# Maine Senior FarmShare Program

## Farmer Annual Checklist

### January - February

| ☐ | Attend the Ag Trades Show for the MSFP Year End Review (Program updates, MSFP farmer networking and more) |
| ☐ | Complete annual farmer training (training will be posted online at [www.maine.gov/dacf/ard](http://www.maine.gov/dacf/ard) each year). |
| ☐ | Sign the *Farmer Agreement Form* (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) |
| ☐ | Update and sign your *Farmer Application* in MOSSA (You must complete farmer training prior to signing your application). |

### March

| ☐ | Go online to [www.maine.gov/dacf/ard](http://www.maine.gov/dacf/ard) to print forms needed for upcoming season. (i.e. Individual Share Tracking Form, MSFP Senior Waiting List, Proxy forms). |
| ☐ | Make copies of the *Individual Share Tracking Form* |
| ☐ | Verify the Shares allocated in your MOSSA account matches the allocation email announcement from the Program Manager. |
| ☐ | Received package from MSFP containing: *Senior FarmShare Agreement Forms, Participant Rights & Responsibilities Form*, Real Maine stickers MSFP eligible produce, return envelopes and Real Maine Produce Availability rack cards. (Verify that you received the correct amount of all items.) *Additional items may be mailed each year.* |
| ☐ | 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* |
### April - July

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

### August - September

- 2<sup>nd</sup> allocations will be posted in MOSSA the first week in August.
- All shares from the 1<sup>st</sup> and 2<sup>nd</sup> allocation must be filled by September 30<sup>th</sup>.
- Contact seniors who have a remaining balance to remind them to use their full benefit amount.
- 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 30<sup>th</sup>.
### October - November

- **End of season:** "Record Share Redemptions" in MOSSA. This must be completed by November 30th. (MSFP will mail End of Season reports to farms by request only.)

### December

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