Maine Senior FarmShare Program (MSFP)
Contact me at donna.murray@maine.gov or 207-446-5550

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.

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1. Log into your MOSSA account. Click on **'Record Share Redemptions'**.
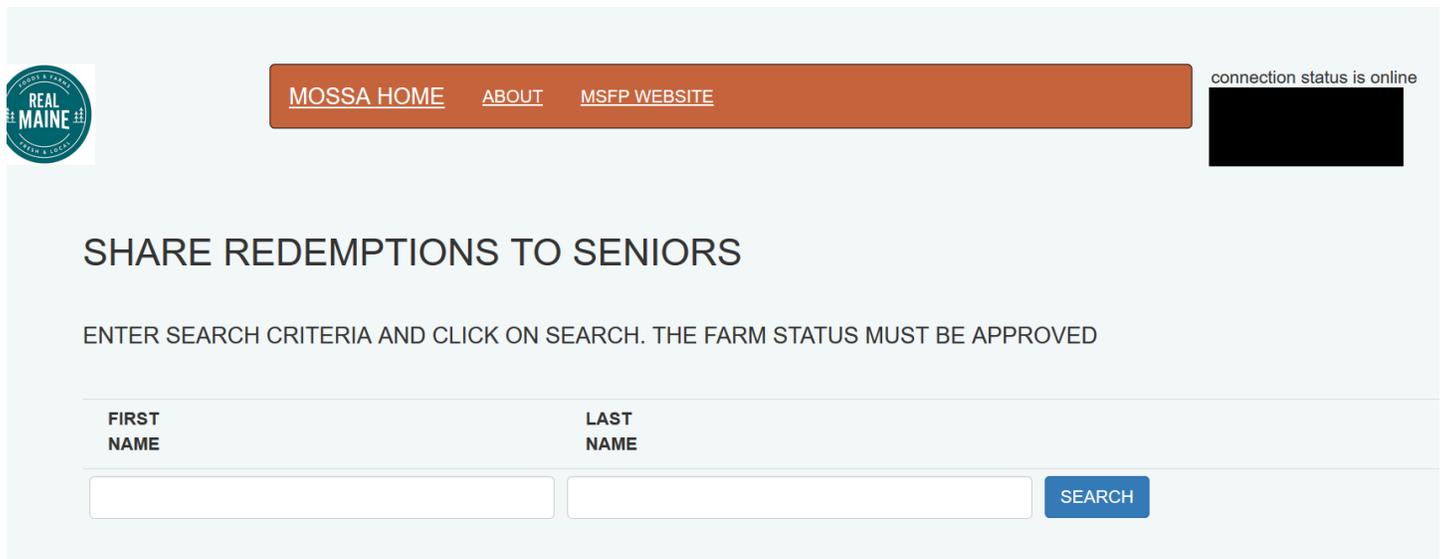
REAL MAINE	MOSSA HOME ABOUT MSFP WEBSITE	connection status is online

SHARE REDEMPTIONS TO SENIORS

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

FIRST NAME	LAST NAME	
		SEARCH

*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.

2. 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)**.

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

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

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 if true to the best of your knowledge. Sign by typing your name in the signature box and click **'Save'.** You're now done!

5. 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'.

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

   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
███	ABBEY	CRABAPPLE	Spare	0.00	50.00	43.00	

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.

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
███	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
███	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.

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.

Please note: *MSFP <u>may</u> authorize additional payments if funding is available.*