et seq by stating any participant would assume the inherent risk of attending, participating, or selling goods at a registered market.</p> <p>Learn more about Kansas farmers' market resources here, or call 785-564-6759.</p>
	Kansas State University—Extension Food Safety www.ksu.edu/foodsafety/	Vendors at farmers' markets will be responsible for a variety of food safety laws applicable to the type of products they are selling. Visit the Kansas State University Food Safety at Farmers Markets website for a comprehensive description of food safety laws applicable to Kansas farmers' market vendors, best practices, and sampling safety.
	U.S. Department of Agriculture www.usda.gov	Supplemental Nutrition Assistance Program (SNAP) benefits can be accepted at farmers' markets. Acceptance of SNAP benefits offers opportunities for an expanded consumer network.
	Department of Health & Environment www.kdheks.gov	Kansas Senior Farmers' Market Nutrition Program (KSFMNP) can be accepted by farmers at certain farmers' markets in Kansas. Acceptance of KSFMNP benefits offers opportunities for an expanded consumer network. Call 785-296-8060 for more information.
	Farmers' Market Coalition https://farmersmarketcoalition.org	The Farmers' Market Coalition is a national resource that hosts a wealth of resources for farmers' markets, including expansive information on starting a market. New markets should consider reviewing the Coalition's resource library for information on market governance, funding and grants, and management and operations, among other topics.
	Double Up Food Bucks www.doubleupheartland.org	Double Up Food Bucks utilizes partnerships to help increase fruit and vegetable purchases by giving SNAP EBT card users \$1 credit for every \$1 they spend at participating farmers' markets. For more information on how your market can participate, email info@doubleupfoodbucks.org

Kansas Department of Agriculture
1320 Research Park Drive, Manhattan, KS 66502
Phone: (785) 564-6700 Email: ksag@ks.gov Website: <http://agriculture.ks.gov>

This guide is for informational purposes only. It is not intended to be an exhaustive list of resources for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your farmers' market.

Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products, and developing a skilled workforce, among others.

Kansas Department of Agriculture

<p>Agribusiness Development, Domestic & International</p> <p>http://agriculture.ks.gov</p>	<p>The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Lynne Hinrichsen, Agribusiness Development Director, at Lynne.Hinrichsen@ks.gov or 785-250-6429. If your business has questions on importing/exporting, contact Suzanne Ryan-Numrich, International Trade Director, at Suzanne.Numrich@ks.gov or 785-564-6704.</p>
<p>From the Land of Kansas Program</p> <p>www.fromthelandofkansas.com</p>	<p><i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. Register the business for membership with <i>From the Land of Kansas</i>. For more information contact Janelle Dobbins, From the Land of Kansas Marketing Manager, at Janelle.Dobbins@ks.gov or call 785-564-6759.</p>
<p>Agricultural Workforce Development</p> <p>http://agriculture.ks.gov</p>	<p>KDA's Workforce Development can connect you with secondary and post secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Ag Career & Workforce Development Specialist, at Russell.Plaschka@ks.gov or 620-228-1340.</p>

Kansas Department of Commerce

<p>KANSASWORKS</p> <p>www.kansasworks.com</p>	<p>KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call 877-509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.</p>
<p>Rural Opportunity Zones</p> <p>http://www.kansascommerce.com/</p>	<p>The Rural Opportunity Zone program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years, and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at 785-296-3481.</p>

Other Resources

<p>Network Kansas</p> <p>http://www.networkkansas.com/</p>	<p>Network Kansas provides a central portal that connects entrepreneurs and small business owners with the appropriate resources when they are needed most. Network Kansas works with both new and existing businesses. Call 877-521-8600 for more details.</p>
<p>Kansas Small Business Development Center (KSBDC)</p> <p>http://www.kansassbdc.net/</p>	<p>The KSBDC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information. Homepage: http://www.kansassbdc.net/</p>
<p>Kansas Business Center</p> <p>http://www.kansas.gov/businesscenter/</p>	<p>The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.</p>

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Other Resources Continued

<p>K-State Research and Extension www.ksre.ks.edu</p>	<p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families, and youth through integrated research, analysis and education. For more information, please call 785-532-5820.</p>
<p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p>	<p>The Kansas Value Added Foods Lab offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and pricing refer to the Fees and Information (Kansas only). Call 785-532-1668 for more information, or email kvaf1@ksu.edu.</p> <p>The Meat Science Facility provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab, and the Post-Processing Pasteurization Lab. For more information, call 785-532-1279.</p>
<p>USDA Rural Development www.rd.usda.gov</p>	<p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p>
<p>USDA New Farmers newfarmers.usda.gov</p>	<p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p>

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