



Maine Senior FarmShare Program

Farmer Annual Checklist

January - February

<input type="checkbox"/>	Attend the Ag Trades Show for the MSFP Year End Review (Program updates, MSFP farmer networking and more)
<input type="checkbox"/>	Complete annual farmer training (training will be posted online at www.maine.gov/dacf/ard each year).
<input type="checkbox"/>	Sign the <i>Farmer Agreement Form</i> (This can be signed electronically and emailed to donna.murray@maine.gov or print, sign and mail the form to: Maine Senior FarmShare Program 28 State House Station, Augusta, ME 04333)
<input type="checkbox"/>	Update and sign your <i>Farmer Application</i> in MOSSA (You must complete farmer training prior to signing your application).

March

<input type="checkbox"/>	Go online to www.maine.gov/dacf/ard to print forms needed for upcoming season. (i.e. Individual Share Tracking Form, MSFP Senior Waiting List, Proxy forms).
<input type="checkbox"/>	Make copies of the <i>Individual Share Tracking Form</i>
<input type="checkbox"/>	Verify the Shares allocated in your MOSSA account matches the allocation email announcement from the Program Manager.
<input type="checkbox"/>	Received package from MSFP containing: <i>Senior FarmShare Agreement Forms, Participant Rights & Responsibilities Form, Real Maine stickers MSFP eligible produce, return envelopes and Real Maine Produce Availability rack cards.</i> (Verify that you received the correct amount of all items.) *Additional items may be mailed each year.
<input type="checkbox"/>	Advertise that your farm participates in the MSFP to help fill your allocated shares (i.e. social media, websites, hanging flyers on local community boards). *optional*



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April - July

<input type="checkbox"/>	<p>The 1st of April you may begin signing up seniors *If you are mailing in signed <i>Senior FarmShare Agreement Forms</i> to be entered in to MOSSA by MSFP staff, they <u>MUST</u> be mailed within one week of the date signed. *If you are entering the signed <i>Senior FarmShare Agreement Forms</i> in to MOSSA, you <u>MUST</u> enter them within one week of the date signed <u>AND</u> you must retain the signed form in your records for a minimum of 3 years.</p>
<input type="checkbox"/>	<p>Provide every senior that signs up for the MSFP with a pink <i>Participant Rights & Responsibilities</i> form.</p>
<input type="checkbox"/>	<p>Fill out a <i>Share Tracking Form</i> for every senior signed up.</p>
<input type="checkbox"/>	<p>Display the "And Justice for All" poster when seniors are signing up to participate in the MSFP.</p>
<input type="checkbox"/>	<p>Hang/Display your MSFP Authorized Farm Certificate where senior participants will be shopping.</p>
<input type="checkbox"/>	<p>Fill all shares from 1st allocation by July 31st.</p>
<input type="checkbox"/>	<p>Request an extension in writing before July 31st for additional time to fill 1st allocation of shares.</p>

August - September

<input type="checkbox"/>	<p>2nd allocations will be posted in MOSSA the first week in August.</p>
<input type="checkbox"/>	<p>All shares from the 1st and 2nd allocation must be filled by September 30th.</p>
<input type="checkbox"/>	<p>Contact seniors who have a remaining balance to remind them to use their full benefit amount.</p>
<input type="checkbox"/>	<p>Sign up additional seniors as replacements for seniors that will not spend their full benefit amount. All "Replacement" seniors must be signed up by September 30th.</p>



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October - November

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| <input type="checkbox"/> | End of season: "Record Share Redemptions" in MOSSA. This must be completed by November 30 th . (MSFP will mail End of Season reports to farms by request only.) |
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December

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| <input type="checkbox"/> | Reimbursement checks are due by 2 nd Friday in December. Make check payable to: Treasurer, State of Maine |
| <input type="checkbox"/> | Mail to:
Maine Senior FarmShare Program
28 State House Station, Augusta, ME 04333 |
| <input type="checkbox"/> | File all MSFP documents and keep for a minimum of 3 years. |
| <input type="checkbox"/> | Complete the MSFP Farmer Survey found online at www.maine.gov/dacf/ard |

For questions or assistance contact:

Donna Murray, Program Manager

by calling 207-446-5550

or email: donna.murray@maine.gov