



Double Up Food Bucks

Season Close Out Checklist

Each market is expected to submit all required documentation and return all tokens, if directed, within one month of their season end date. Year-round markets should submit documentation within one month of the grant/contract end date of March 30 of the current program year.

Records to Keep

Organizations must be able to provide the following documentation upon request, however Fair Food Network (FFN) will not routinely collect this documentation.

| Reporting Component | Checklist |
|--|-----------|
| 1. Customer Transaction Record sheet for each market day | |
| 2. EBT Verification of SNAP sales when the Double Up program was operating at the market <ul style="list-style-type: none"> a. Copy of batch report for each market day, or b. Monthly report from EBT processor: Report needs to provide dates of EBT transactions, total number of transactions, and total EBT sales. | |
| 3. *Vendor Redemption & Reimbursement Records that show Double Up token redemptions by vendor each time tokens were collected. Need to show how much each vendor redeemed in Double Up and it must be distinguished from other currencies (like SNAP). | |
| 4. *Copy of Signed Vendor Agreement for each vendor reimbursed for Double Up. Markets must have a signed Vendor Agreement on file dated with the current program year, <u>prior</u> to making any reimbursement payments | |

**Only applicable to farmers market sites where the grantee/contractor is reimbursing individual vendors. Not applicable to sites (like farm stands and mobile produce delivery models) where no reimbursement occurs.*

Records to Submit

| Reporting Component | Checklist |
|---|-----------|
| 1. Online reports for each quarter that the market operated the program between April and March of the current program year. | |
| 2. *Proof of Vendor Payment for tokens redeemed. Needs to include: vendor name, date of payment, amount of payment that represents Double Up reimbursement, check number OR vendor signature/initials that payment was received. It is preferred that this documentation is uploaded to each quarterly online report. | |

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| <p>3. Complete a Market Manager Survey. Questions regarding your feedback on program implementation will be asked. Completing this survey by November 30, 2018 is an expectation for all participating markets.</p> <p><i>Fair Food Network (FFN) requests that, if you are a farmers market, you also provide a response to MIFMA's Year-End survey of markets accepting SNAP.</i></p> | |
| <p>4. Report or Return Tokens. Each market must count all tokens and report the total number of tokens on hand at the end of the season.</p> <p>a. The expected amount of tokens is calculated as:</p> <ul style="list-style-type: none"> • Starting token count, minus the amount distributed to SNAP customers, plus the amount redeemed by vendors • If the amount your market has on hand differs by more than 5% from the expected amount, explanation will be sought for the discrepancy <p>b. If you are instructed that tokens need to be returned, tokens can be returned at one of MIFMA's Year-End meetings or can be shipped following the directions for shipping records below. You must choose a shipping option that allows you to track your shipment and acknowledge that you are responsible for the tokens until they are delivered to MIFMA.</p> | |

**Only applicable to farmers market sites where the grantee/contractor is reimbursing individual vendors. Not applicable to sites (like farm stands and mobile produce delivery models) where no reimbursement occurs.*

Record Submission

It is recommended that you take advantage of the opportunity to submit documentation when you submit your quarterly reports by uploading documentation to the online report. If you do, you will not need to resubmit any documentation that has been uploaded to monthly reporting surveys at the end of the season. **You should always keep a copy of all documentation you submit for your market's records.**

If you do not upload documentation to the online quarterly survey, please submit records in one of the following three ways

1. Electronic submission of Documentation

Email documents to Rebecca Peña at foodaccess@mifma.org. If documents are too large (or too numerous) to email, you can request a link to upload your records directly to a secure online folder.

2. In-Person at one of MIFMA's Year-End Meetings

MIFMA annually hosts two year-end meetings for farmers markets that accept food assistance benefits and both are opportunities for markets to turn-in materials. Learn more and register at www.mifma.org/events.

3. Mail: FedEx, USPS or UPS

You **must** retain a copy of any Double Up records sent by mail and track your shipment. Hard copy records can be shipped to: Michigan Farmers Market Association, 480 Wilson Road, Room 172, East Lansing MI 48824

What happens after my market submits documentation?

1. MIFMA will inventory all documentation and online reports and request any missing components. MIFMA will check for accuracy and clarify any questions on documentation submitted.
2. After all documentation is received and reviewed, MIFMA will send an email listing the total dollar value of Double Up incentives reimbursed to vendors **from your market's online reports** and the total number of tokens on-hand **based on the amount reported by your market** to verify that your market has been closed out with this information.
3. Once a market is closed out, if the market is in good standing and intends to participate next year, it is expected that markets will retain unused incentive funds and roll them over to the next program year. If you would prefer to return unused incentive funds, you must inform MIFMA of that intent and return funds to FFN by December 15.
4. If you indicate on the year-end market manager survey that your market intends to participate again in the next program year, you can expect communication from MIFMA in February regarding training opportunities and the next grant/contract process. If the contact person for the program changes while your market is closed, please contact MIFMA with the updated information ASAP.