

## 2020 End of Season MOSSA Instructions

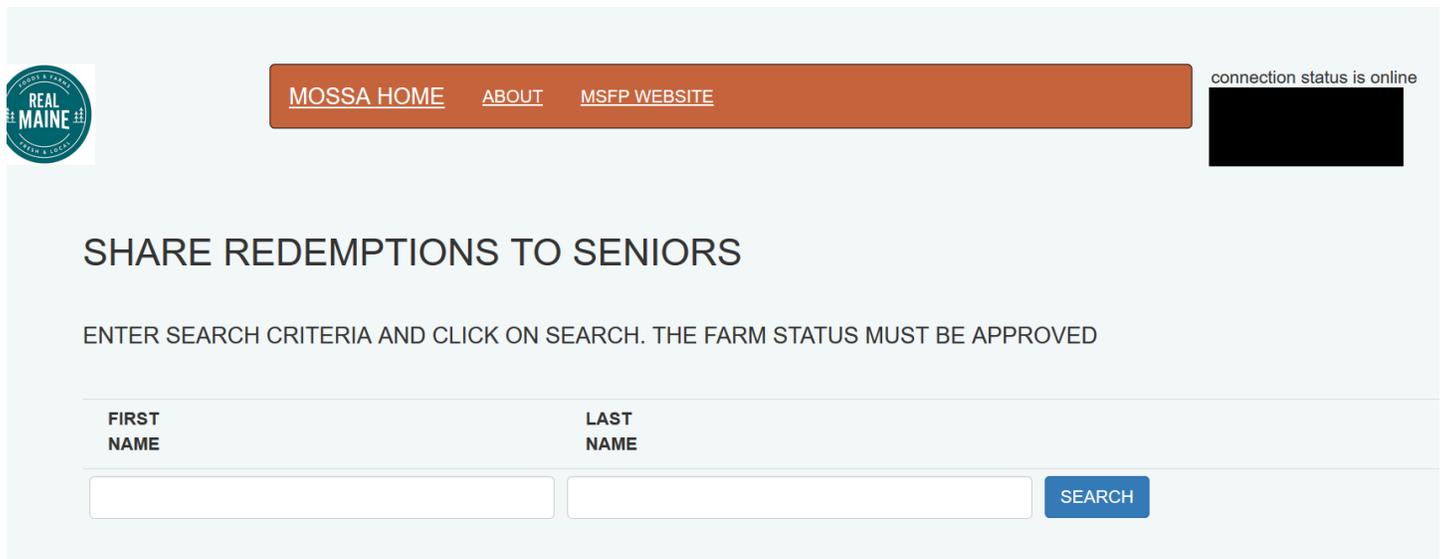
### IMPORTANT!

▶ If you signed up a senior as a replacement, **MSFP will transfer** these to replace seniors who did not spend the full \$50 benefit. (Make sure you have submitted all Replacement Senior FarmShare Agreement Forms.)

▶ Program rules and regulations require that the benefit level be consistent for all participants and does not exceed the **\$50 annual maximum per individual**. Therefore, 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 \$50 benefit.**

▶ After MSFP reconciles your account, you can review the Farm Accounting Detail by clicking the Financial Status menu item on the MOSSA homepage. See page 6 for instructions and notes.

1. Log into your MOSSA account. Click on **'Record Share Redemptions'**.



The screenshot shows the MOSSA website interface. At the top left is the 'REAL MAINE' logo. To its right is a navigation bar with links for 'MOSSA HOME', 'ABOUT', and 'MSFP WEBSITE'. On the far right, it says 'connection status is online' above a blacked-out area. The main heading is 'SHARE REDEMPTIONS TO SENIORS'. Below this is the instruction: 'ENTER SEARCH CRITERIA AND CLICK ON SEARCH. THE FARM STATUS MUST BE APPROVED'. There are two input fields: 'FIRST NAME' and 'LAST NAME'. To the right of the 'LAST NAME' field is a blue 'SEARCH' button.

\*If ALL your seniors spent their full \$50 benefit, perform steps #2, #3, and #4 only.

\*\*If any of your seniors did **NOT** spend their full \$50, skip to page 4, step #5 now.

- Without filling in a name, click 'Search' to bring up your entire list of seniors. This list should include all seniors: (**active, spare, and replacement**).

SHARE REDEMPTIONS TO SENIORS

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

FIRST NAME  LAST NAME

- At the bottom of the page, click 'Set All Amounts to Remaining Amounts':

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.  
MAKE SURE ALL AMOUNTS ARE CORRECT BEFORE SAVING.

Verify that **ALL** (active, spare, and replacement) seniors' 'New Purchase Amount' boxes are now filled in with the amount of their remaining balance.

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="5.00"/>	<input type="text"/>
			Active	30.00	20.00	<input type="text" value="20.00"/>	<input type="text"/>
			Spare	0.00	50.00	<input type="text" value="50.00"/>	<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.

4. (#2 in diagram below) Click 'SAVE'; (#1 in diagram below) a box will open for you to sign stating that all of the information you have provided is true to the best of your knowledge. Sign by typing your name in the signature box and click 'Save'. You're now done!

The screenshot shows the 'RECORD SHARE REDEMPTIONS' form. At the top, there is a table with columns: FARM NAME, FIRST NAME, LAST NAME, STATUS, AMOUNT SPENT, REMAINING BALANCE, NEW PURCHASE AMOUNT, and REASON FULL AMOUNT NOT USED. Below the table, there are two main sections. The first section has a blue button labeled '#2' that says 'SET ALL NEW AMOUNTS TO REMAINING AMOUNTS' and a 'SAVE' button circled in red. The second section has a green box labeled '#1' containing a signature line: 'SIGN BELOW ONCE ALL REDEMPTIONS HAVE BEEN RECORDED FOR ALL PARTICIPANTS', 'TYPE YOUR NAME HERE TO SIGN THIS AGREEMENT' with an input field, and a declaration: 'I DECLARE THAT ALL REDEMPTION INFORMATION PROVIDED IS CORRECT TO BEST OF MY KNOWLEDGE'. There is also a 'BACK TO SEARCH' link.

5. If you have **any seniors who did not spend their full \$50 benefit**, follow steps a-e:
- 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'.

The screenshot shows the 'SHARE REDEMPTIONS TO SENIORS' search form. It has a heading 'SHARE REDEMPTIONS TO SENIORS' and a sub-heading 'ENTER SEARCH CRITERIA AND CLICK ON SEARCH. THE FARM STATUS MUST BE APPROVED'. Below this, there are two input fields: 'FIRST NAME' with the value 'abb' and 'LAST NAME' with the value 'crab'. To the right of the 'LAST NAME' field is a blue 'SEARCH' button.

- Highlight the 0.00 in the white box under 'New Purchase Amount', press 'Delete' or 'Backspace', and type in the correct purchase amount.

The screenshot shows the 'RECORD SHARE REDEMPTIONS' form with a table. The table has columns: FARM NAME, FIRST NAME, LAST NAME, STATUS, AMOUNT SPENT, REMAINING BALANCE, NEW PURCHASE AMOUNT, and REASON FULL AMOUNT NOT USED. The first row of data has a redacted farm name, 'ABBEY' as the first name, 'CRABAPPLE' as the last name, 'Spare' as the status, '0.00' as the amount spent, '50.00' as the remaining balance, and '0.00' in the 'NEW PURCHASE AMOUNT' column, which is circled in red. Below the table, there are buttons for 'SET ALL NEW AMOUNTS TO REMAINING AMOUNTS', 'SAVE', and 'BACK TO SEARCH', along with the same instructional text as in the previous screenshot.

c.

- d. Select a reason from the dropdown list under 'Reason Full Amount Not Used'.
- e. Click 'Save' after you've filled in the amount and reason.

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
[REDACTED]	ABBEY	CRABAPPLE	Spare	0.00	50.00	43.00	[Empty Dropdown]

[SET ALL NEW AMOUNTS TO REMAINING AMOUNTS](#) [SAVE](#) [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.

**Example:** Abbey Crabapple only spent \$43 this season. You highlight the 50.00 value in her row, press 'Delete' or 'Backspace', and type in 43.00. You know that she moved before she spent the rest, and so in the dropdown box in the 'Reason Full Amount Not Used' column, you select 'G - Moved'. Then, you click 'Save'.

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
[REDACTED]	ABBEY	CRABAPPLE	Spare	0.00	50.00	43.00	G: Moved

[SET ALL NEW AMOUNTS TO REMAINING AMOUNTS](#) [SAVE](#) [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.

- f. Click 'Back to Search' and repeat steps a-d above for each senior who did not spend their full \$50 benefit.

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
[REDACTED]	ABBEY	CRABAPPLE	Spare	0.00	50.00	43.00	G: Moved

[SET ALL NEW AMOUNTS TO REMAINING AMOUNTS](#) [SAVE](#) [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.

6. Go back to **page 2** and follow **steps #2, #3, and #4** now.

**To view your Farm Accounting Details:**

1. Click the 'Financial Status' menu item 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 to:

MAINE SENIOR FARMSHARE PROGRAM  
DEPT OF AGRICULTURE, CONSERVATION & FORESTRY  
STATE OF MAINE  
28 STATE HOUSE STATION  
AUGUSTA, ME 04330-9785

After MSFP receives and processes your check, the Amount Returned by Farm and Final Balance amounts will be updated.

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

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)

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)

**Please note:** MSFP may authorize additional payments if funding is available.