Justification of Change Worksheet
USDA Farmers Market Vendor Application
OMB No. 0581-0229

September 2025

This change worksheet modifies two forms related to the USDA Farmers Market; The USDA Farmers Market Vendor Application and the Market Rules and Procedures and Operating Guidelines currently approved under OMB No. 0581-0229. The Office of the Secretary is updating these documents to reflect current operational details for the Farmers Market, improve clarity for applicants, and ensure consistency of information. All changes are considered administrative in nature and do not affect the labor burden.

The seasonal application process includes two types of forms: the Vendor Application and the Market Rules, Procedures and Operating Guidelines. First, the interested vendors fill out the application form. Then, the vendors read and sign the Market, Rules, Procedures, and Operating Guidelines.

The USDA Farmers Market Vendor Application

The application has been updated to reflect the dates and times of the USDA Farmers Market. These fields are intentionally left blank so that the form may be reused for future markets without further structural changes. This ensures applicants receive accurate information each season while allowing market management to reuse the form seasonally with updated details. An additional question has been added asking vendors whether they accept SNAP benefits. This helps Market Management track and promote vendors who accept SNAP, improving access for low-income customers and aligning with program goals. Application instructions now include updated location information for the market to provide clear and accurate logistical details for vendors. The vendor type descriptions have been revised to remove the former restriction limiting vendors to those located within the Chesapeake region (within 200 miles of USDA headquarters). Vendors from anywhere in the United States may now apply. This revision expands vendor eligibility nationwide, broadening product variety and enhancing the market's appeal to customers. A new "Artisan" vendor category has been added for applicants to choose from, in addition to the existing categories. This new vendor type for selection provides flexibility for non-food, craft, and artisan producers to participate, ensuring the market reflects a wider variety of products and experiences. A third booth size option has been added to the existing 10x10 and 10x20 sizes. This option allows vendors to request additional space due to extraneous circumstances (e.g. large displays or Christmas trees). This added option will ensure market management is able to plan for safe and practical accommodation. The point of contact information has been updated and left blank in case of future market management changes. This updated contact ensures vendors have the correct contact information for questions, support, and administrative coordination. Various questions/information that no longer reflect requirements for market vendors have been removed. Eliminating unnecessary questions reduces confusion, streamlines the application process, and lightens the burden on applicants.

The USDA Farmers Market Rules and Procedures and Operating Guidelines

The dates, hours of operation, location, contact information for market management, vendor arrival and breakdown times have been left blank so the guidelines may be reused seasonally. These changes ensure that the rules and guidelines are consistent with the vendor application and actual market operations. The section on vendor parking has been updated with new information on designated areas, access procedures, and restrictions. This improves vendor compliance, reduces confusion on market days, and enhances overall traffic management. Vendor eligibility language has been revised to reflect the removal of the Chesapeake region restriction and to include the new “Artisan” category. This ensures the rules align with the application and reflect USDA’s expanded vendor participation policy. The rules on reselling products have been revised to allow an approved commodity group or farm bureau to sell products representing multiple farmers. This change expands opportunities for cooperative participation of different farmers/producers while maintaining quality and compliance standards. The prior commitments for vendors to report sales data and make donations after the market are removed. This reduces administrative burden and clarifies expectations for vendors.

All changes are administrative and informational in nature. They include structural updates (with reusable blanks for dates, times, and point of contact information), expansion of vendor eligibility nationwide, addition of a new “Artisan” vendor category, updated parking information, the addition of a SNAP acceptance question, and a third booth size option. In addition, outdated questions have been removed, streamlining the application process and reducing the burden on vendors. These adjustments improve clarity, expand participation opportunities, and enhance efficiency for both vendors and USDA staff.

Since all the changes are informational or structural, the burden for these forms has not been changed.