Crop Cash Data Reporting Checklist & Instructions

Monthly Data Reporting Checklist (to be completed by the 7th of the following month):

*To make reporting easier in 2020-21 we are not requiring batch reports to be submitted

Email Transaction Logs for each market day to <u>Emmet@nofavt.org</u>
if electronic submission is impossible mail to:

NOFA-VT, c/o Emmet Moseley

PO Box 697

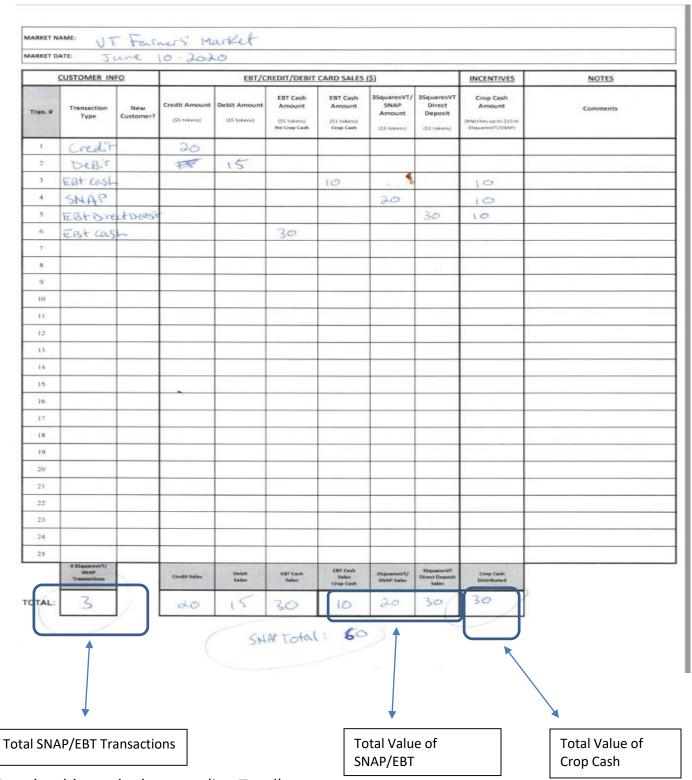
Richmond, VT 05477

- Enter SNAP transaction and Crop Cash distribution data into the 'Transactions' tab in FM Tracks (see page 3)
- Enter SNAP and Crop Cash redemption data into the 'Vendor Reimbursement' tab in FM Tracks (see page 4)
- Enter market information into the 'Post Market' tab in FM Tracks (see page 5)

<u>Weekly Data Collection Checklist</u> (record all of this data at each market):

- Transaction Data (Transaction Log Template)
 - Number of 3SVT/SNAP transactions (including 3SVT Direct Deposit customers)
 - o Total 3SVT/SNAP (\$1 tokens) distributed (\$)
 - Total Crop Cash distributed (\$)
- Reimbursement Data (Use Vendor Reimbursement Log as Template)
 - Total 3SVT/SNAP (\$1 tokens) redeemed by vendors (\$)
 - Total Crop Cash redeemed by vendors (\$)
- Post-Market Data
 - Total number of vendors at the market
 - Number of vendors eligible to accept 3SVT/SNAP (\$1 tokens)
 - Number of vendors eligible to accept Crop Cash
 - o Number of paid staff managing the Crop Cash Program
 - Number of volunteers managing the Crop Cash Program
 - Hours spent administering the Crop Cash Program (includes time staffing machine during the market & reporting data)

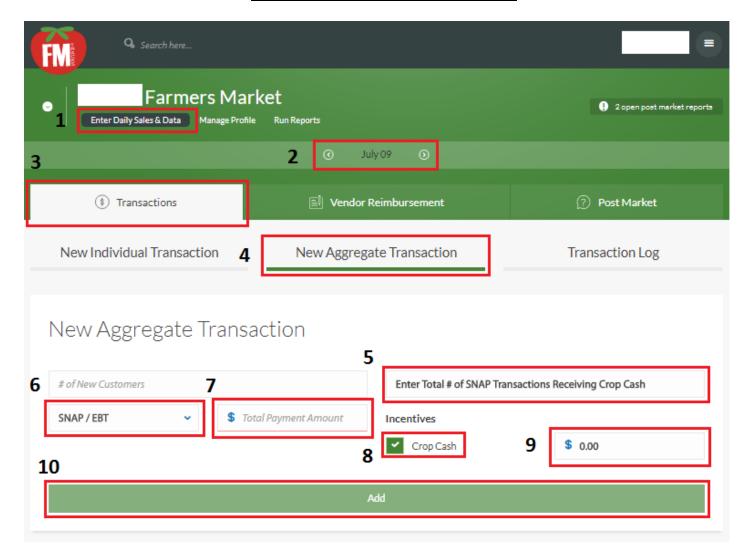
Transaction Log Form



You should use the last row (i.e. Total) to submit the aggregate SNAP/EBT transaction for the specific market date.

Example, for June 10th the data would be entered onto FM Tracks as: 3 SNAP EBT Transactions \$60 Total Payment Amount \$30 Crop Cash

Transaction Entry Guide

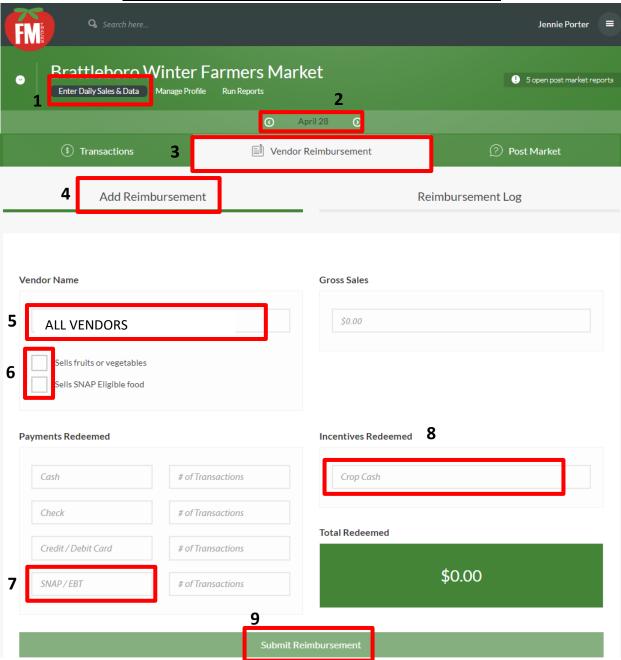


Reporting Steps

- 1) Select Enter Daily Sales & Date from top toolbar.
- 2) Select the appropriate date that of your market (using arrows to toggle between dates).
- 3) Select Transactions from the middle toolbar.
- 4) Select New Aggregate Transaction from bottom toolbar.
- *Use the data from the last row of the Batch Reporting Form to complete Steps 5-10 for each market date.
- 5) Enter number of 3SquaresVT/SNAP (EBT Food) transactions.
- 6) Select SNAP/EBT (from dropdown).
- 7) Enter total amount of 3SquaresVT/SNAP (EBT Food) spent that day.
- 8) Check box next to Crop Cash.
- 9) Enter total amount of Crop Cash distributed that day.
- 10) Click Add

^{*}If you have no 3SquaresVT/SNAP transaction on a market date, please still enter zeros.

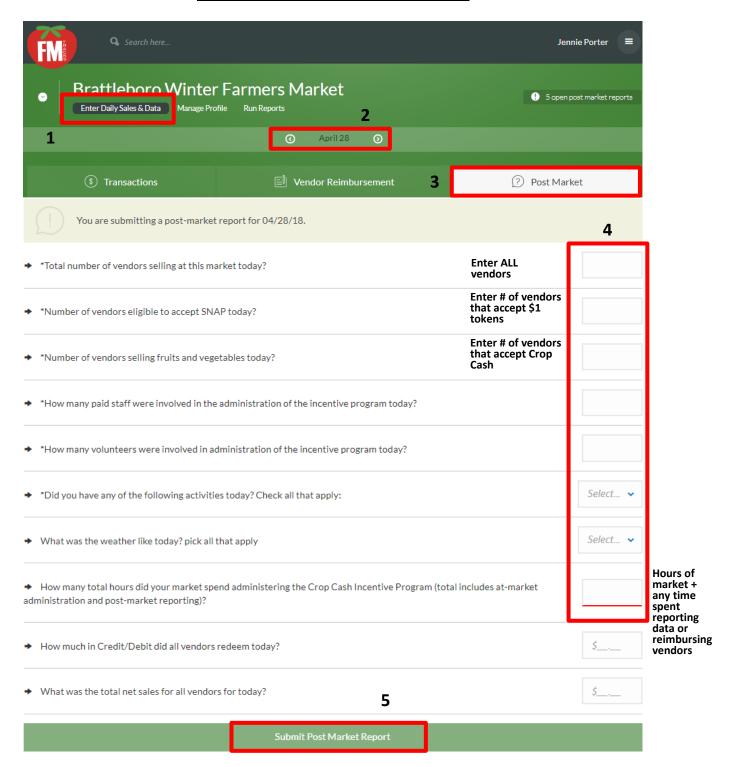
VENDOR REIMBURSEMENT GUIDE



REPORTING STEPS

- 1. Select Enter Daily Sales & Date from top toolbar.
- 2. Select the appropriate date that of your market (using arrows to toggle between dates).
- 3. Select Vendor Reimbursement from the middle toolbar.
- 4. Select Add Reimbursement from bottom toolbar.
- 5. Enter "ALL VENDORS" under 'Vendor Name.'
- 6. Check the boxes next to 'Sells fruits or vegetables' and 'Sells SNAP eligible food.'
- 7. Under 'Payments Redeemed', enter the total amount of SNAP (\$1) tokens redeemed by vendors.
- 8. Under 'Incentives Redeemed', enter the total amount of Crop Cash redeemed by vendors.
- 9. Click 'Submit Reimbursement.'
 - a. Entries can be reviewed and edited in the 'Reimbursement Log.'

Post Market Entry Guide



Reporting Steps

- 1. Select Enter Daily Sales & Date from top toolbar.
- 2. Select the appropriate **date** that of your market (using arrows to toggle between dates).
- 3. Select Post Market from the middle toolbar.
- 4. Enter required data (see notes to right).
- 5. Click Submit Post Market Report