

Maine Senior FarmShare Program

MOSSA

(Maine Online Senior Share Access)

Farmer

User Manual



Revised 12/13/2019

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Signing In

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

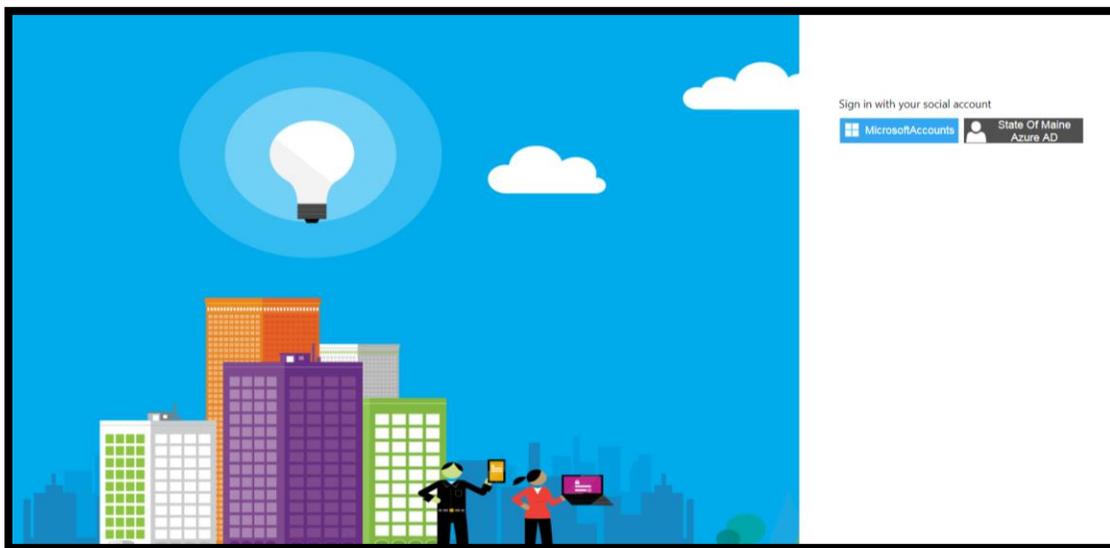
Open your internet browser and type in the MOSSA Url:

<https://gateway.maine.gov/ACF/Farmshare/Home/Entry#>

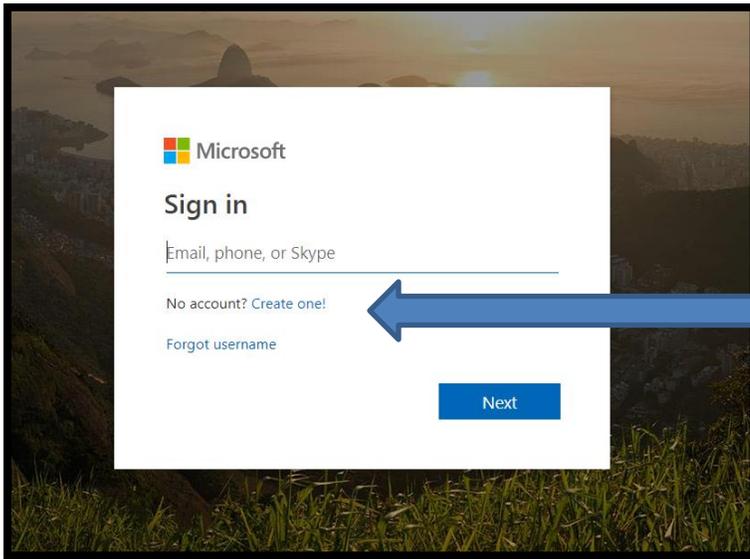
The MOSSA Home Page will open:



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



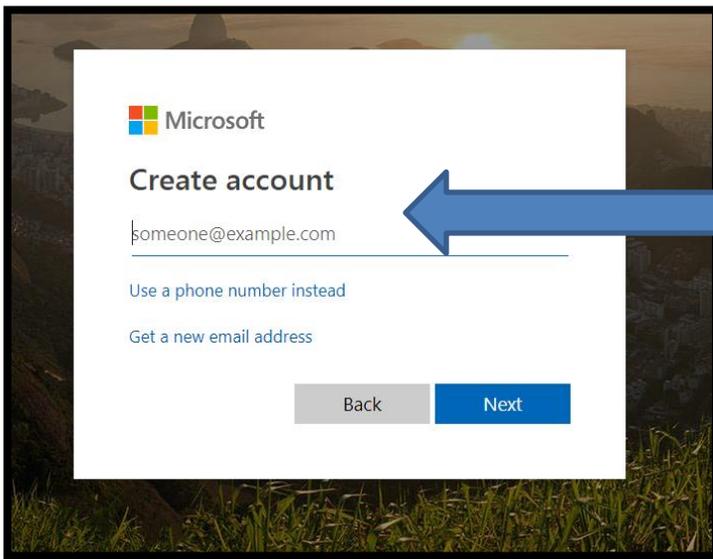
- All farms will be required to have an email address to access MOSSA. (This must be the same email address on file with Maine Senior FarmShare Program.)
- Click on **“Microsoft Accounts”**
- A new Sign In window will open asking you to type your email address. (The first time you sign in you will need to create a new account)



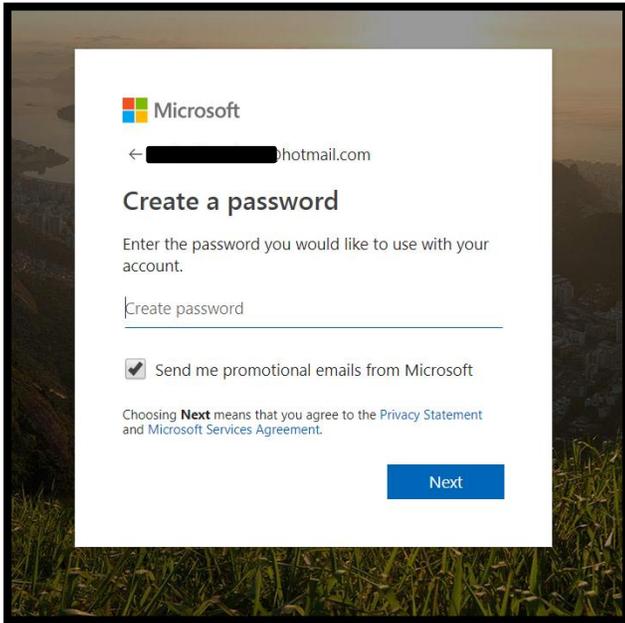
- First time users click on “Create one” to register (*If you have changed your email address you will need to register the new email address in MOSSA.*)

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



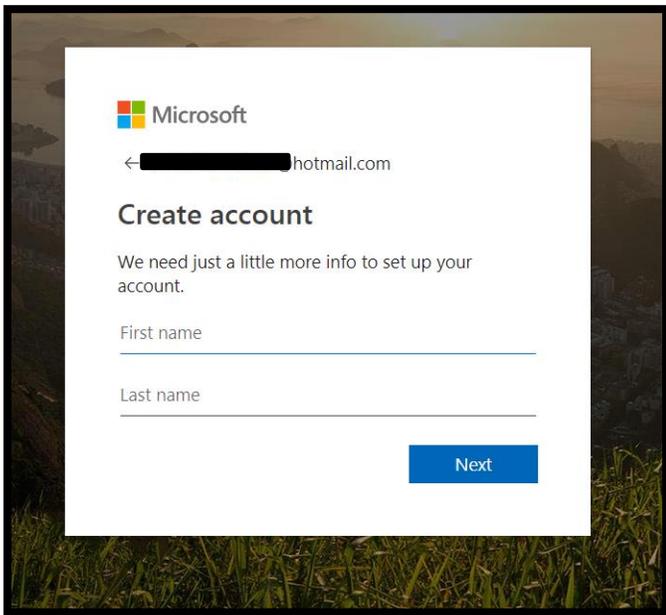
Type in the email address that is on file with Maine Senior FarmShare Program here.



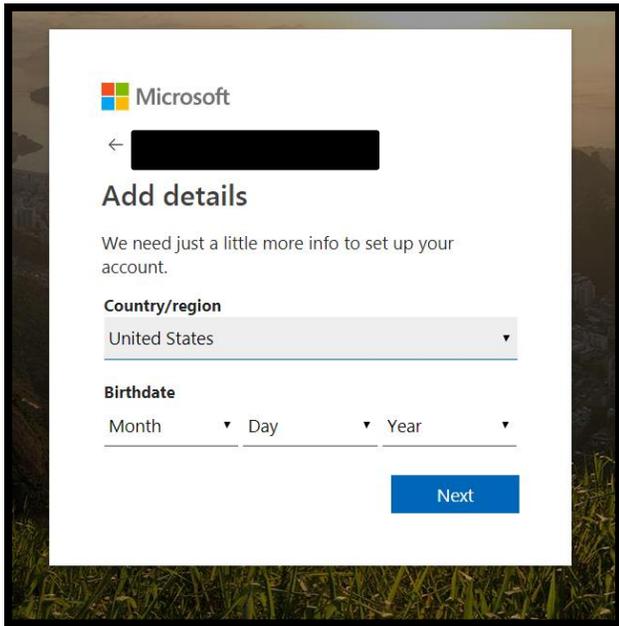
- After you enter your email address you will need to create a password.

UNCHECK THE BOX FOR PROMOTIONAL EMAILS FROM MICROSOFT

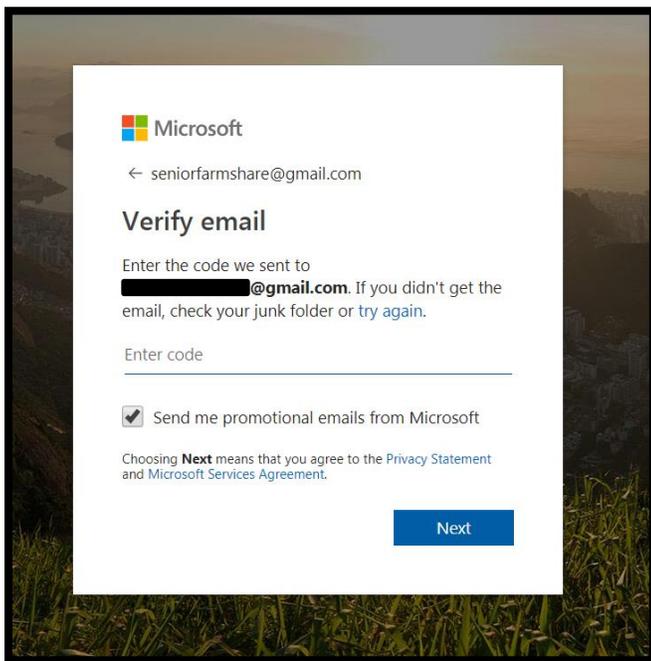
- Click Next



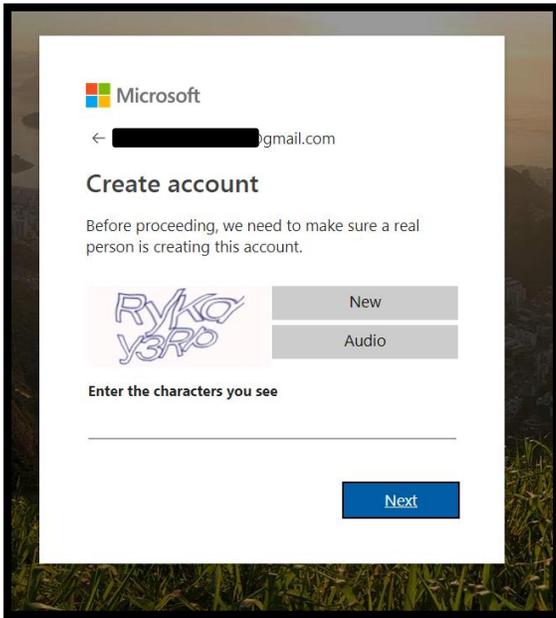
- Type your First and Last name and click Next



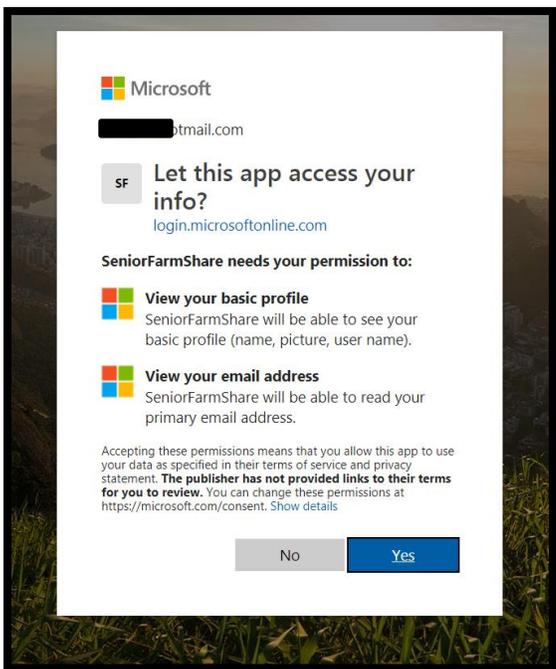
- Select your Birthdate *****YOU MUST ENTER A DATE OF BIRTH*****
If the date of birth is not entered or is entered with a year that is less than 18 years old, you will not be able to access the system.



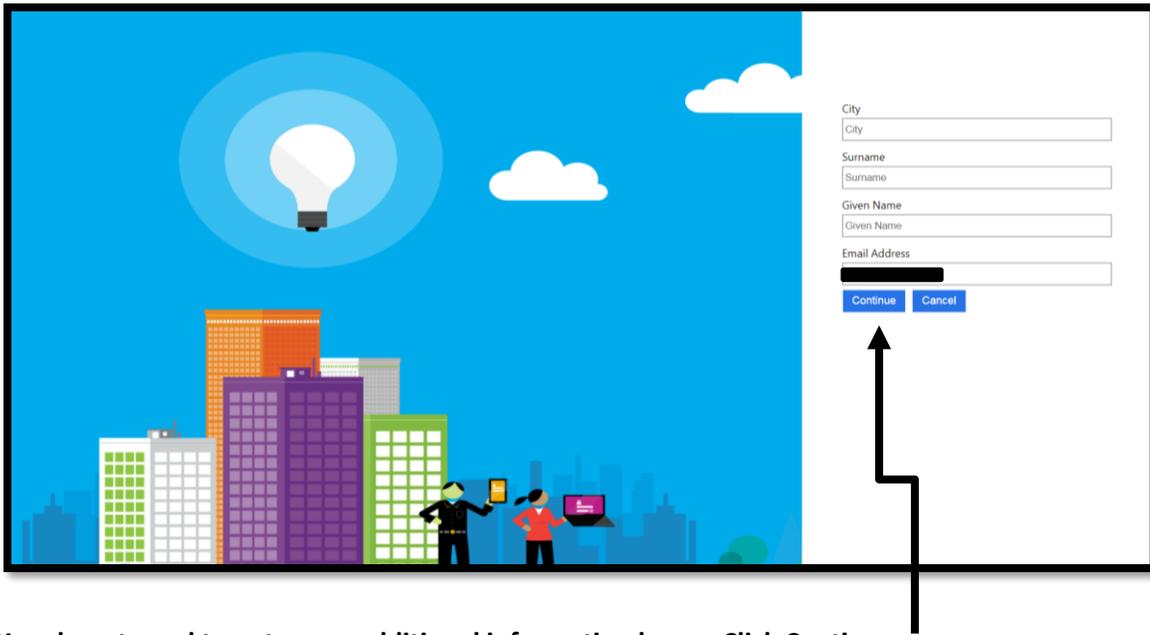
- You will receive a code in your email that will need to be entered here.
 - **Uncheck the box "Send me promotional emails from Microsoft"**
- Click Next



(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 that you registered with on file, you will see an error message displayed in the illustration above.

If your registration was successful you will be taken to the MOSSA Home Page.

Home Page

MOSSA HOME ABOUT GET REAL.GET MAINE!

connection status is online

SENIOR FARMSHARE

- begin data sync with server
- Farmshare is on release 2.01 as of November 4, 2019.
- End of Season Accounting deadline is 11/29/2019
- Additional funds are available for eligible spares!
- For closeout assistance call Donna 207-446-5550
- Data sync is complete

- [SENIOR AGREEMENTS](#)
- [FARM SIGNUP](#)
- [FINANCIAL STATUS](#)
- [RECORD SHARE REDEMPTIONS](#)

The MOSSA Home screen functions:

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

Senior Agreements

Go here to:

- Complete Senior Agreement Forms
- Make changes to Senior Agreement Forms
- Access Senior Contact information
- View total shares allocated and remaining shares to fill

Farm Signup

Go here to:

- Complete the Farm Application
- Update farm information

Financial Status

Go here to:

- View farm accounting detail

Sync Local Data

Go here to:

- Sync data

Record Share Redemptions to Senior Citizens

Go here to:

- Enter share values for senior agreements (End of season reporting)

MOSSA Home Screen Tabs:

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

Senior Agreement Forms

The screenshot shows the MOSSA Senior FarmShare web application. At the top left is the logo for the Department of Agriculture, Conservation & Forestry, featuring a map of Maine and the text "SENIOR FARMSHARE" and "Row count is 151". A green navigation bar contains links for "MOSSA HOME", "ABOUT", and "GET REAL, GET MAINE!". To the right, it says "connection status is online" above a blacked-out area. The main content area is titled "LIST OF PARTICIPANTS" and includes two input fields: "SHARES ALLOCATED TO FARM" with the value "120" and "SHARES REMAINING" with the value "0". Below this is a search section titled "ENTER SEARCH CRITERIA AND CLICK ON SEARCH" with input fields for "FIRST NAME" and "LAST NAME", a "DUPLICATES" checkbox, and a "SEARCH" button. A "CREATE NEW" link is also present. At the bottom, a table header lists columns: "FIRST NAME", "LAST NAME", "ADDRESS 1", "CITY", "PHONE", "DATE INVOICED", and "STATUS".

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 as 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), date invoiced and the senior’s status will be displayed on the main page.
 - Date Invoiced - 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 screenshot shows the 'EDIT SENIOR AGREEMENTS' form. At the top, there is a navigation bar with 'MOSSA HOME', 'ABOUT', and 'GET REAL GET MAINE!'. A 'connection status is online' indicator is visible in the top right. The form fields include: 'SENIOR AGREEMENT ID' (text input), 'YEAR' (text input with '0'), 'STATUS' (dropdown menu with 'New'), 'TERMINATION REASON' (dropdown menu), and a checkbox 'CHECK IF THIS IS A REPLACEMENT'. Below these are fields for 'DELIVERY LOCATION TYPE' (dropdown), 'DELIVERY LOCATION', 'DELIVERY DATE', and 'DELIVERY TIME'. Personal information fields include 'FIRST NAME', 'LAST NAME', 'ADDRESS 1', 'ADDRESS 2', 'CITY', 'STATE', 'ZIP', 'PHONE' (with 'NNN-NNN-NNNN' placeholder), 'EMAIL', and 'PHONE 2'. There are also fields for 'WHO SELECTS PRODUCE' (dropdown) and 'BIRTH DATE' (text input with 'mm/dd/yyyy' placeholder). A 'COMMENTS' text area is provided. The 'RACE (MAY SELECT MORE THAN ONE)' section includes checkboxes for 'WHITE', 'BLACK OR AFRICAN-AMERICAN', 'NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER', 'A SIAN', and 'AMERICAN INDIAN OR ALASKAN NATIVE'. The 'ETHNICITY (SELECT 1)' section includes checkboxes for 'HISPANIC OR LATINO' and 'NOT HISPANIC OR LATINO'. The 'ELECTRONIC SIGNATURE' section has checkboxes for 'I AM ELIGIBLE BASED ON INCOME GUIDELINES', 'I AM 60 OR OVER (55 OR OVER FOR NATIVE AMERICANS)', and 'I AM A MAINE RESIDENT', along with a text input for the signature and a warning not to sign until receiving the form. The 'PAPER SIGNATURE' section has checkboxes for 'PAPER APPLICATION SIGNED' and 'DATE SIGNED' (text input with 'mm/dd/yyyy' placeholder). At the bottom, there are fields for 'DATE INVOICED' (text input with 'mm/dd/yyyy' placeholder) and 'REASON FULL VALUE NOT USED' (text input). A 'Save' button and a 'BACK TO LIST' link are at the bottom right.

The Senior Agreement Form can be completed:

1. Electronically: When the senior is completing the form in person. **The senior must type their own name for the signature.**
2. Paper form: Fill out a paper form with the senior, 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:

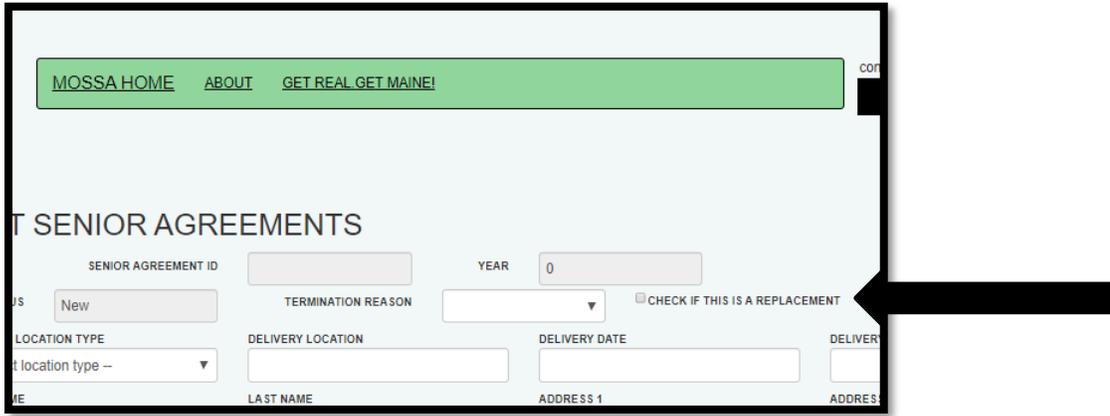
1. Type in all or part of the name and click “search”.
2. Once the senior’s name appears select “Edit” to open the agreement form.
3. If no information appears from the search criteria click on “Create New” to open a blank agreement form.
4. If the senior is filling out the agreement form electronically 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 (55 or over for Native Americans).”

- iii. "I am a Maine resident."
 - c. The senior must type their full name in the signature box titled "Type your name here to sign this agreement".
 - d. 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 – If all allocated shares have already been filled.
 - iv. Closed – The senior has used their full share or has not signed up for this season.

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

Entering a “Replacement Senior”

If you are signing up a senior that you wish to not be paid for because this new senior will be replacing a senior you have already been paid for, you will need to check the box “Check if this is a replacement”



The screenshot shows a web form titled "SENIOR AGREEMENTS". At the top, there is a green navigation bar with links for "MOSSA HOME", "ABOUT", and "GET REAL GET MAINE!". Below the navigation bar, the form contains several input fields and a checkbox. The fields include "SENIOR AGREEMENT ID", "YEAR" (with a value of "0"), "STATUS" (with a dropdown menu showing "New"), "TERMINATION REASON" (with a dropdown arrow), "LOCATION TYPE" (with a dropdown menu showing "location type --"), "DELIVERY LOCATION", "DELIVERY DATE", "DELIVERY", "LAST NAME", "ADDRESS 1", and "ADDRESS 2". A black arrow points to the checkbox labeled "CHECK IF THIS IS A REPLACEMENT".

- If this box is checked the senior status will be “Replacement” and you will not be paid for the senior.
- At the end of the season the MSFP manager will transfer replacements to seniors that did not spend the full benefit.
- If the MSFP has remaining grant funds you may be paid for replacements that were not transferred.

Farmer Application

Farmer Applications to sign up and participate are due by February 28th 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:

The screenshot shows the MOSSA Senior FarmShare application interface. At the top, there is a navigation bar with 'MOSSA HOME', 'ABOUT', and 'GET REAL GET MAINE!'. A connection status indicator shows 'connection status is online'. Below the navigation bar, there are tabs for 'FARM', 'PICKUP LOCATIONS', 'REFERENCES', 'FARM CROPS', 'PRODUCT PURCHASES', and 'SIGNOFF'. The 'FARM' tab is selected, and the page title is 'FARMER APPLICATION'. The form contains the following fields and information:

- FARM ID:** [Redacted]
- FARM NAME:** [Redacted]
- STATUS:** Approved
- YEAR:** 2019
- SIGNED:** 2/27/2019 12:32:47 PM
- APPROVED:** 3/15/2019 12:27:57 PM
- FARM LOCATION:** [Redacted]
- OWNER FIRST NAME:** [Redacted]
- OWNER LAST NAME:** [Redacted]
- CONTACT FIRST NAME:** [Redacted]
- CONTACT LAST NAME:** [Redacted]
- MAIL ADDRESS 1:** [Redacted]
- MAIL ADDRESS 2:** [Redacted]
- CITY:** [Redacted]
- STATE:** ME
- ZIP:** [Redacted]
- PHONE:** [Redacted]
- PHONE 2:** [Redacted]
- FAX:** [Redacted]
- EMAIL:** [Redacted]
- COMMENTS:** [Redacted]
- PREVIOUS YEAR SHARES:** 0
- NUMBER OF \$50 SHARES REQUESTED FOR THE CURRENT YEAR:** 120
- SHARES ALLOCATED:** 120

At the bottom, there is a checked checkbox with the text: "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)".

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.)

SHARE OPTIONS, CHECK ALL THAT APPLY

SENIOR SELECTS PRODUCE
 FARMER PROVIDES SENIOR WITH ASSORTED PRODUCE AT LEAST 4 TIMES OVER A MINIMUM PERIOD OF 8 WEEKS

DELIVERY OPTIONS, ENTER ALL THAT APPLY

CAN DELIVER TO INDIVIDUALS WITHIN THE FOLLOWING MILE RADIUS:

CAN DELIVER TO GROUPS WITHIN THE FOLLOWING MILE RADIUS: MINIMUM NUMBER OF SENIORS:

GROWING SEASON FOR MIXED PRODUCE (APPROXIMATE MONTHS)

SEASON BEGINS SEASON ENDS

HOW YOU CURRENTLY MARKET YOUR PRODUCE (CHECK ALL THAT APPLY)

FARM STAND FARMERS' MARKET CSA

WIC and SNAP

DO YOU CURRENTLY PARTICIPATE IN THE WIC FARMERS' MARKET NUTRITION PROGRAM (FMNP)?
 DO YOU CURRENTLY ACCEPT SUPPLEMENTAL NUTRITION PERFORMANCE PROGRAM (SNAP)?

ACREAGE FOR VEGETABLE AND FRUIT CROPS YOU HAD IN PRODUCTION LAST YEAR. ONLY INCLUDE THE TOTAL OF ITEMS GROWN LESS THAN ONE ACRE PER CROP (INDICATE MAJOR ITEMS IN THE CROPS TAB).

ACRES IN VARIETY OF MIXED VEGETABLES ACRES IN SMALL FRUIT CROPS (NOT TREE FRUIT)

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 acres 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?)

The screenshot shows the MOSSA Senior Farmshare website interface. At the top left is the logo for 'SENIOR FARMSHARE' with the text 'Maine Agriculture Conservation & Forestry'. The top navigation bar includes 'MOSSA home', 'About', and 'Link to Get Real Get Maine'. On the right, it indicates 'connection status is online' and 'You are using test data'. Below the navigation bar are tabs for 'Farm', 'Pickup Locations', 'References', 'Farm Crops', 'Product Purchases', and 'Signoff'. The main heading is 'Edit a produce pickup location'. The form contains the following fields: 'FARM ID' (a text input field with a blacked-out value), 'LOCATION TYPE' (a dropdown menu with the text '-- select location type --'), 'LOCATION NAME' (a text input field), 'DAYS' (a text input field), and 'TIMES' (a text input field). At the bottom of the form are two buttons: 'Save' and 'Back to List'.

1. Select the location type where seniors will be able to pick up their share:
 - a. Farm
 - b. Other
2. Location Name – If you will be at a farmers’ 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:

MOSSA home About Link to Get Real Get Maine connection status is online
You are using test data

Farm Pickup Locations **References** Farm Crops Product Purchases Signoff

Edit Farm References

ORGANIZATION

CONTACT PERSON

PHONE

[Save](#) [Back to List](#)

- All new farms are required to complete this section.
- A minimum of three professional references are required.

Farm Crops:

MOSSA home About Link to Get Real Get Maine connection status is online
You are using test data

Farm Pickup Locations References **Farm Crops** Product Purchases Signoff

List of crops

[Create New](#)

PRODUCE	PREVIOUS YEAR ACRES	PREVIOUS YEAR EARLY SEASON	PREVIOUS YEAR MID SEASON	PREVIOUS YEAR FALL SEASON	CURRENT YEAR ACRES	CURRENT YEAR EARLY SEASON	CURRENT YEAR MID SEASON	CURRENT YEAR FALL SEASON	EDIT
Cherries		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current
Cranberries		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Current
Cauliflower		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current
Chives		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current
Corn, sweet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current

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:

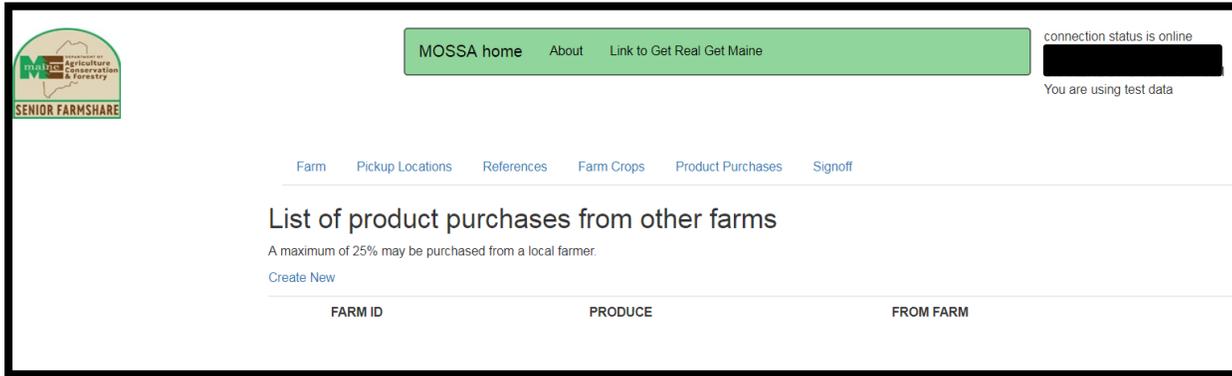
The screenshot shows the MOSSA web application interface. At the top left is the logo for 'SENIOR FARMSHARE'. The top navigation bar includes 'MOSSA home', 'About', and 'Link to Get Real Get Maine'. On the right, it indicates 'connection status is online' and 'You are using test data'. Below the navigation bar are tabs for 'Farm', 'Pickup Locations', 'References', 'Farm Crops', 'Product Purchases', and 'Signoff'. The main heading is 'Edit crop information'. Below this, a note states: 'To delete this data, set acres to 0 and uncheck the check boxes'. The form contains the following fields and options:

- FARM ID:** [Redacted]
- YEAR:** 2018
- PRODUCE:** Cherries
- ACRES:** 0.00
- Available late June to early July
- Available mid July to early September
- Available mid September to late October

At the bottom of the form are two buttons: 'Save' and 'Back to List'.

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.)



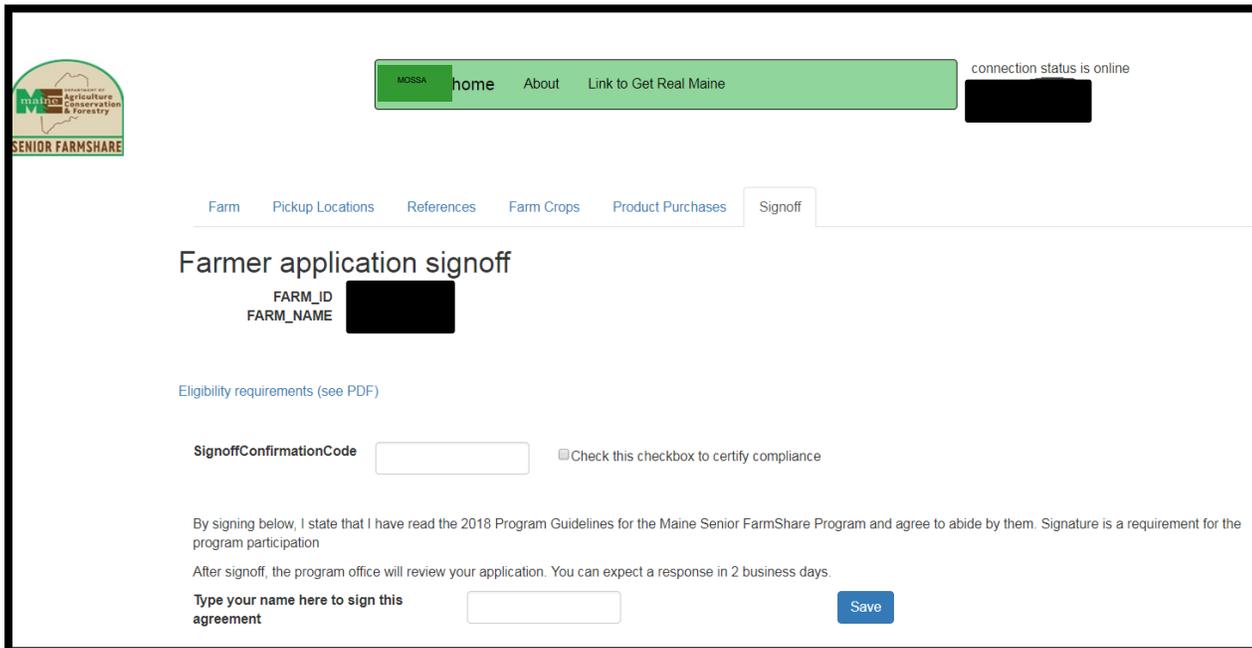
The screenshot shows the MOSSA website interface. At the top left is the logo for the Department of Agriculture, Conservation & Forestry, Senior FarmShare. The top navigation bar includes links for 'MOSSA home', 'About', and 'Link to Get Real Get Maine'. On the right, it indicates 'connection status is online' and 'You are using test data'. Below the navigation bar, there are tabs for 'Farm', 'Pickup Locations', 'References', 'Farm Crops', 'Product Purchases', and 'Signoff'. The main heading is 'List of product purchases from other farms', with a sub-note: 'A maximum of 25% may be purchased from a local farmer.' A 'Create New' link is visible. Below this is a table with three columns: 'FARM ID', 'PRODUCE', and 'FROM FARM'.

- 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)



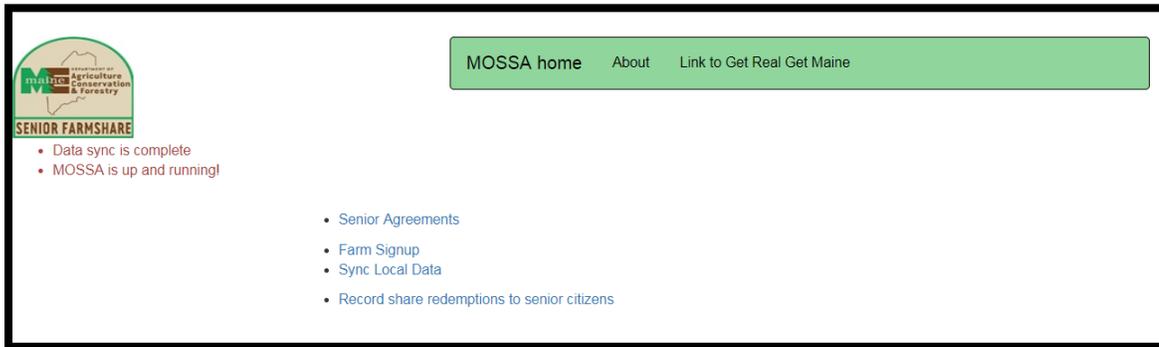
The screenshot shows the 'Farmer application signoff' page. At the top left is the logo for the Department of Agriculture, Conservation & Forestry, Senior FarmShare. The top navigation bar includes links for 'MOSSA home', 'About', and 'Link to Get Real Get Maine'. On the right, it indicates 'connection status is online'. Below the navigation bar, there are tabs for 'Farm', 'Pickup Locations', 'References', 'Farm Crops', 'Product Purchases', and 'Signoff'. The main heading is 'Farmer application signoff'. Below this, there are fields for 'FARM_ID' and 'FARM_NAME', both of which are redacted with black boxes. Below these fields is a link for 'Eligibility requirements (see PDF)'. There is a 'SignoffConfirmationCode' field and a checkbox labeled 'Check this checkbox to certify compliance'. Below this, there is a paragraph of text: 'By signing below, I state that I have read the 2018 Program Guidelines for the Maine Senior FarmShare Program and agree to abide by them. Signature is a requirement for the program participation.' Below this is another paragraph: 'After signoff, the program office will review your application. You can expect a response in 2 business days.' At the bottom, there is a field labeled 'Type your name here to sign this agreement' and a 'Save' button.

Prior to signing the application, you will be required to complete Maine Senior FarmShare Program annual training. (Information for annual training will be sent to all farms by December 31st each year.)

After completing the MSFP annual training:

1. Enter the confirmation code (the confirmation code is provided by the Program Manager).
2. Check off to certify compliance and you are agreeing to the MSFP Farmer Policies and Guidelines.
3. Sign the application by typing your full name.
4. Click "Save" to submit your application.

Sync Local Data

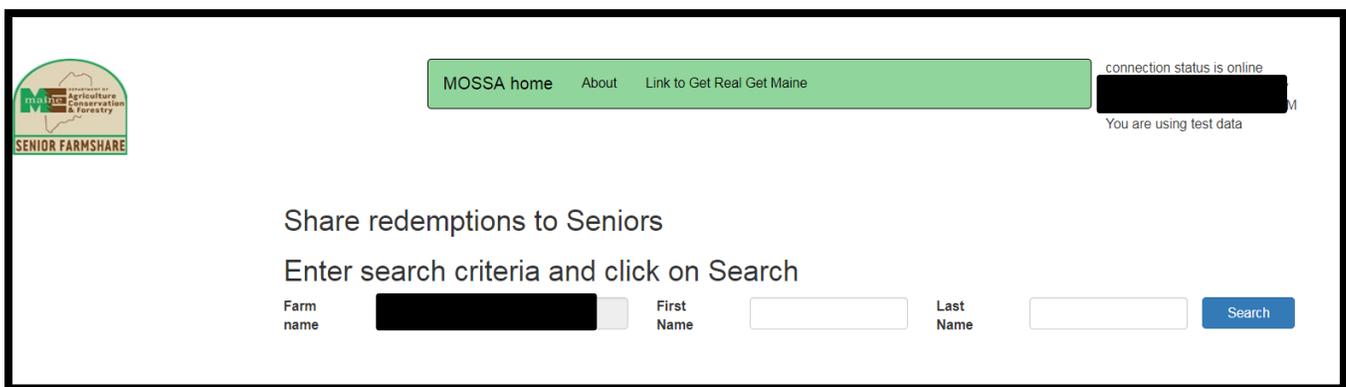


“Sync Local Data” will only be used during technical assistance with Maine Senior FarmShare Program Administration.

Record Share Redemptions:

To complete this section you will need information from the [Share Tracking Form](#). (All farms are required to keep a Share Tracking Form for each senior.) This 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 once 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 by first or last name of the senior.
3. Enter all or part of the senior's name and click search

The screenshot shows the MOSSA Senior Farmshare interface. At the top, there is a navigation bar with links for "MOSSA home", "About", and "Link to Get Real Get Maine". A status indicator shows "connection status is online" and "You are using test data". The main heading is "Share redemptions to Seniors - Mass Update". Below this is a table with columns: FARM NAME, FIRST NAME, LAST NAME, AMOUNT SPENT, REMAINING BALANCE, NEW PURCHASE AMOUNT, and REASON FULL AMOUNT NOT USED. Two rows of data are visible, with some fields redacted with black boxes. The first row shows an amount spent of 10.00 and a remaining balance of 40.00. The second row shows an amount spent of 0.00 and a remaining balance of 50.00. Below the table, there is a "Save" button and a "Back to Search" link. A note at the bottom states: "Set all new purchase amounts to remaining amounts. After setting new purchase amounts you can change individual amounts selectively before saving changes."

FARM NAME	FIRST NAME	LAST NAME	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
[REDACTED]	[REDACTED]	[REDACTED]	10.00	40.00	<input type="text" value="0.00"/>	<input type="text"/>
[REDACTED]	[REDACTED]	[REDACTED]	0.00	50.00	<input type="text" value="0.00"/>	<input type="text"/>

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 above) 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"

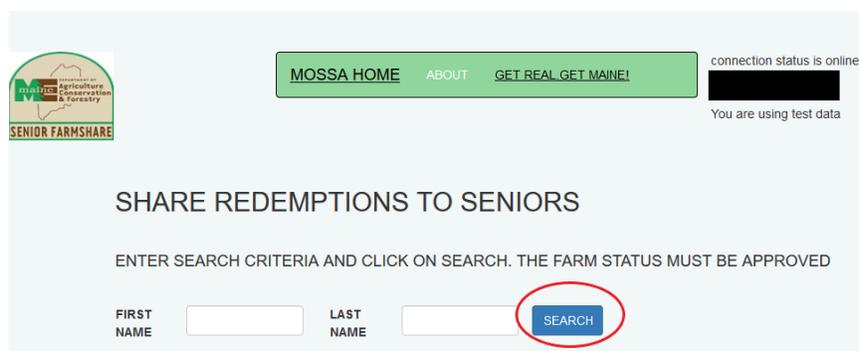
End of Season Process:

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

***If ALL your seniors spent their full \$50 benefit, perform steps #1, #2, and #3 only.**

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

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



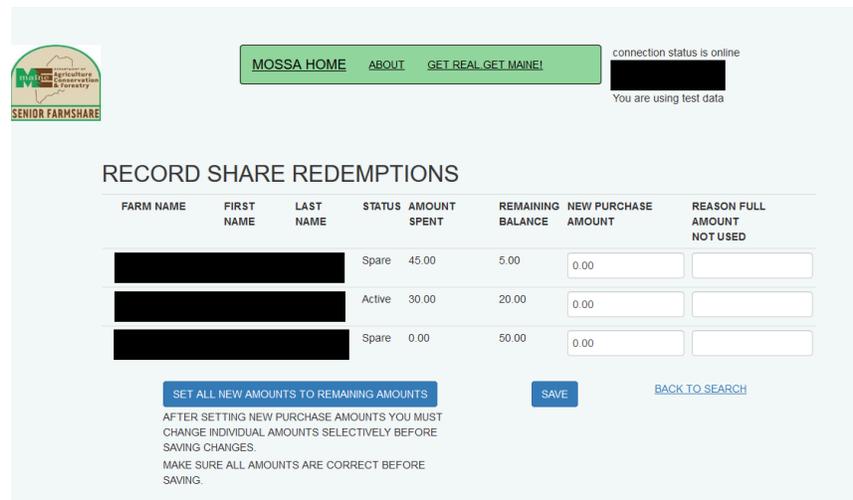
MOSSA HOME ABOUT GET REAL GET MAINE! connection status is online
You are using test data

SENIOR FARMSHARE

SHARE REDEMPTIONS TO SENIORS

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

FIRST NAME LAST NAME



MOSSA HOME ABOUT GET REAL GET MAINE! connection status is online
You are using test data

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.

- At the bottom of the page, click 'Set All Amounts to Remaining Amounts': **DO NOT CLICK 'SAVE' YET.**

MOSSA HOME ABOUT GET REAL GET MAINE! connection status is online
You are using test data

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
[REDACTED]	[REDACTED]	[REDACTED]	Spare	45.00	5.00	0.00	
[REDACTED]	[REDACTED]	[REDACTED]	Active	30.00	20.00	0.00	
[REDACTED]	[REDACTED]	[REDACTED]	Spare	0.00	50.00	0.00	

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.

All (active, spare, and replacement) seniors' 'New Purchase Amount' boxes should now be filled in with the amount of their remaining balance.

MOSSA HOME ABOUT GET REAL GET MAINE! connection status is online
You are using test data

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
[REDACTED]	[REDACTED]	[REDACTED]	Spare	45.00	5.00	5.00	
[REDACTED]	[REDACTED]	[REDACTED]	Active	30.00	20.00	20.00	
[REDACTED]	[REDACTED]	[REDACTED]	Spare	0.00	50.00	50.00	

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.

- A box will open for you to type your name. This is your signature stating that all information you have provided is true to the best of your knowledge. Sign by typing your name in the signature box and click '**Save**' now. You're done!

MOSSA HOME ABOUT GET REAL GET MAINE! connection status is online
You are using test data

RECORD SHARE REDEMPTIONS

FARM NAME	FIRST NAME	LAST NAME	STATUS	AMOUNT SPENT	REMAINING BALANCE	NEW PURCHASE AMOUNT	REASON FULL AMOUNT NOT USED
[REDACTED]	[REDACTED]	[REDACTED]	Spare	45.00	5.00	5.00	
[REDACTED]	[REDACTED]	[REDACTED]	Active	30.00	20.00	20.00	
[REDACTED]	[REDACTED]	[REDACTED]	Spare	0.00	50.00	50.00	

SET ALL NEW AMOUNTS TO REMAINING AMOUNTS **#2** 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.

#1

SIGN BELOW ONCE ALL REDEMPTIONS HAVE BEEN RECORDED FOR ALL PARTICIPANTS
TYPE YOUR NAME HERE TO SIGN THIS AGREEMENT [TEXT BOX]
I DECLARE THAT ALL REDEMPTION INFORMATION PROVIDED IS CORRECT TO BEST OF MY KNOWLEDGE

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

- a. 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'.

MOSSA HOME ABOUT GET REAL GET MAINE! connection status is online
You are using test data

SHARE REDEMPTIONS TO SENIORS

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

FIRST NAME: LAST NAME:

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

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	<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.

- c. Select a reason from the dropdown list under 'Reason Full Amount Not Used'.

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	<input type="text" value="43.00"/>	<input type="text" value="Selected Reason"/>

[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.

- d. Click 'Save' after you've filled in the amount and reason.

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'.

MOSSA HOME ABOUT GET REAL GET MAINE! connection status is online
You are using test data

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.

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

MOSSA HOME ABOUT GET REAL GET MAINE! connection status is online
You are using test data

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.

5. Go back and follow **steps #2, #3, and #4** now.

- 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**