



2023 MAINE SENIOR FARM SHARE PROGRAM SHARE TRACKING AND REPORTING INSTRUCTIONS

SHARE TRACKING EXPECTATIONS

To ensure the success of the Maine Senior FarmShare Program (MSFP), and as agreed to in the Farmer Agreement:

1. Farmers are required to keep a record of the date of purchase, purchase amount, and remaining balance during each transaction.
2. The participant or a proxy must initial every purchase.

Farmers are welcome to use the provided Individual Share Tracking Record form to track the activity and balance of participants. A separate Individual Share Tracking Form must be used for each participant and all information must be kept confidential. You may choose to use one sheet for pairs or couples only after ensuring that each individual is enrolled in MOSSA.

Alternate methods of share tracking are allowable pending program approval.

SHARE FULFILLMENT

Farms should contact participants who have a balance before the farmer’s indicated MSFP end date to ensure the full benefit is used. Farmers are able to sign up Replacement participants for any participant that is unable to use their full \$50 benefit. At the end of the season, you will record your share redemptions. Obtain the figure by subtracted the last balance remaining from \$50.

BALANCE RETURN

Farmers must return any unused benefits to MSFP.

REMINDERS

- The deadline to record share redemptions is **November 30th**.
- If you signed up a Replacement, **MSFP will transfer** these to replace participants who did not spend the full \$50 benefit.
 - Make sure you have submitted all Replacement Senior FarmShare Agreement Forms, into MOSSA, by email, or by mail.
- Benefit level must be consistent for all participants and not exceed the **\$50 annual maximum per individual**.
 - If you have provided more than \$50 worth of produce to a participant, **you cannot use the amount over \$50 to offset participants who did not receive their full benefit.**
- After MSFP reconciles your account, you can review the **Farm Accounting Detail** by clicking the **Financial Status** menu item on the MOSSA homepage.

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IF ALL PARTICIPANTS SPENT \$50

1. Log into MOSSA. Click **Record Share Redemptions**.
2. Without filling in a name, click **Search** to bring up your farm's complete participant list.

SHARE REDEMPTIONS TO SENIORS

ENTER SEARCH CRITERIA AND CLICK ON SEARCH. THE FARM STATUS MUST BE APPROVED

FIRST NAME LAST NAME

3. At the bottom of the page, click **Set All New Amounts to Remaining Amounts**. If you haven't logged redemptions yet, this will automatically turn all New Purchase Amounts to \$50.00

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
			Spare	45.00	5.00	<input type="text" value="0.00"/>	<input type="text"/>
			Active	30.00	20.00	<input type="text" value="0.00"/>	<input type="text"/>
			Spare	0.00	50.00	<input type="text" value="0.00"/>	<input type="text"/>

[BACK TO SEARCH](#)

AFTER SETTING NEW PURCHASE AMOUNTS YOU MUST CHANGE INDIVIDUAL AMOUNTS SELECTIVELY BEFORE SAVING CHANGES.

4. Verify that all **New Purchase Amounts** reflect actual participant redemptions. Click **Save**.
5. A box (#1) will appear for you to sign by typing your name. Your signature that all information provided is true to the best of your knowledge. Click **Save** (#2) again, and you're done!

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED

#2 [BACK TO SEARCH](#)

AFTER SETTING NEW PURCHASE AMOUNTS YOU MUST CHANGE INDIVIDUAL AMOUNTS SELECTIVELY BEFORE SAVING CHANGES.

MAKE SURE ALL AMOUNTS ARE CORRECT BEFORE SAVING.

#1

SIGN BELOW ONCE ALL REDEMPTIONS HAVE BEEN RECORDED FOR ALL PARTICIPANTS

TYPE YOUR NAME HERE TO SIGN THIS AGREEMENT

I DECLARE THAT ALL REDEMPTION INFORMATION PROVIDED IS CORRECT TO BEST OF MY KNOWLEDGE

IF ANY PARTICIPANTS SPENT BELOW \$50

1. In the name fields, enter all or part of the name of a senior who did not use their full \$50 benefit and click **Search**. (Example: Abbey Crabapple did not use her full share.)

SHARE REDEMPTIONS TO SENIORS

ENTER SEARCH CRITERIA AND CLICK ON SEARCH. THE FARM STATUS MUST BE APPROVED

FIRST NAME	<input type="text" value="abb"/>	LAST NAME	<input type="text" value="crab"/>	<input type="button" value="SEARCH"/>
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2. Highlight the 0.00 in the white box under **New Purchase Amount** and type in the correct amount. (Example: Abbey spent \$43, so you highlight the 0.00 value and type in 43.00.)

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
	ABBEY	CRABAPPLE	Spare	0.00	50.00	<input type="text" value="0.00"/>	<input type="text"/>

[BACK TO SEARCH](#)

AFTER SETTING NEW PURCHASE AMOUNTS YOU MUST CHANGE INDIVIDUAL AMOUNTS SELECTIVELY BEFORE SAVING CHANGES.
MAKE SURE ALL AMOUNTS ARE CORRECT BEFORE SAVING.

3. Select a reason from the dropdown list under **Reason Full Amount Not Used**. (Example: You know that Abbey moved, so you select “G – Moved.”)

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
	ABBEY	CRABAPPLE	Spare	0.00	50.00	<input type="text" value="43.00"/>	<input type="text" value="G: Moved"/>

[BACK TO SEARCH](#)

AFTER SETTING NEW PURCHASE AMOUNTS YOU MUST CHANGE INDIVIDUAL AMOUNTS SELECTIVELY BEFORE SAVING CHANGES.
MAKE SURE ALL AMOUNTS ARE CORRECT BEFORE SAVING.

4. Click **Save** after you've filled in the amount and reason.
5. Click **Back to Search** and repeat for each participant who **did not redeem** their full benefit.
6. Complete the steps on page 2 for the participants who **did redeem** their full benefit.

TO DETERMINE SEASON BALANCE

1. Click the **Financial Status** menu on the MOSSA homepage.

FARM ACCOUNTING DETAIL

FARM NAME [REDACTED]

NUMBER OF OPEN AGREEMENTS 37

ACCOUNTING NUMBERS FOR THIS FARM

DESCRIPTION	PAID	REDEEMED	NET BALANCE
ALLOCATED SHARES	\$1,850.00	\$1,840.00	(\$10.00)
SPARES/REPLACEMENTS	\$0.00	\$0.00	\$0.00
ALL SHARES	\$1,850.00	\$1,840.00	(\$10.00)
AMOUNT RETURNED BY FARM			\$0.00
AMOUNT DUE TO TREASURER			\$10.00
FINAL BALANCE			(\$10.00)

2. If there is a positive value in the **Amount Due to Treasurer**, please submit a check for the amount indicated made payable to **Treasurer, State of Maine**, and mail it to:

**Natural Resources Service Center
Maine Senior FarmShare Program
155 State House Station
Augusta, ME 04333-0155**

Amount Returned by Farm and **Final Balance** will be updated after the check is processed.

3. When your **Final Balance** is \$0.00, MSFP will close out your account for the year.