



Maine Senior FarmShare Program

Farmer Annual Checklist

January - February

<input type="checkbox"/>	Attend the Ag Trades Show for the MSFP Year End Review or alternative meeting/training opportunities for program updates, MSFP farmer networking, and more.
<input type="checkbox"/>	Complete annual farmer training (training will be posted online at www.maine.gov/dacf/seniorfarmshare each year).
<input type="checkbox"/>	Update and sign your <i>Farmer Application</i> in MOSSA (You must complete farmer training prior to signing your application). Deadline to submit applications is March 31 st each year.

March

<input type="checkbox"/>	Go online to www.maine.gov/dacf/seniorfarmshare 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"/>	Promote 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"/>	The 1 st 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 MUST 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 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.
<input type="checkbox"/>	Make sure every senior that signs up for the MSFP reads and understands the <i>Participant Rights & Responsibilities</i> form.
<input type="checkbox"/>	Fill out a <i>Share Tracking Form</i> for every senior signed up.
<input type="checkbox"/>	Display the “And Justice for All” poster when seniors are signing up to participate in the MSFP.
<input type="checkbox"/>	Hang/Display your MSFP Authorized Farm Certificate where senior participants will be shopping.
<input type="checkbox"/>	Fill all shares from 1 st allocation by July 31 st .
<input type="checkbox"/>	Request an extension in writing before July 31 st for additional time to fill 1 st allocation of shares.

August - September

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



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October - November

- End of season: "Record Share Redemptions" in MOSSA. This must be completed by November 30th.

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/seniorfarmshare

For questions or assistance contact:

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by calling 207-446-5550

or email: donna.murray@maine.gov