



Welcome to 2023 Farmers Market Coupon Programs administered by Mass Farmers Markets (MFM).

This booklet includes:

- Sample images of this year's coupons
- Instructions for preparing and submitting coupons for reimbursement
- Payment schedule for reimbursements
- ACH form for direct deposit payments

Important Notes:

WE HAVE MOVED – 200 Friberg Pkwy, STE 3000B, Westborough, MA 01581

\$5 Coupons – This year all coupons will be printed in \$5 denominations only.

October 31, 2023 – Last day to accept coupons at farmers markets

November 15, 2023 – Coupons must be received by MFM for reimbursement

Contact Information

Reimbursement questions and to request
additional supplies:

Joe McIlwain
Coupon Programs Coordinator
Mass Farmers Markets
781-893-8222 x 1003
coupons@massfarmersmarkets.org

Certification for farmers & markets:

Jennifer Donnelly
Farmers' Market Nutrition Program
MA Dept. of Agricultural Resources
857-286-3039
Jennifer.Donnelly@Mass.gov

2023 Massachusetts Farmers Market Coupon Programs

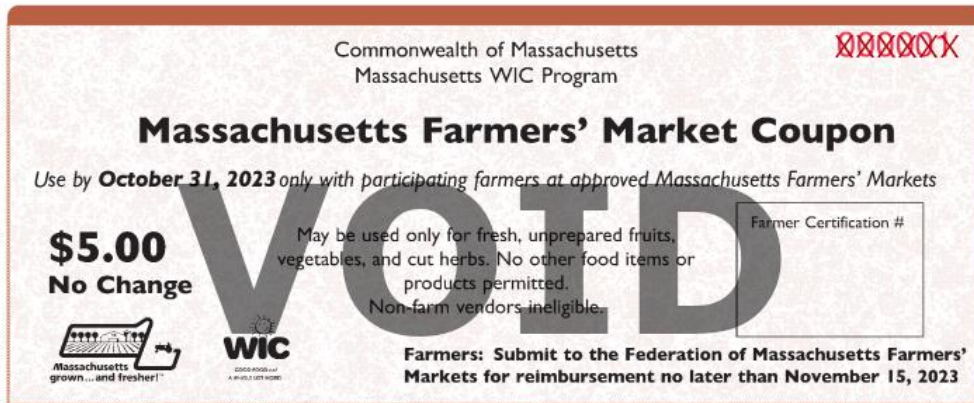
Currently there are three farmers market coupon programs in Massachusetts. The **WIC** and **Senior** coupon programs are sponsored by MDAR - Massachusetts Dept. of Agriculture Resources - who also provides the overall framework and rules that govern all Massachusetts farmers market coupon programs, and is responsible for certifying farmers and markets for the programs. The **Steward** coupon program is sponsored by the Steward Health Care System. Processing and reimbursement for all coupon programs is handled by Mass Farmers Markets.

IMPORTANT:

All three coupons have distinct colors that change from year to year; the 2022 colors are shown below. To prevent duplication, printed coupons for all three programs also carry security features that show **VOID** when copied or scanned.

- **Only current year coupons will be accepted for reimbursement. Other items included in submission will be returned uncounted and unreimbursed.**
- **Do not accept coupons that are damaged, cancelled, marked “void”, or appear to be reproduced or tampered with. If you suspect abuse, please contact Jennifer Donnelly at MDAR, 857-286-3039 or Jennifer.Donnelly@Mass.gov**
- **This year, there are several other incentive programs that use paper vouchers at various markets; they have separate reimbursement procedures. If you’re not sure how to get reimbursed for those vouchers, ask your market manager.**
- **The procedures described in this booklet only apply for the three coupons below. DO NOT INCLUDE OTHER VOUCHERS IN YOUR SUBMISSION.**

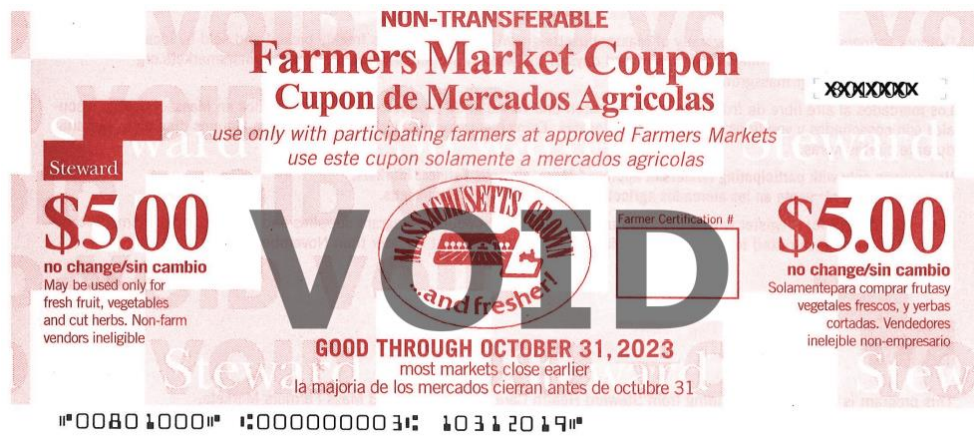
WIC Coupon (ORANGE)



Senior Coupon (BROWN)



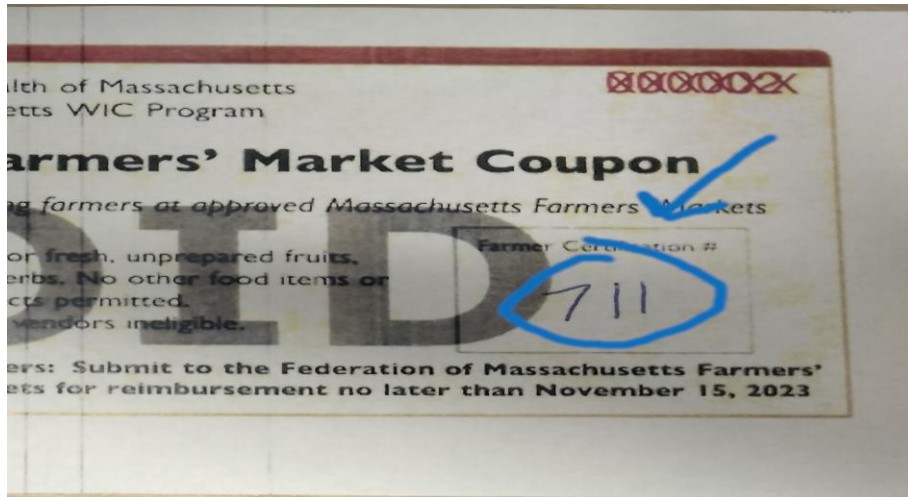
Steward Coupon (RED)



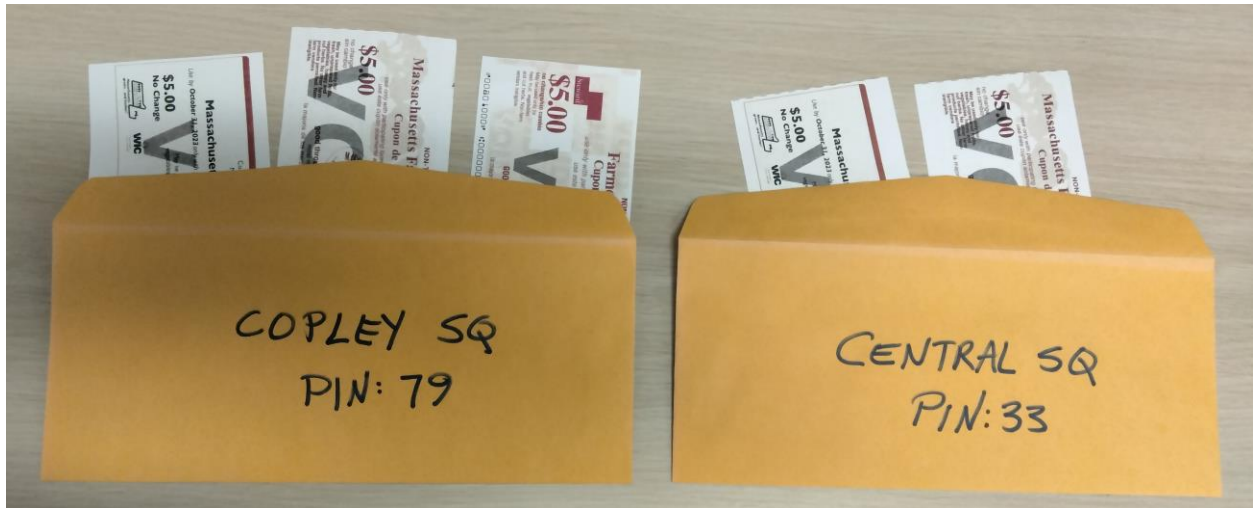
Preparing Coupons For Submission

1. Stamp or write your certification number in the “Farmer Certification #” box on each coupon. We recommend doing this as soon as possible after you receive the coupon. This cancels the coupon so it cannot be used again.

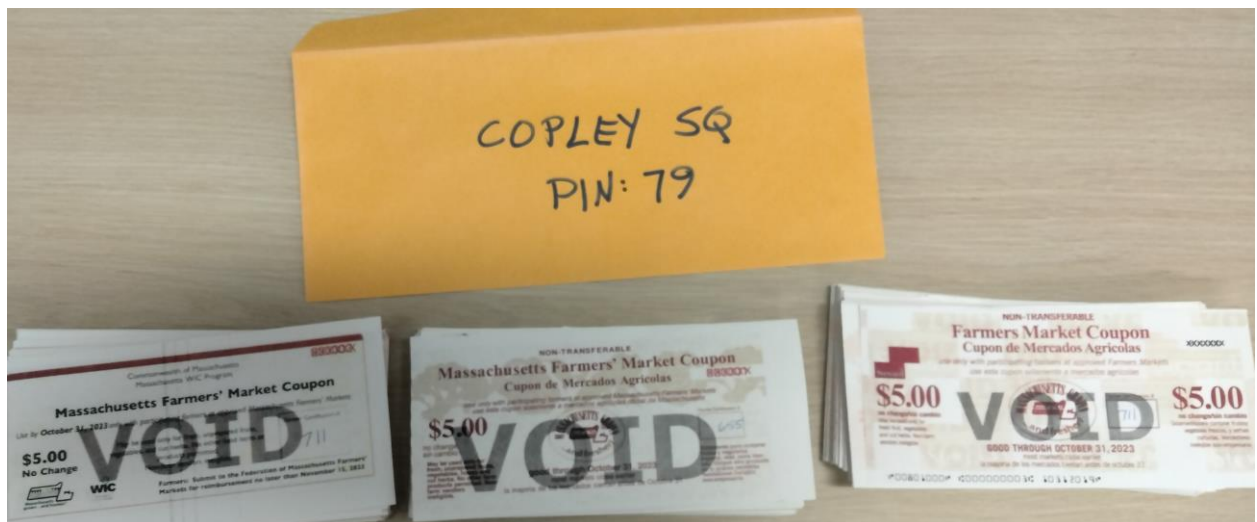
Do not accept coupons with a number already written or stamped in the “Farmer Certification #” box.



- Separate coupons by the market where you received them; see examples below. Do not separate coupons by market date! This may be easier if you keep the coupons separated as you receive them.

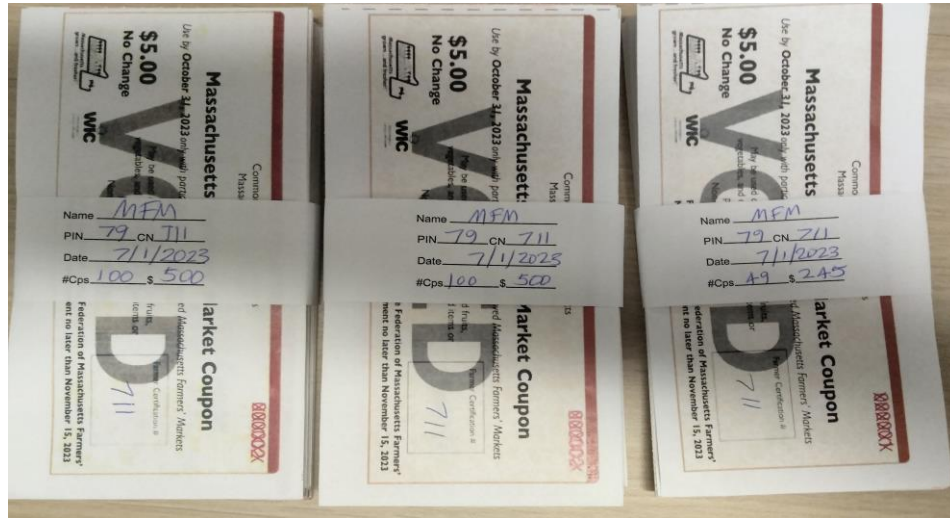


- For each market, separate the coupons by program (color). Again, this may be easier if you keep the coupons separated as you receive them.

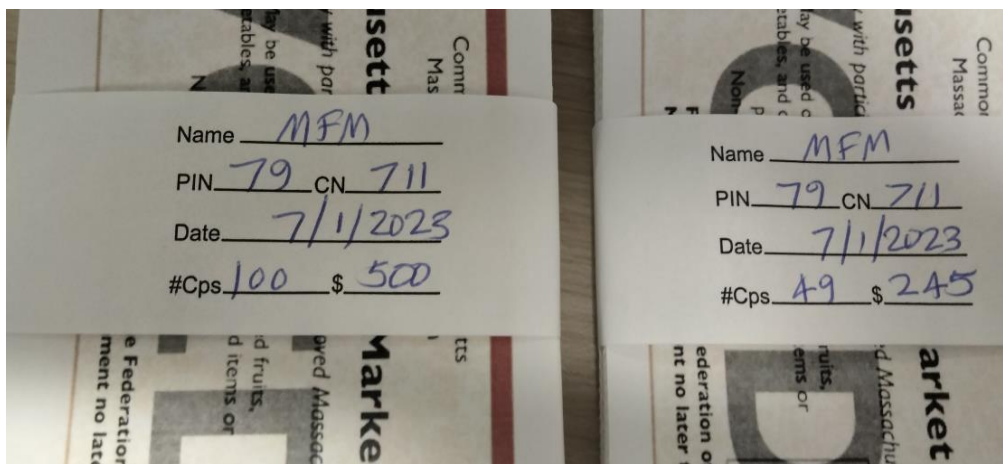


- Remove staples, paper clips, rubberbands, and any other foreign objects from the coupons.
- Senior coupons are distributed in perforated pairs. If you accept any like this, carefully tear them apart.

- Count the coupons (separated by market and color) into bunches of 100 coupons (\$500). You will probably have one bunch with fewer than 100 coupons (less than \$500). That's okay.



- Fill out a wrapper for each bunch and wrap it.
 - Name:** Enter your farm name
 - PIN:** Enter the PIN for the market where you received the coupons. Market PINs can be found at the bottom of this site: <https://www.mass.gov/farmers-market-nutrition-program>
 - CN:** Enter your Certification Number
 - Date:** Enter the date you filled out the form
 - #Cps:** Enter the number of coupons in the bundle
 - €:** Enter the value of the bundle (#Cps x \$5.00)



8. Fill out a 2023 Request For Payment (RFP) form each market, providing the count (number) and value (dollar) for each coupon program (color).

Write firmly to ensure your writing transfers to all copies of the form. If in doubt, check!

DO NOT use RFPs from prior years.

To request more wrappers & RFP forms:

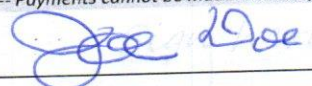
Go to massfarmersmarkets.org/couponprograms

or contact Joe McIlwain at 781-893-8222 x 1003 or coupons@massfarmersmarkets.org

9. **SIGN THE RFP!** A signature is required before payment can be made.
10. Keep the yellow copy of each RFP for your records.
11. Package coupons and original white copies of the RFP forms securely for mailing. The coupons have value; package them as you would money or checks. **Remember, farmers are responsible for coupons until received by MFM.**
12. Address your package to:

MFM - Coupon Program
200 Friberg Pkwy, STE 3000B
Westborough, MA 01581

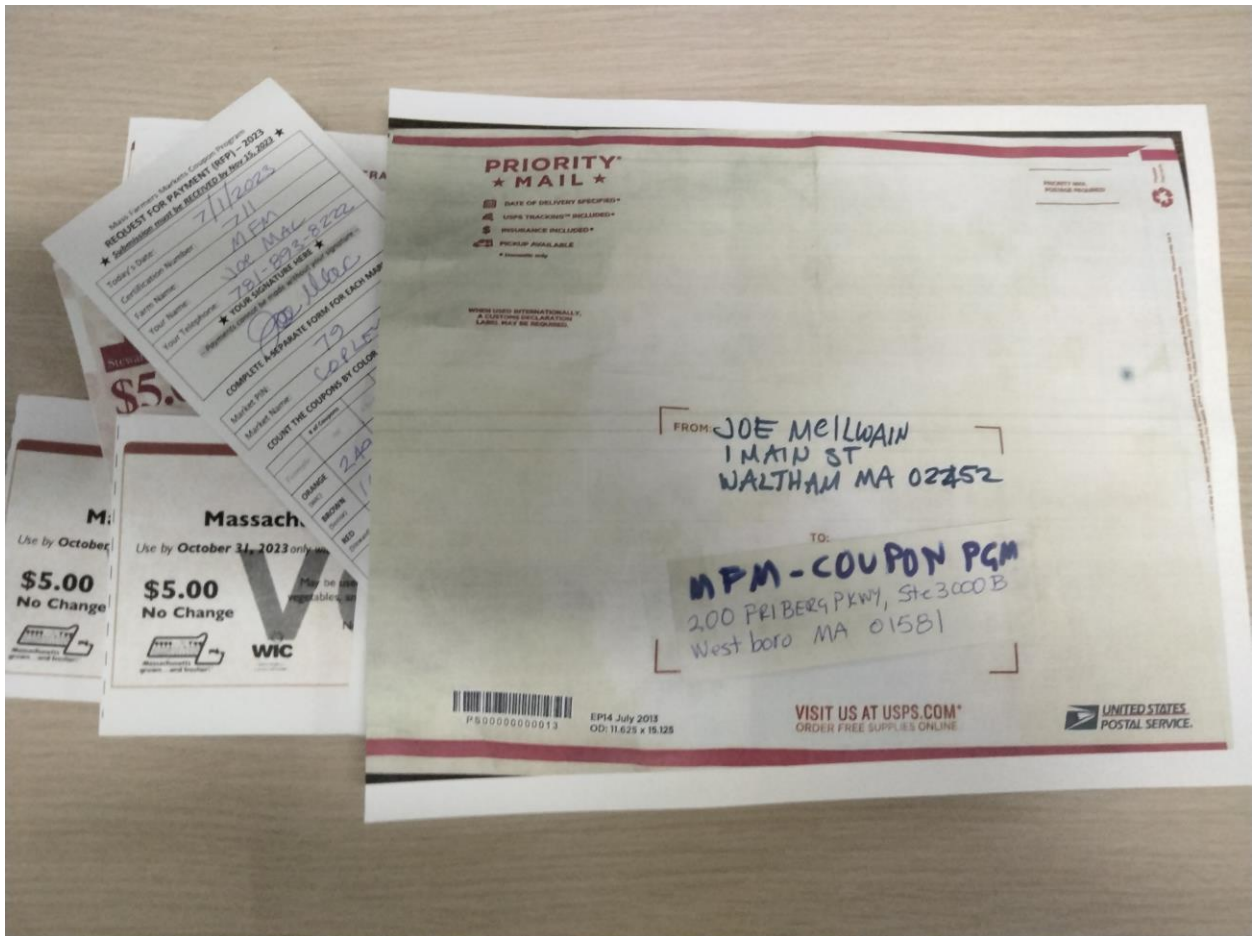
Mass Farmers Markets Coupon Program
REQUEST FOR PAYMENT (RFP) – 2023
★ *Submission must be RECEIVED by Nov 15, 2023* ★

Today's Date:	9/1/2023			
Certification Number:	111			
Farm Name:	ACME FARMS			
Your Name:	Joe Doe			
Your Telephone:	781-893-8222			
★ YOUR SIGNATURE HERE ★ -- Payments cannot be made without your signature --				
				
COMPLETE A SEPARATE FORM FOR EACH MARKET				
Market PIN:	33			
Market Name:	Central Sq			
COUNT THE COUPONS BY COLOR AND ENTER BELOW				
	# of Coupons	x \$5.00	Dollar Value	MFM ONLY
<i>Example:</i>	100	x \$5.00	\$500	
ORANGE (WIC)	249	x \$5.00	1245	
BROWN (Senior)	100	x \$5.00	500	
RED (Steward)	57	x \$5.00	285	
TOTAL AMOUNT DUE			2030	
MFM USE ONLY BELOW THIS LINE				
Verified By	# of Bundles	Amount Due		
Reference No.				

13. We suggest shipping via USPS in one of three ways:

- a. Certified 1st Class
- b. Priority Mail
- c. Parcel Post with a Certificate of Mailing and a Delivery Confirmation

Alternatively, you may use similar services from another parcel carrier. Whatever service you use, **we strongly recommend that you get a receipt that shows the package weight.**



2023 Reimbursement Payment Dates

IMPORTANT:

To receive reimbursement, coupons must be received by **NOVEMBER 15, 2023.**

Farmers may submit coupons for reimbursement anytime between now and November 15, 2023. However, we do encourage farmers to submit coupons early and often. This keeps the workload manageable for everyone, and gets you paid sooner! It also helps us get a better picture of how well the programs are performing.

The reimbursement schedule is broken up into two-week cycles ending every other Friday. Reimbursement for coupons received by the last Friday in a cycle will generally occur ten business days later on a Monday. If we (Mass Farmers Markets) have an ACH form on file for you, the direct deposit should appear in your account a couple of days later. Otherwise, you should receive a check about a week after it is issued.

All coupons must be received by November 15, 2023 in order to be processed for reimbursement. Because we anticipate heavy volume between the last regular cycle end date (November 4) and the final due date (November 15), the last reimbursement date is nearly ***three weeks*** after the final due date. Please plan accordingly.

Coupons received by:	Will be reimbursed on:
Friday 7/28	Monday 8/7
Friday 8/11	Monday 8/21
Friday 8/25	Monday 9/4
Friday 9/8	Monday 9/18
Friday 9/22	Monday 10/2
Friday 10/6	Monday 10/16
Friday 10/20	Monday 10/30
Friday 11/3	Monday 11/13
Tuesday 11/15 (final deadline)	Monday 12/4 (final payment)

Questions about your reimbursement?

Contact Joe McIlwain at 781-893-8222 x 1003 or coupons@massfarmersmarkets.org

MDAR Public Notification of Civil Rights Compliance

In accordance with Federal civil rights law and U.S. Department of Agriculture (“USDA”) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for Program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, Program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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Direct Deposit (ACH) Authorization Form

This document must be remitted when requesting Electronic / ACH deposit from Mass Farmers Markets. It will be retained on file by MFM. Please fill out and mail to **Mass Farmers Markets, 200 Friberg Pkwy, STE 3000B; Westborough, MA 01581**. You can also submit the completed form via our secure upload link at bit.ly/uploadmfmachform. **TO KEEP YOUR ACCOUNT INFORMATION SECURE, DO NOT EMAIL THIS FORM.** Questions?

Please contact the Finance Dept at 781-893-8666.

1. BANK INFORMATION

Which program are you requesting ACH for:		Account type:
<input type="checkbox"/> Market Token Reimbursement <input type="checkbox"/> Nutrition Coupon Program		<input type="checkbox"/> Checking Account <input type="checkbox"/> Saving Account
Routing number:	Account number:	MDAR Certification # (Farmers Only):

2. VOIDED CHECK

Please attach a copy of a voided check to this form.

If submitting the form electronically, please attach an image of a voided check to your submission.

3. AUTHORIZATION

This authorizes Mass Farmers Markets to send credit entries (and pre-authorized debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated above and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until MFM receives a written termination notice from myself and has a reasonable opportunity to act on it.

Authorized signature:		Printed name:
Date:	Business name:	Phone: