

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 Emmet@nofavt.org
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)

Weekly Data Collection Checklist (record all of this data at each market):

- **Transaction Data (Transaction Log Template)**
 - Number of 3SVT/SNAP transactions (including 3SVT Direct Deposit customers)
 - 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
 - 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

MARKET NAME: VT Farmers' Market
 MARKET DATE: June 10-2020

CUSTOMER INFO			EBT/CREDIT/DEBIT CARD SALES (\$)					INCENTIVES	NOTES	
Tran. #	Transaction Type	New Customer?	Credit Amount <small>(\$5 tokens)</small>	Debit Amount <small>(\$5 tokens)</small>	EBT Cash Amount <small>(\$5 tokens) No Crop Cash</small>	EBT Cash Amount <small>(\$1 tokens) Crop Cash</small>	3SquaresVT/ SNAP Amount <small>(\$1 tokens)</small>	3SquaresVT Direct Deposit <small>(\$1 tokens)</small>	Crop Cash Amount <small>(Matches up to \$50 in 3SquaresVT/SNAP)</small>	Comments
1	Credit		20							
2	Debit		20	15						
3	EBT cash					10			10	
4	SNAP						20		10	
5	EBT Direct Deposit							30	10	
6	EBT cash				30					
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
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20										
21										
22										
23										
24										
25										

	# 3SquaresVT/ SNAP Transactions	Credit Sales	Debit Sales	EBT Cash Sales	EBT Cash Sales Crop Cash	3SquaresVT/ SNAP Sales	3SquaresVT Direct Deposit Sales	Crop Cash Distributed
TOTAL:	3	20	15	30	10	20	30	30

SNAP Total: 60

Total SNAP/EBT Transactions

Total Value of
SNAP/EBT

Total Value of
Crop Cash

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

The screenshot shows the Farmers Market software interface. At the top left is the FM logo. A search bar is next to it. The main header area displays the market name and navigation options: 'Enter Daily Sales & Data' (1), 'Manage Profile', and 'Run Reports'. A notification indicates '2 open post market reports'. Below this is a date selector (2) showing 'July 09'. A middle toolbar contains 'Transactions' (3), 'Vendor Reimbursement', and 'Post Market'. A bottom toolbar has 'New Individual Transaction', 'New Aggregate Transaction' (4), and 'Transaction Log'. The main content area is titled 'New Aggregate Transaction' and contains several input fields: '# of New Customers' (5), a dropdown for 'SNAP / EBT' (6), a '\$ Total Payment Amount' field (7), an 'Incentives' section with a checked 'Crop Cash' checkbox (8), and a '\$ 0.00' field (9). At the bottom is a green 'Add' button (10).

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

The screenshot shows the 'Vendor Reimbursement' form in the Brattleboro Winter Farmers Market system. The form is titled 'Brattleboro Winter Farmers Market' and includes a search bar and user name 'Jennie Porter'. The main navigation bar contains 'Enter Daily Sales & Data', 'Manage Profile', and 'Run Reports'. The secondary navigation bar shows 'Transactions', 'Vendor Reimbursement', and 'Post Market'. The form itself is divided into several sections: 'Vendor Name' (with a dropdown menu set to 'ALL VENDORS'), 'Gross Sales' (with a text input field showing '\$0.00'), 'Payments Redeemed' (with a table for 'Cash', 'Check', 'Credit / Debit Card', and 'SNAP / EBT'), and 'Incentives Redeemed' (with a dropdown menu set to 'Crop Cash'). A 'Total Redeemed' section shows '\$0.00'. At the bottom, there is a 'Submit Reimbursement' button. Red boxes and numbers 1 through 9 highlight the key steps in the process.

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

The screenshot shows the 'Brattleboro Winter Farmers Market' reporting page. At the top, there is a search bar and a user profile for 'Jennie Porter'. Below the market name, there are three main navigation options: 'Enter Daily Sales & Data' (highlighted with a red box and labeled '1'), 'Manage Profile', and 'Run Reports'. A date selector shows 'April 28' (highlighted with a red box and labeled '2'). Below this is a secondary toolbar with 'Transactions', 'Vendor Reimbursement', and 'Post Market' (highlighted with a red box and labeled '3'). A notification bar states 'You are submitting a post-market report for 04/28/18.' (labeled '4').

→ *Total number of vendors selling at this market today?	Enter ALL vendors	<input type="text"/>
→ *Number of vendors eligible to accept SNAP today?	Enter # of vendors that accept \$1 tokens	<input type="text"/>
→ *Number of vendors selling fruits and vegetables today?	Enter # of vendors that accept Crop Cash	<input type="text"/>
→ *How many paid staff were involved in the administration of the incentive program today?		<input type="text"/>
→ *How many volunteers were involved in administration of the incentive program today?		<input type="text"/>
→ *Did you have any of the following activities today? Check all that apply:		Select... ▾
→ What was the weather like today? pick all that apply		Select... ▾
→ How many total hours did your market spend administering the Crop Cash Incentive Program (total includes at-market administration and post-market reporting)?		<input type="text"/>
→ How much in Credit/Debit did all vendors redeem today?		\$__
→ What was the total net sales for all vendors for today?		\$__

Hours of market + any time spent reporting data or reimbursing vendors

5

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*