Maine Senior FarmShare Program

MOSSA

(Maine Online Senior Share Access)

Admin

User Manual

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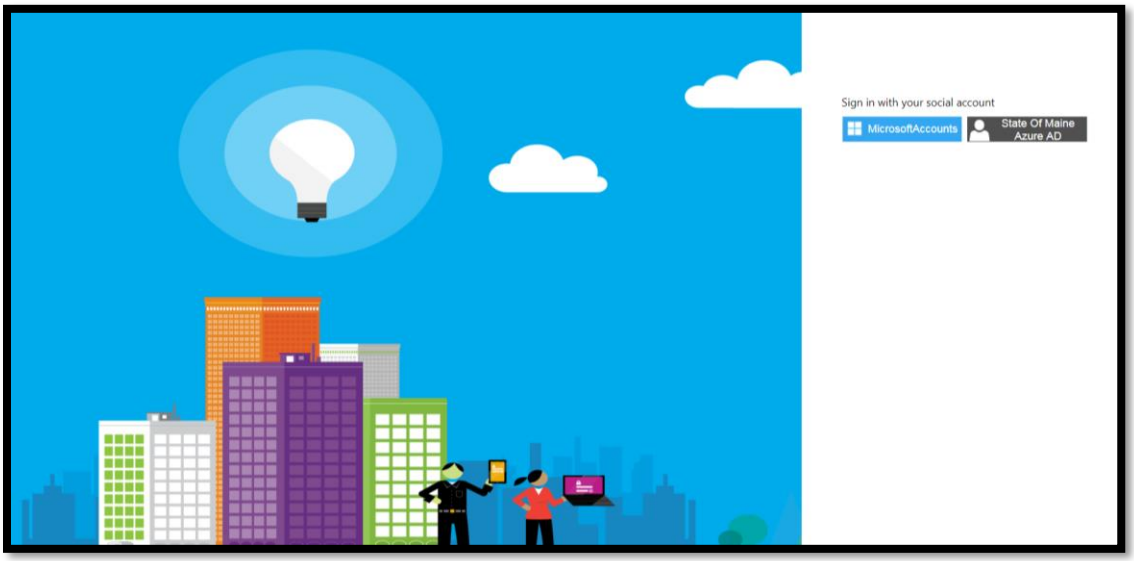
Signing In

*****MOSSA will only work with a modern version browser: Microsoft Edge, Google Chrome, Safari and Firefox.*****

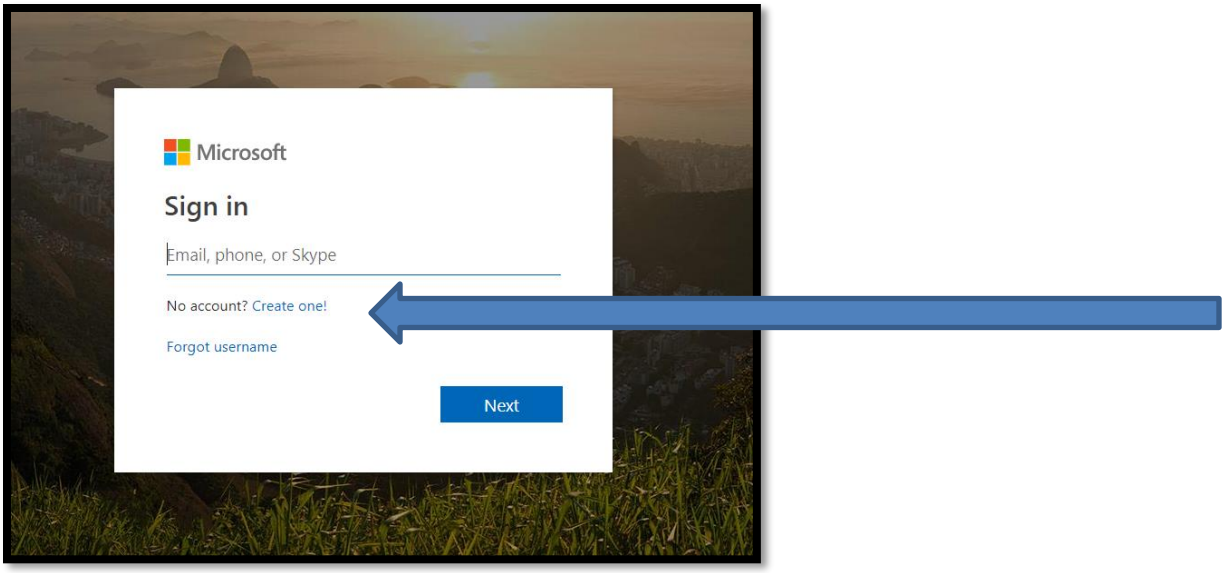
Open your internet browser and type in the MOSSA Url:
https://gateway.maine.gov/ACF/Farmshare/Home/Entry#

The MOSSA Home Page will open:

- Click on Sign In located on the MOSSA home page (You will be directed to a secure site with Microsoft to login.)



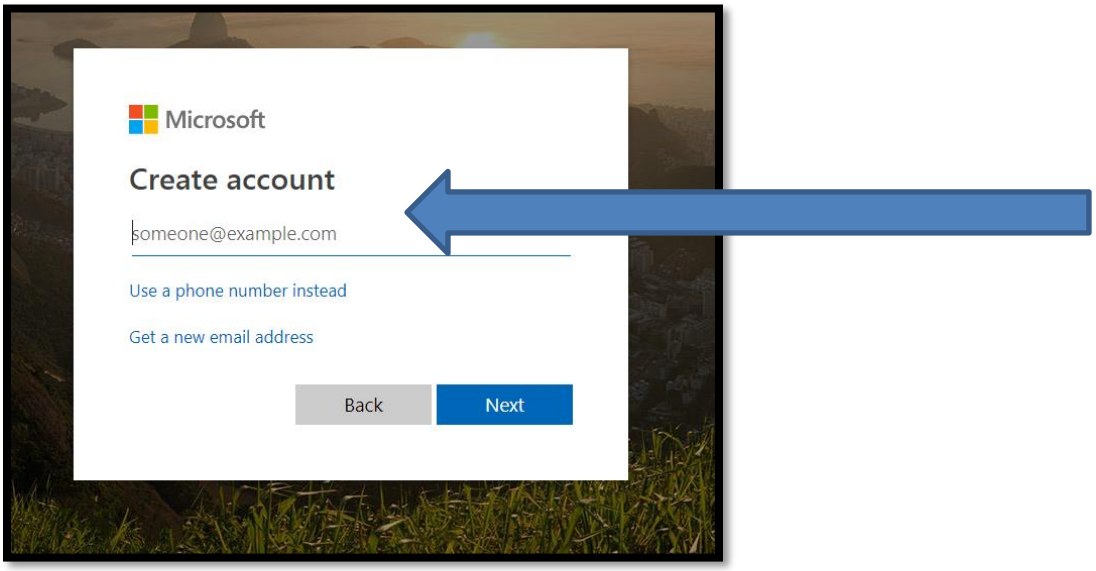
- Click on "**State of Maine Azure AD**"
- A new Sign In window will open asking you to type your email address. (The first time you sign in you will need to create a new account)



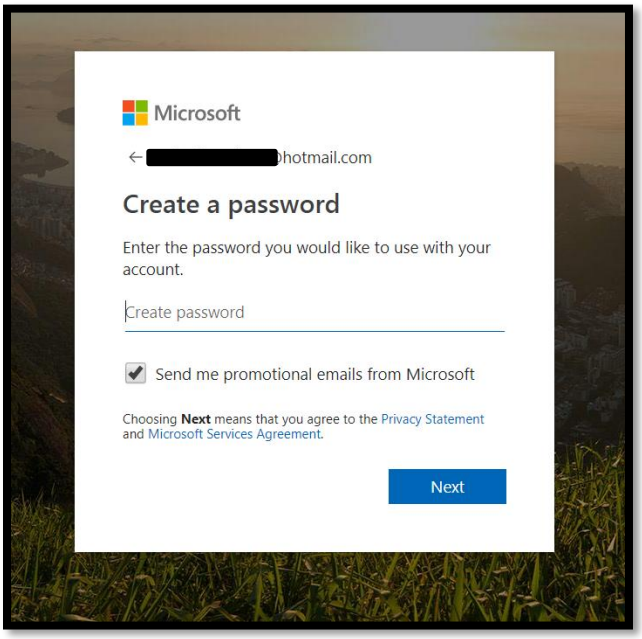
- First time users click on “Create one” to register

If you have already registered your email with MOSSA you would type in your email address and click Next.

Creating your account for the first time



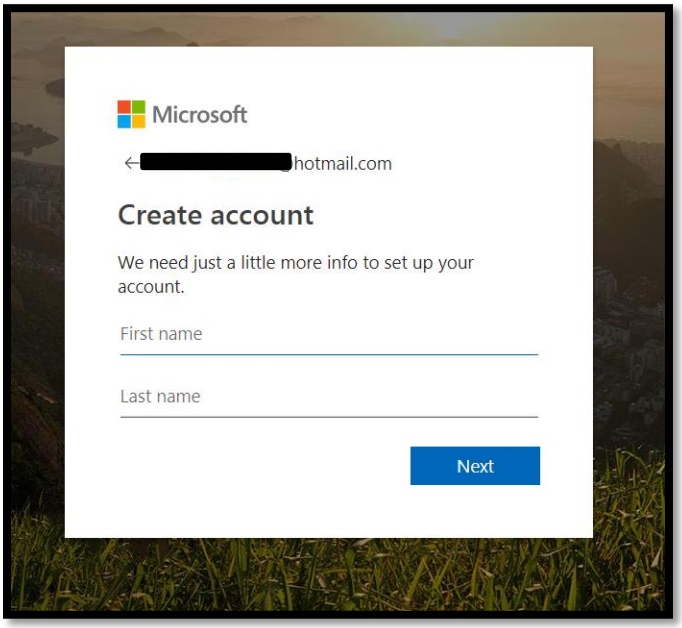
Type in the email address that is on file with Maine Senior FarmShare Program here.



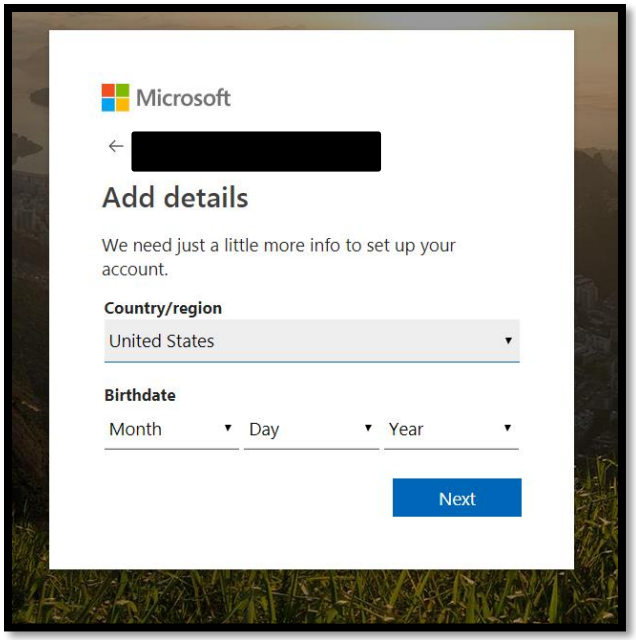
- After you enter your email address you will need to create a password.

UNCHECK THE BOX FOR PROMOTIONAL EMAILS FROM MICROSOFT

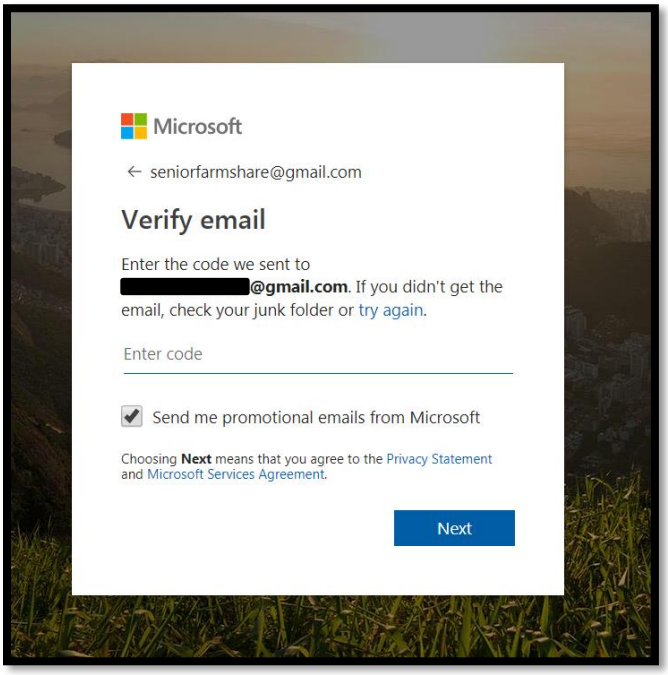
- Click Next



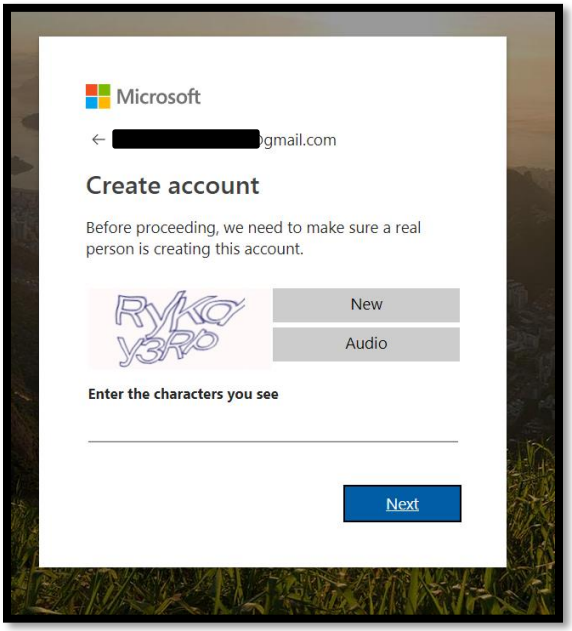
- Type your First and Last name and click Next



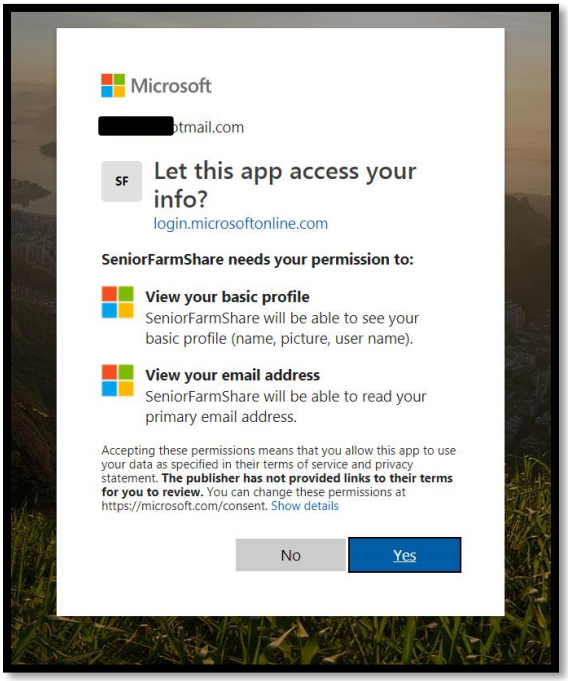
- Select your Birthdate *****YOU MUST ENTER A DATE OF BIRTH*****
  If the date of birth is not entered or is entered with a year that is less than 18 years old you will not be able to access the system.



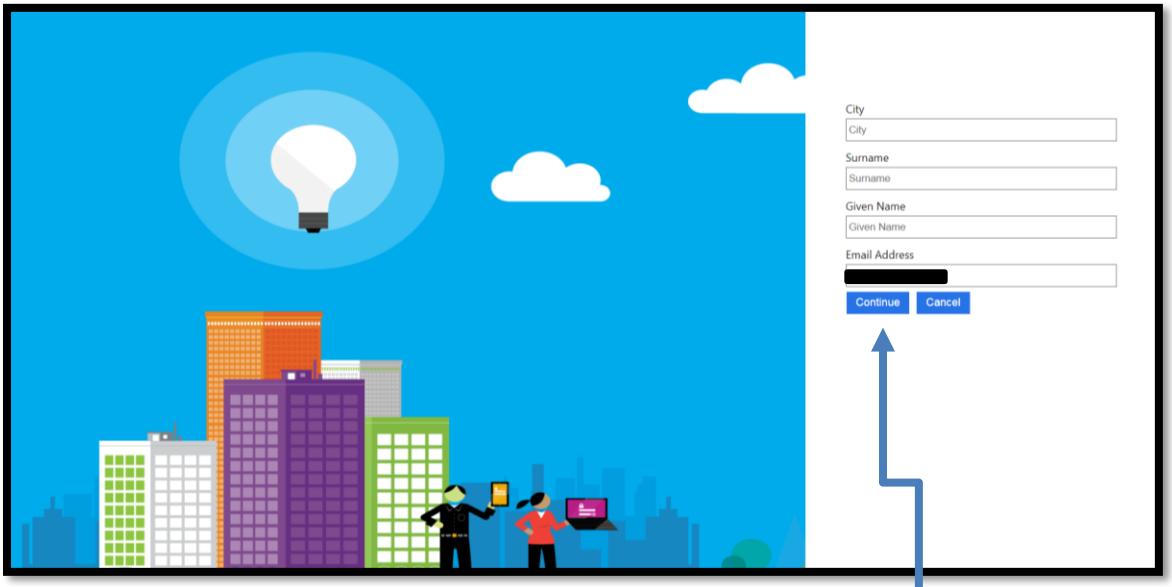
- You will receive a code in your email that will need to be entered here.
  - **Uncheck the box "Send me promotional emails from Microsoft"**
- Click Next



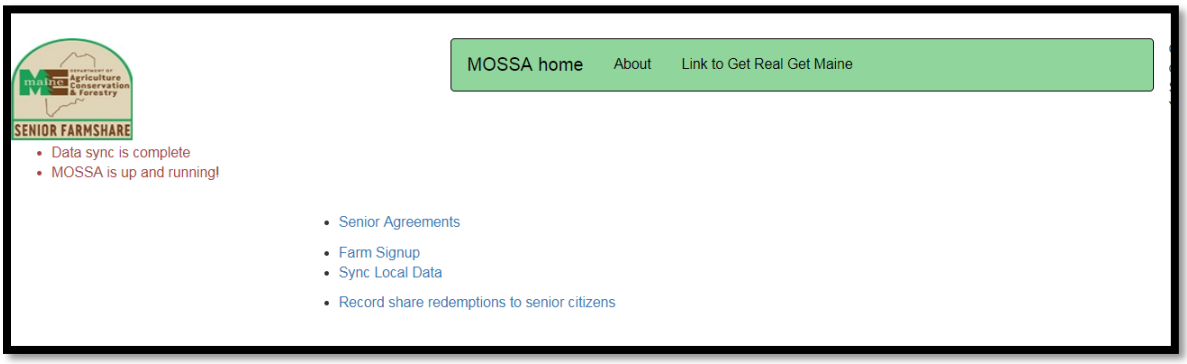
(For security purposes Microsoft requires a verification to make sure this is a person creating the account.)



- Once you complete the verification step above Microsoft will ask you to grant permission for "SeniorFarmShare" to View your basic profile and email address.
  - Select Yes to continue



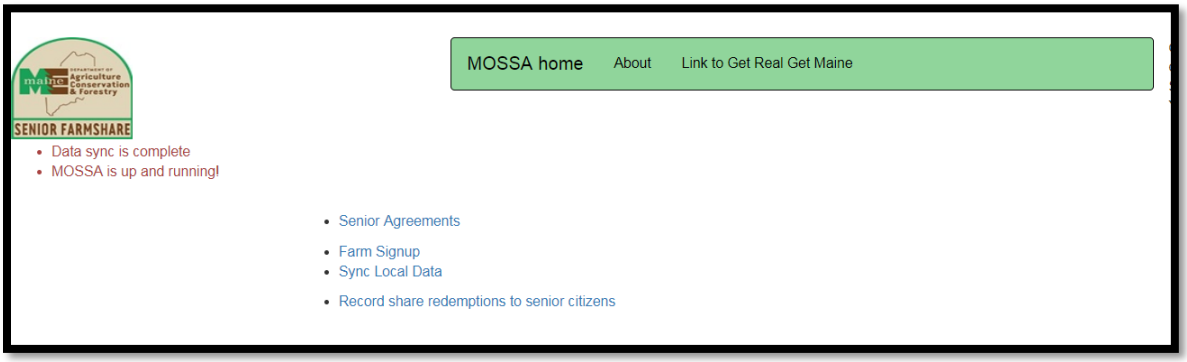
You do not need to enter any additional information here – Click Continue



- Once you complete the registration process you will be brought back into MOSSA
- If the Maine Senior FarmShare Program does not have the email address you registered with on file you will see the error messages displayed in the illustration above.

If your registration was successful you will be taken to the [MOSSA Home Page](#).

Home Page



The MOSSA Home screen functions:

<u>Important Messages from the Maine Senior FarmShare Program</u> will be posted on the MOSSA Home Page in Red.

Senior Agreements

Go here to:

- Complete Senior Agreement Form
- Make changes to Senior Agreement Form
- Access Senior Contact information
- View total allocations granted and remaining

Farm Signup

Go here to:

- Complete the Farm Application
- Update farm information

Sync Local Data

Go here to:

- Sync Senior Agreement data and Farm Signup data

Record Share Redemptions to Senior Citizens

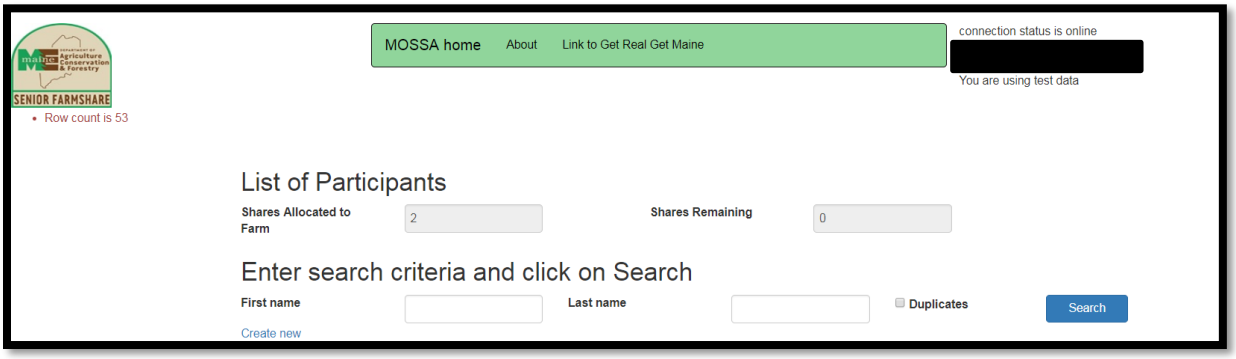
Go here to:

- Enter share values for senior agreements

MOSSA Home Screen Tabs:

- <u>MOSSA Home</u> will return you to the MOSSA Home screen
- <u>About</u> will display the version of MOSSA you are using.
- <u>Link to Get Real Get Maine</u> will take you to the Get Real Get Maine website.

Senior Agreement Forms



Functions On This Page:

- View Share Amounts
- Senior Search
- Senior List

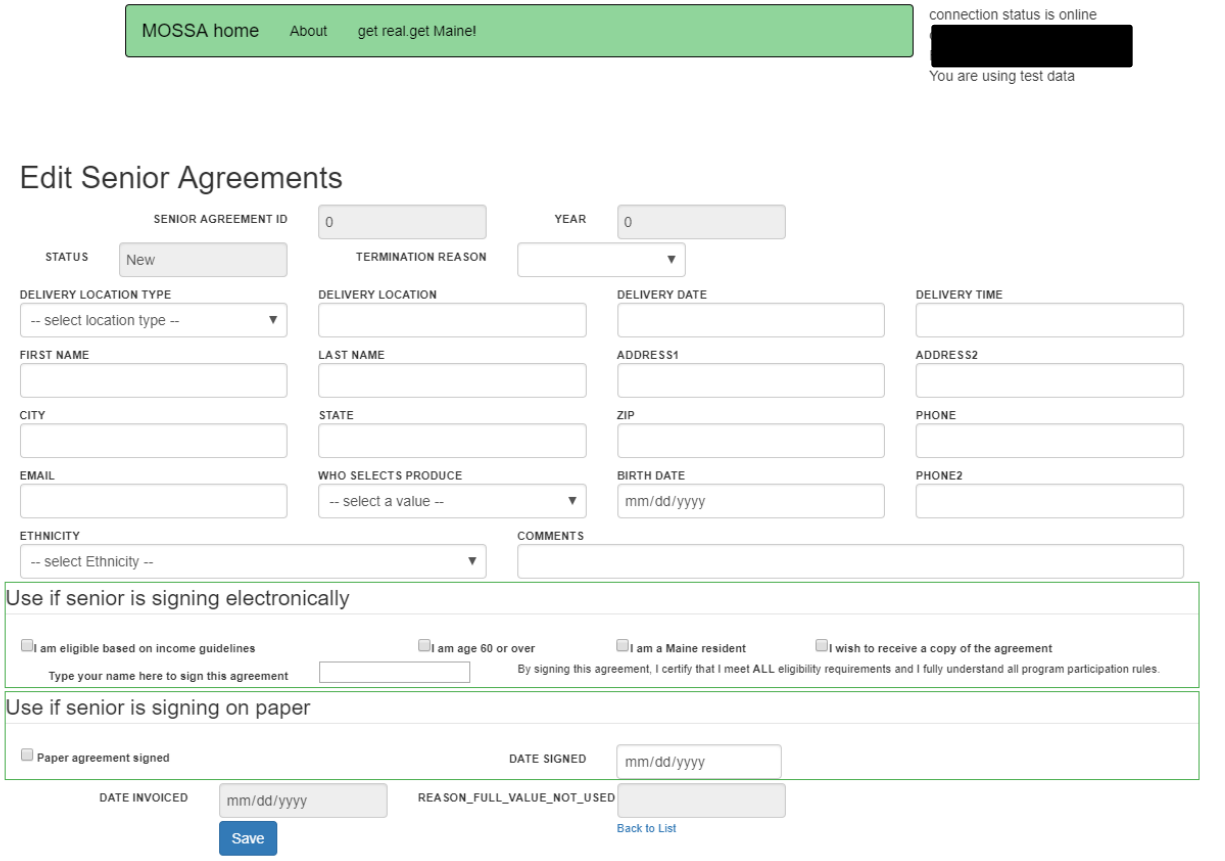
View Share Amounts:

- The section "Shares allocated to farm" is the total number of shares your farm has received from the Maine Senior FarmShare Program for the current year.
- The section "Shares Remaining" will update automatically each time you submit Senior Agreement Forms are they are approved.

Senior Search and Senior List: (This is a list of all participating seniors with your farm)

- To search for a senior:
  - Type all or part of the first or last name and click "search".
  - To display a full list of all seniors:
    - Leave first and last name blank and click search.
- The senior's contact information (name, address and telephone number) will be displayed on the main page.
- Date Invoiced – This displays the date the farmer was paid for the Senior Agreement Form.
- To view or edit information about a senior click on "Edit" located to the right of the senior status.

Edit Senior Agreements



The Senior Agreement Form can be completed by:

1. Electronically: When the senior completing the form in person.
2. Paper form: Fill out a paper form with the senior, and then enter the information from the form electronically within 5 business days.

Note: Once paper forms are entered in to MOSSA they will need to be mailed to:
Maine Senior FarmShare Program
28 State House Station
Augusta, ME 04333

Entering the Senior Agreement Form:

1. Type in all or part of the name and click “search”.
2. Once the senior’s name appears select “Edit” to open the agreement form.
3. If no information appears from the search criteria click on “Create New” to open a blank agreement form.
4. If the senior is filling out the agreement form electronically they will:
    a. Verify all the information is correct on the agreement form.

b. Check each of the following boxes: (If the senior cannot check all three boxes they are not eligible)
    i. “I am eligible based on income guidelines.”
    ii. “I am age 60 or over.”
    iii. “I am a Maine resident.”
c. If the senior requests a copy of the agreement form they will need to check the box next to “I wish to receive a copy of the agreement”. A copy will be mailed to the senior from the Maine Senior FarmShare Program office.
d. Type their full name in the signature box titled “Type your name here to sign this agreement”.
e. After the senior signs the agreement form and all information has been verified the farmer will click “Save”.
    i. If any information is missing the form will not save and there will be an error message stating what information is missing.

5. If a paper form was completed and the farmer is completing the agreement form electronically:
    a. Verify all information is correct.
    b. Check the box “Paper Agreement Signed”
    c. Enter the date the paper form was signed in the box “Date Signed”
    d. Click “Save”
        i. If any information is missing the form will not save and there will be an error message stating what information is missing.
6. Once the form has been saved click on “Back to List” to return to the full list of seniors.
    a. The status for the senior will be:
        i. Pending – If the form was completed offline. When the computer is back online and all data has been synced the status will update to “Active”.
        ii. Active – All information was accepted and this form has been approved.
        iii. Spare – Once all allocated shares have been filled
        iv. Closed – The senior has used their full share.

On December 31 of each year the status for all seniors will be updated to “Closed”.

Farmer Application

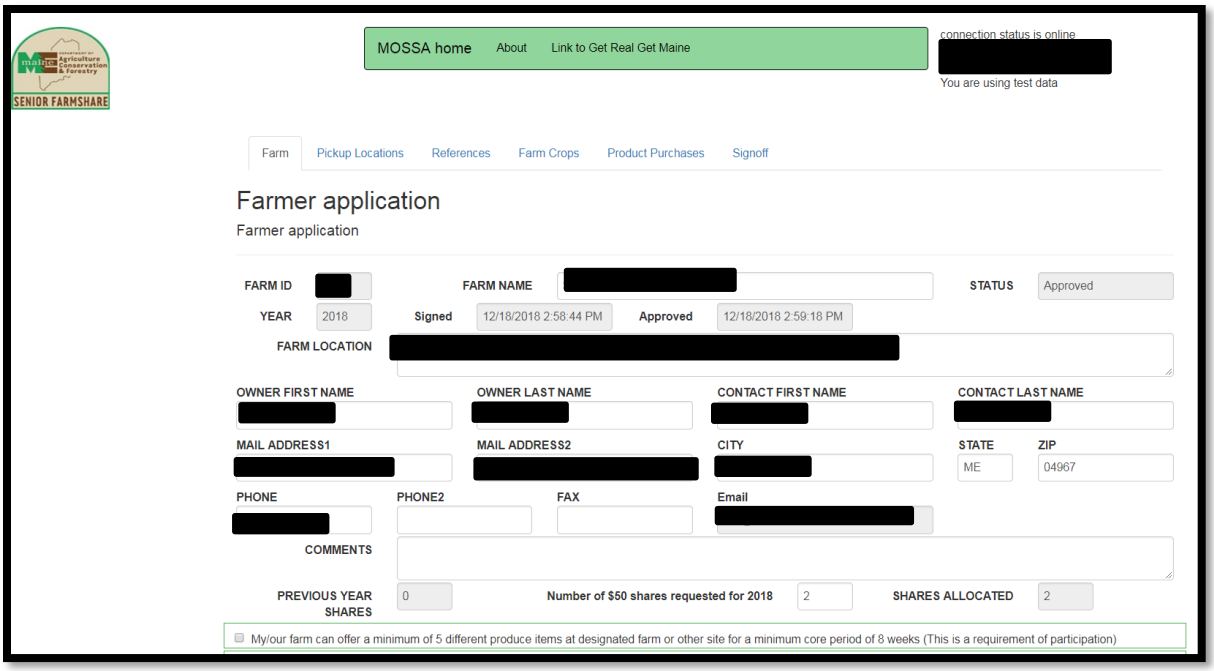
Farmer Applications to sign up and participate are due by January 31 each year.

1. Log in to your MOSSA account and click on "Farm Signup" (The Farm Application has 6 sections):

Sections:

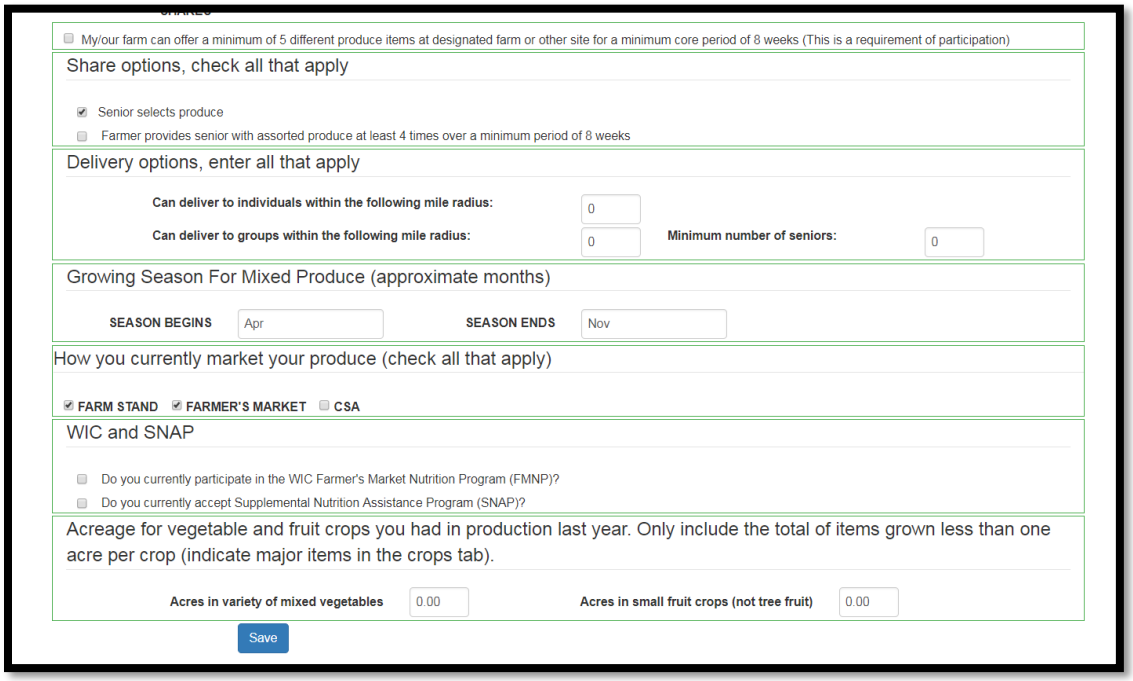
a. Farm
b. Pickup Locations
c. References
d. Farm Crops
e. Product Purchases
f. Signoff

Farm:



1. Verify all information is correct.
   a. If the mailing address is changed in MOSSA a VENDOR FORM will be sent to you to complete and update your address for the State of Maine. (This is necessary for processing and mailing checks.)
   b. Email address changes can only be done by the Maine Senior FarmShare Program office.
2. Enter total number of Shares being requested for the upcoming season.
3. Check the box for "My/Our farm can offer a minimum of 5 different produce items at designated farm or other site for a minimum core period of 8 weeks (This is a

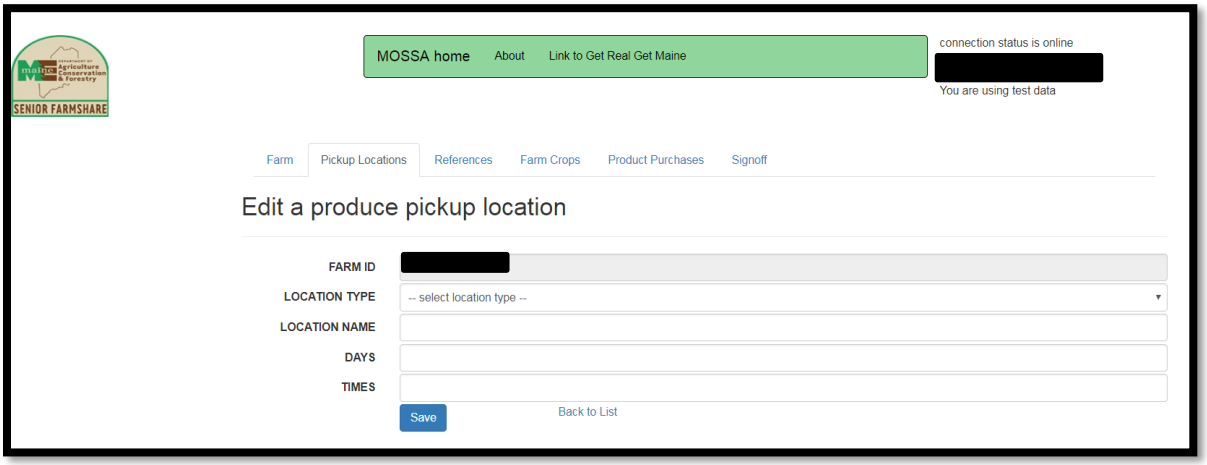
requirement of participation, if you are not able to check this box you are not eligible to participate.)



4. Check one or both boxes for share options depending on whether the senior selects the produce themselves, the farmer selects the produce for the senior or select both boxes if your farm will have both options.
5. Complete the information for delivery options if your farm will do deliveries.
6. Enter the month your growing season begins and the month your growing season ends.
7. Check all boxes that apply to your farm for how you currently market your produce.
8. Check the boxes for WIC and/or SNAP if these apply to your farm.
9. Enter the total number of acreage for vegetable and fruit crops your farm had in production the previous year.

Once you have entered all information click “Save” to move to the next screen.

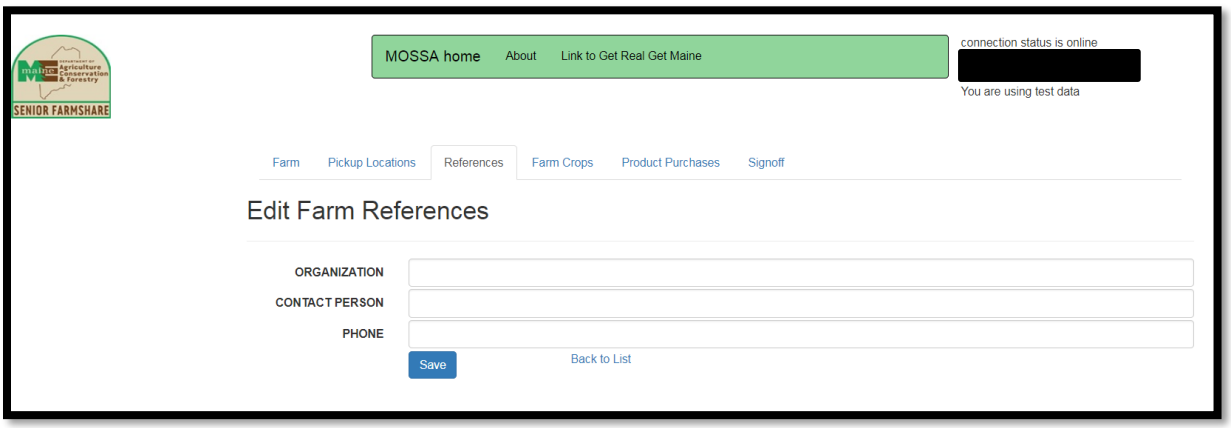
Pickup Location: (Where will seniors go to get their share?)



1. Select the location type where seniors will be able to pick up their share:
    a. Farm
    b. Farmers' Market
    c. Farm Stand
    d. Other
2. Location Name – If you will be at a famers' market, type the name of the farmers' market in this space. (If you participate in multiple farmers' markets please enter each one separately.)
3. Days – Type all days that the seniors can pick up their share.
4. Times – Type the times that the seniors can pick up their share.

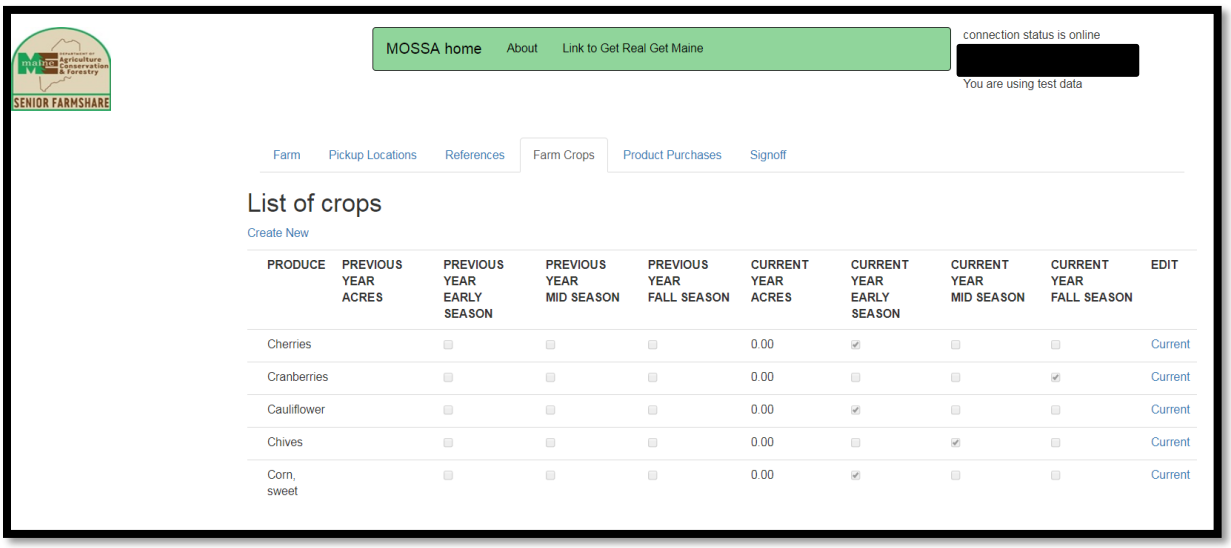
Once you have entered all information click Save to move to the next screen.

References:



- All new farms are required to complete this section.
- A minimum of three professional references are required.
    - References must be able to tell the Maine Senior FarmShare Program about your farm experience.

Farm Crops:



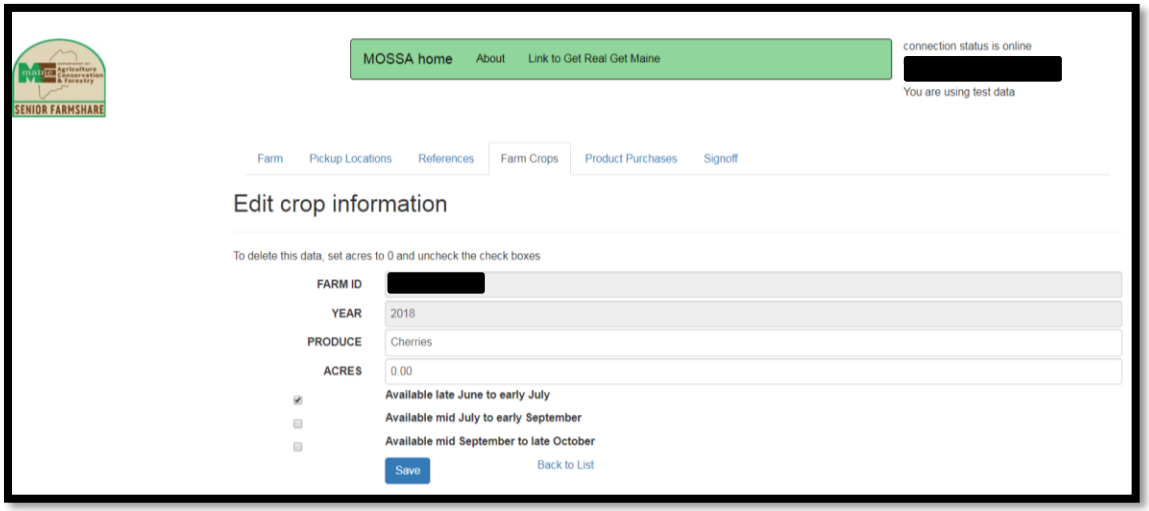
What produce will your farm grow this season?

- This page will display the full list of crops from the previous season and current season.
- The current season crops will carry over from the previous season and any changes will need to be updated by the farmer every year.

To edit crop information:

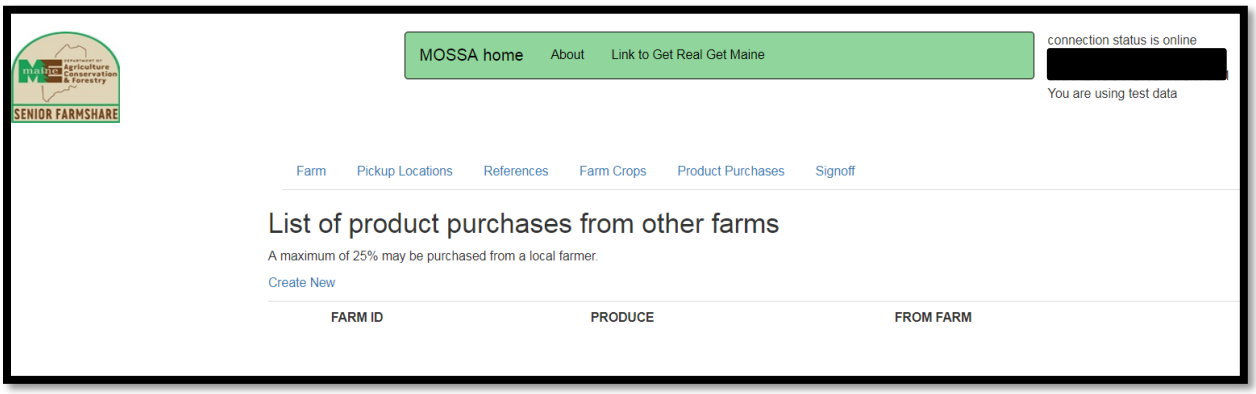
1. Select “Current” in the Edit column next to the produce you are making a change to.
2. To delete a crop, change the total amount of acres to “0” and uncheck all of the boxes.

To add a new crop:



1. Click “Create New”
2. Select Produce, type in total acres and select the availability.
3. Click “Save”

Product Purchases: (Produce bought from another Maine farm that will be offered to seniors in the Maine Senior FarmShare Program.)

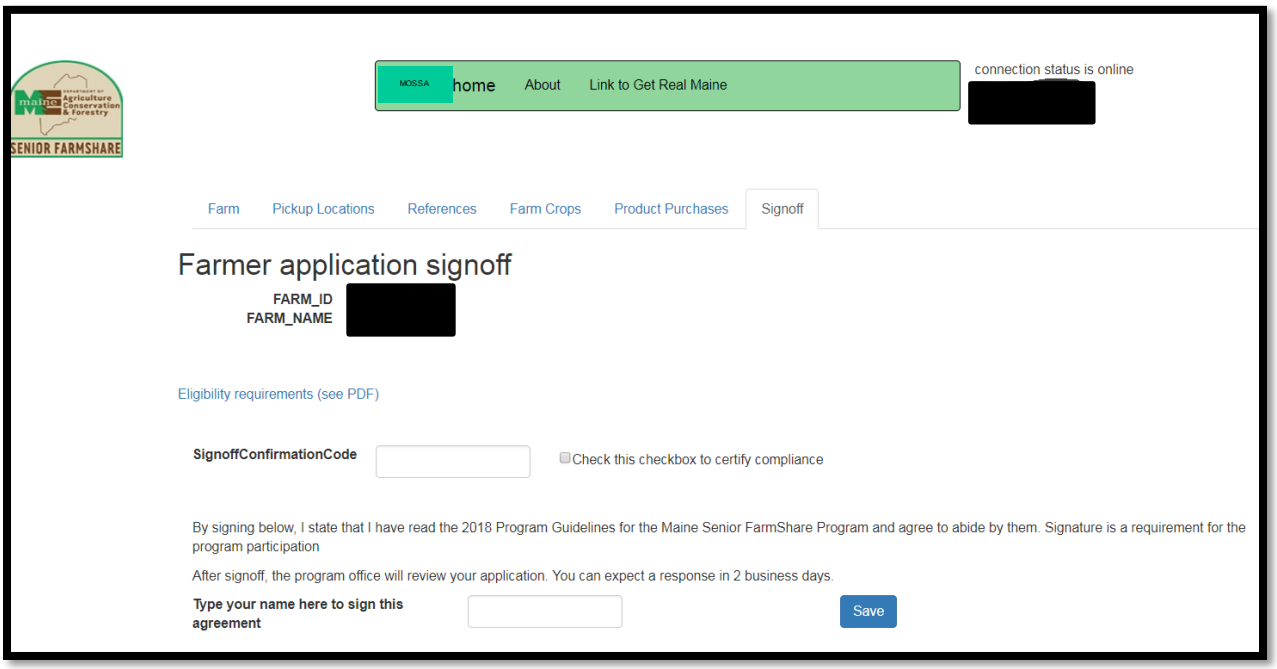


- Farms can purchase up to 25% of produce from other Maine farms to offer to seniors as part of their share in the Maine Senior FarmShare Program.

If your farm will be purchasing produce from another Maine farmer and offering this produce to seniors as part of their shares, please list those items here.

1. Select "Create New"
    a. Choose the produce from the dropdown list or type in the name of the produce.
    b. Type the farm name where the produce is coming from.
    c. Click "Save"

Signoff: (Signing and submitting your application for approval)



Prior to signing the application, you will be required to watch the Maine Senior FarmShare Program Policies video.

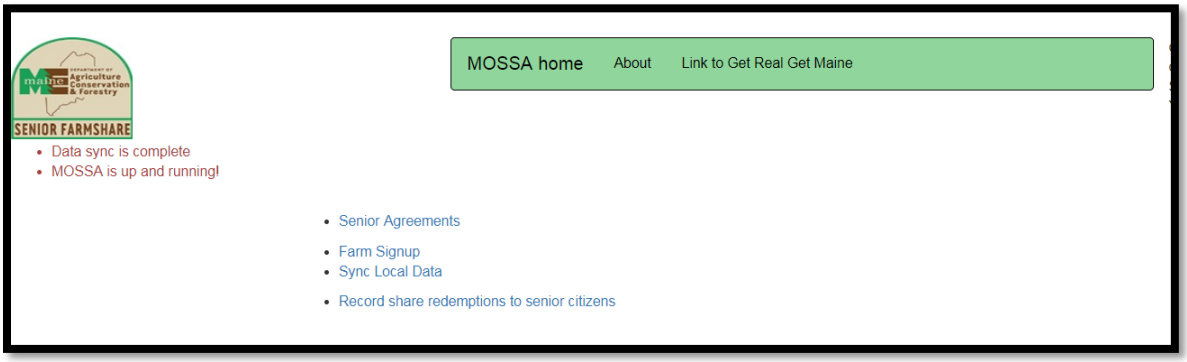
- A link to this video can be found on:
  - https://www.maine.gov/dacf/ard/senior_farm_share.shtml
  - https://www.getrealmaine.com/index.cfm/fuseaction/home.showpage/pageID/77/index.htm
- The video is also accessible on the Signoff tab for the Farmer Application.

(Click on the link "Eligibility Requirements" to watch the video.)

After watching the video:

1. Enter the confirmation code (the confirmation code is provided during the video)
2. Check off to certify that you have watched the video and you are agreeing to the program policies.
3. Sign the application by typing your full name.
4. Click "Save" to submit your application.

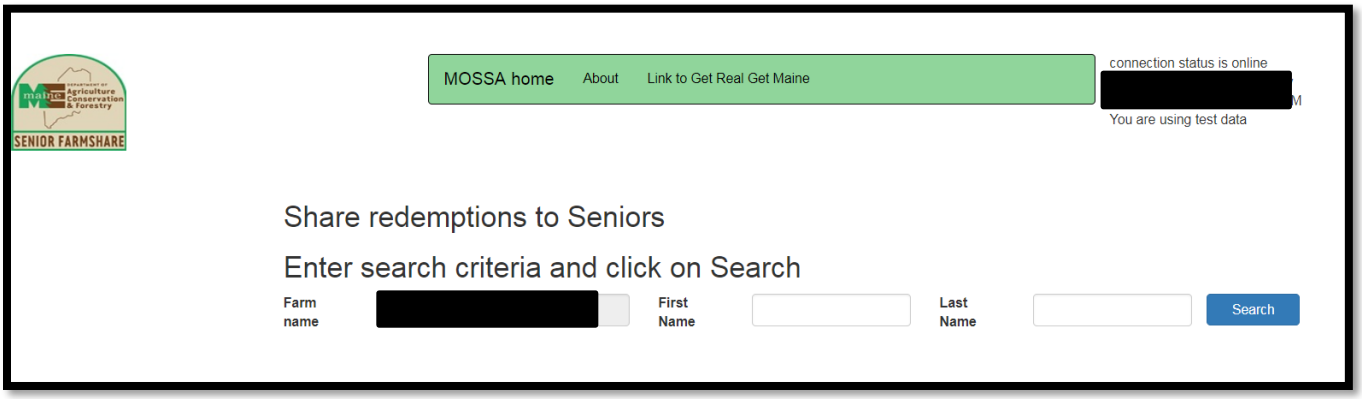
Sync Local Data



"Sync Local Data" will only be used during technical assistance with Maine Senior FarmShare Program Administration.

Record Share Redemptions: To complete this section you will need information from the Tracking Form all farms are required to keep for each senior. This is the form lists all share purchases made throughout the season and is initialed by the senior for each purchase.

The "Record Share Redemptions" section must to be completed no later than November 30 to close out the season.

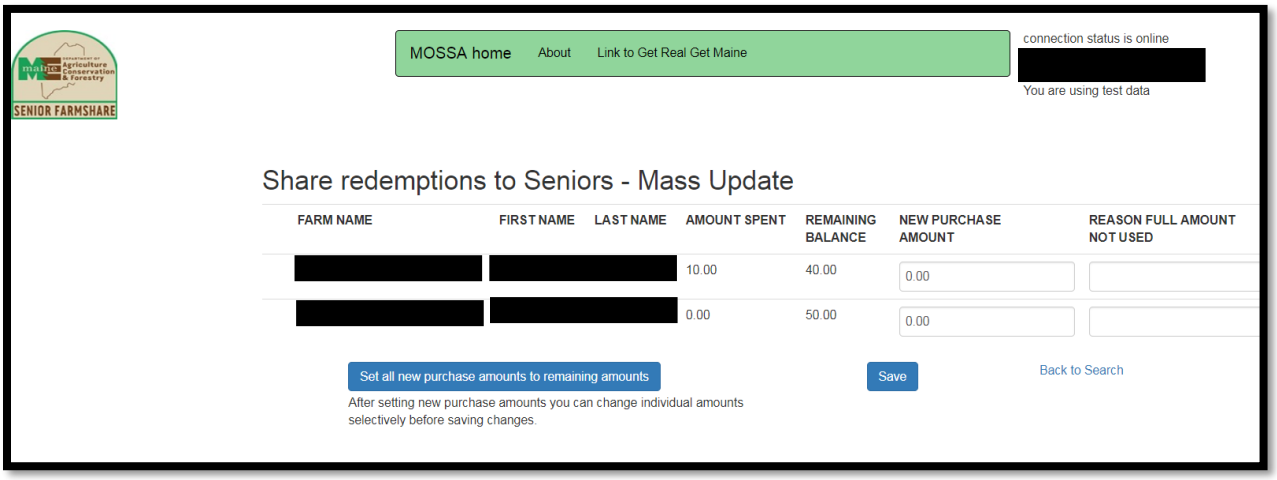


All "share" money spent by seniors will need to be recorded in "Record Share Redemptions".

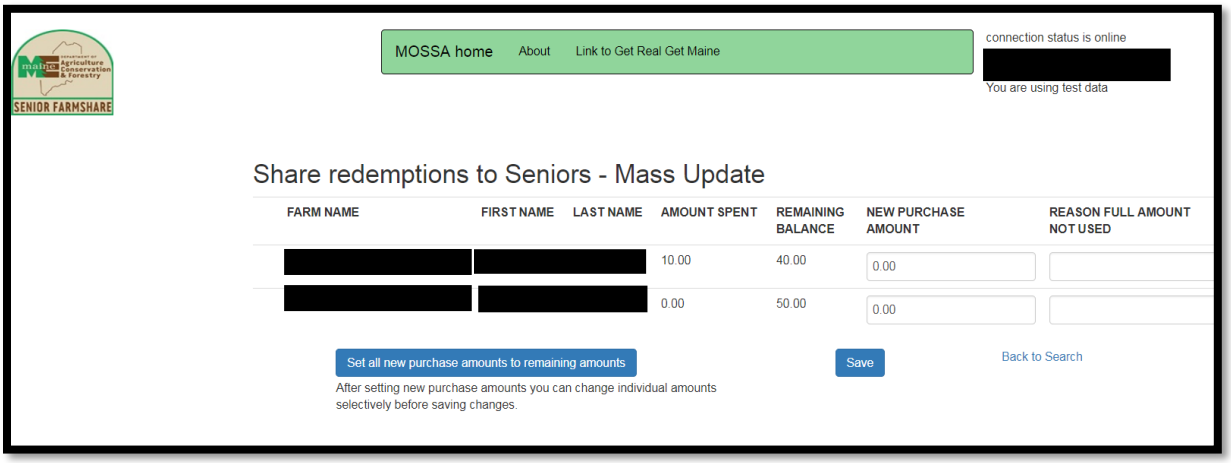
- The deadline to have all share values entered is November 30.
- You can enter the dollar amount spent each time the senior gets produce or
- You can enter the total amount spent for all seniors at the same time at the end of the season.

To enter a dollar amount spent at the time of purchase:

1. Open "Record Share Redemptions" from the MOSSA Home Page
2. The main page will show your farm name and a place to search for the first or last name of the senior.
3. Enter all or part of the senior's name and click search

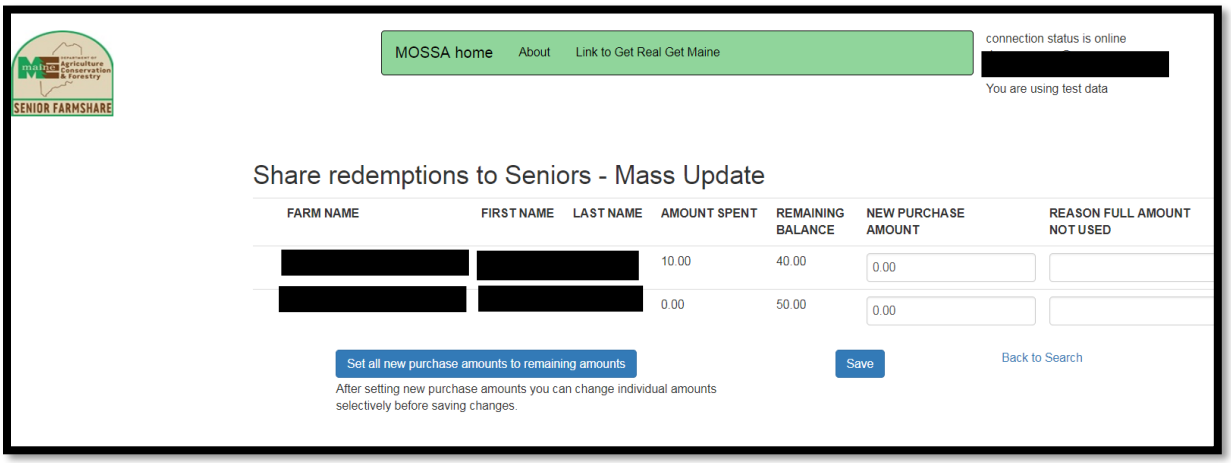


4. Enter the total dollar amount of the purchase in the space for "New Purchase Amount"
5. Click "Save"
    a. You will see this amount now added to the total under "Amount Spent"
    b. "Remaining Balance" will show the new balance the senior has left to spend of their share
        i. See the example below: The first senior on the list spent $10 which was entered in as "New Purchase Amount". Once this was saved it updated the information and now shows that $10 is the "Amount Spent" leaving $40 as the "Remaining Balance"



To enter the dollar amount spent for all seniors at end of season:

1. Leave search criteria blank and click “Search” (This will pull up the entire list of seniors that signed up and are active this season.)
2. Select the option “Set all new purchase amounts to remaining amounts”.
   This will fill in the “New Purchase Amount” for every senior with the amount that is left in the “Remaining Balance”.
   DO NOT CLICK SAVE YET



The example above shows that the first senior had a “Remaining Balance” of $40 which was filled in as the “New Purchase Amount”. The second senior had $50 in the “Remaining Balance” section and $50 was filled in as the “New Purchase Amount”.

***If you have seniors that did not spend ALL $50 of their share you will now need to update their “New Purchase Amount” to equal how much they actually did spend.

DO NOT CLICK SAVE

1. Click “Back to Search”
2. Search for individual seniors that did not fill the full $50 share
   a. Edit the amount in the “New Purchase Amount” column to the correct amount the senior spent. (For example: If senior number 2 only spent a total of $47.00 you will need to delete the 50.00 and enter 47.00)
   b. Click in the “New Purchase Amount” section that has the $50 and delete the $50 by using your backspace until the space is blank.
   c. Type in the correct amount spent. (For example: Senior 2 spent $47; you will type in 47.00 in the blank space for the “New Purchase Amount”)
   d. Select from the drop down list the “Reason Full Amount Not Used”

e. Repeat these steps to update the amounts for ALL seniors that did not use the full $50 share amount.
f. AFTER you have updated the "New Amount" for ALL seniors that did not use the full $50 share Click SAVE.

***** The deadline to enter the total amount spent by each senior that signed up with your farm is November 30 each year. *****

If you have a senior that will be unable to use their full share and you wish to sign up a new senior as a replacement, you must complete a paper agreement with the new senior and mail the new agreement to the Maine Senior FarmShare Program office within 5 business days. The agreement form must say "Replacement for (Senior first and last name being replaced)" at the top. Please include the reason this senior is being replaced, (Deceased, Moved, or Other) This information will be reviewed and entered in to MOSSA by the Maine Senior FarmShare Program.

End of Season Process:

- The Maine Senior FarmShare Program will begin the End of Season process in November.
- Invoices will be mailed to all farms for any remaining balance amount for seniors in their list that do not have a replacement senior signed up.
- **ALL unused share amounts will be required to be paid back to the Treasurer, State of Maine no later than December 30 of that year. Checks must be mailed to:**

Maine Department of Agriculture, Conservation, and Forestry
Maine Senior FarmShare Program
28 State House Station
Augusta, ME 04333

For Questions and Assistance
Contact the
Maine Senior FarmShare Program
207-287-7526
SeniorFarmShare.AGR@maine.gov