**FAB Monthly Reimbursement Training For Token Markets**

* **Throughout the month:**
	+ Record your SNAP/FAB transactions and vendor reimbursements in a [transaction log](https://docs.google.com/spreadsheets/d/1FuN97SvDBEb-elZYUbspFO1f3ZWNNEEO/edit?usp=drive_link&ouid=113783534828638007660&rtpof=true&sd=true) of your choice.
* **By the 8th of each month**
	+ Fill out your Monthly Reimbursement Report withyour SNAP + FAB transactions, vendor reimbursements, Nutrition Education and other services offered and operating days/hours for the previous calendar month.
	+ Upload an image or download of your transaction log and vendor reimbursement log in the upload section of the Monthly Reimbursement Report.
* **Every quarter**
	+ The Monthly Reimbursement Report will have a few extra questions:
		- Vendor information
		- [Expenses related to your SNAP + FAB program](#6fbyz0wnv6lc)
		- Marketing and promotion completed

For a walkthrough of the Monthly Reimbursement Report form, please see the [Monthly Reimbursement for Token Markets training video.](https://youtu.be/ikGUTQjLozw)

**Back-up Data:**

You may track transactions and vendor reimbursements in whatever manner makes sense for your outlet. Feel free to use this template: [Monthly Reimbursement Tracking- Token.xlsx](https://docs.google.com/spreadsheets/d/1FuN97SvDBEb-elZYUbspFO1f3ZWNNEEO/edit?usp=sharing&ouid=113783534828638007660&rtpof=true&sd=true)

**Note that this is a view only template, download the file and open it in excel or google sheets, do not ask for editing access.**

You must submit a picture or upload of your tracking documents including the below data points:

| **Transactions** | Dated **Individual** transactions with total dollar value of SNAP tokens distributed and total dollar value of FAB tokens distributed. |
| --- | --- |
| **Vendor Reimbursement** | Dated reimbursements **by vendor** including vendor name, total dollar value of SNAP tokens redeemed and total dollar value of FAB tokens redeemed.  |

**Monthly Data**

| **Data** | **Details/example** | **Why we need it** |
| --- | --- | --- |
| **Total operating days** | This should include any day you were open and SNAP/FAB was available regardless of if a transaction was completed.  | USDA reporting |
| **Average operating hours per day** | On average, how many hours per day is this outlet open?For example, if your outlet or market is only open on Saturdays from 8am-2pm, you would enter "6" since the location is open an average of 6 hours per operating day. Or, if you are open multiple days a week, divide the total hours you operated by the total operating days. | USDA reporting |
| **Number of Fruit and Vegetable Vendors** | This is the average number of fruit and vegetable vendors that participated in your outlet during the month. | USDA reporting |
| **Number of SNAP + FAB transactions** | The total number of transactions where customers purchased SNAP/FAB tokens | USDA reporting, impact reporting for FAB and your outlet |
| **Dollar value of SNAP tokens distributed** | In total, what was the dollar value of SNAP tokens distributed this month? Add up the SNAP column in your transaction log.  | USDA reporting, impact reporting for FAB and your outlet |
| **Dollar value of FAB tokens distributed** | In total, what was the dollar value of FAB tokens distributed this month? Add up the FAB column in your transaction log. Be sure to include any FAB that was distributed due to a FAB Frequent Shopper card. | USDA reporting, impact reporting for FAB and your outlet |
| **SNAP Tokens Redeemed** | In total, what was the dollar value of SNAP tokens redeemed by your vendors this month? Add up the SNAP column in your vendor redemption log.  | USDA reporting, impact reporting for FAB and your outlet |
| **FAB Tokens Redeemed** | In total, what was the dollar value of FAB tokens redeemed by your vendors this month? Add up the FAB column in your vendor redemption log.  | USDA reporting, impact reporting for FAB and your outlet |
| **Number of nutrition education activities that took place** | If you had multiple types of nutrition education, or nutrition education on multiple days of the month you will count these as separate activities.Example: At all 4 of your markets this month you had a cooking demo. You would answer 4.You had one market where you had recipe cards at the info booth and a cooking demo, but did not have any other nutrition ed. activities that month, you would answer 2.  | Keeping track of your FAB nutrition education requirement |
| **Nutrition Education activities offered** | What nutrition education activities did you offer this month? See form for examples. | Annual USDA reporting, keeping track of your FAB nutrition education requirement |

**Quarterly Data**

Quarterly data will be collected on the the following schedule:

| **Month Quarterly Questions will show up on your Monthly Reimbursement Report** | **Reporting period for your response** |
| --- | --- |
| **December** | September-November  |
| **March** | December-February |
| **June** | March-May  |
| **September** | June-August |

This template provides tracking for questions that will be required on a quarterly basis: [Monthly Reimbursement Tracking.xlsx](https://docs.google.com/spreadsheets/d/1FuN97SvDBEb-elZYUbspFO1f3ZWNNEEO/edit?gid=1185799945#gid=1185799945). Feel free to use this template or to track this information that works best for your organization, we do not need you to submit this as a back-up.

| **Data** | **Details/example** | **Why we need it** |
| --- | --- | --- |
| **Auxiliary services offered** | These are extra services above and beyond your normal services or SNAP/FAB programming. See form for examples  | Annual USDA reporting |
| **Marketing activities conducted** | How you got the word out about SNAP + FAB. See form for examples. | Annual USDA reporting, something here about why it’s helpful for us |
| **Expenses related to SNAP and FAB** | The time and money spent on offering and promoting SNAP + FAB at your outlet. We have this broken down into different categories. Please see the chart below for more information. | USDA match requirement reporting |

**Fresh Access Bucks Program Partner In-Kind Contribution Info Sheet**

Feeding Florida’s USDA GusCRR Nutrition Incentive grant includes a dollar-for-dollar match for all Federal funds awarded.

These matching funds —which include in-kind contributions from subrecipients—must be carefully tracked. FAB program partners’ in-kind contributions are an essential component of our matching funds, also referred to as the non-Federal share.

**Tracking FAB Partner In-Kind Contributions**

If requested by the USDA, we must be able to demonstrate that all in-kind contributions are made in compliance with both our awarded project and USDA regulations. The chart below outlines the types of expenses for which you are required to maintain supporting documentation.

**Expense reporting must be backed up through documentation such as:**

* Receipts from purchases
* Payroll receipts and timesheets
* Volunteer logs

| **FAB In-Kind Contributions****Please calculate to accurately reflect totals. Exclude federal funds.** |
| --- |
| **Staff wages spent on SNAP and FAB activities- Non-profits and Government Entities only** | Set up/break down, hours at market, accounting tasks (writing checks, monitoring budgets, etc.), Data entry, Outreach (writing emails, phone calls, visiting with organizations, writing press releases, editing/printing flyers, etc), fulfilling FAB partner requirements such as Quarterly Network Call, refresher trainings, and FAB Annual Convening, getting FAB Vendor Agreements signed and updated, training vendors, staff and volunteers, etc.  |
| **Volunteer/Intern hours spent on SNAP & FAB activities**  | Set up/break down, hours at market, accounting tasks (writing checks, monitoring budgets, etc.), Data entry, Outreach (writing emails, phone calls, visiting with organizations, writing press releases, editing/printing flyers, etc), fulfilling FAB partner requirements such as Quarterly Network Call, refresher trainings, and FAB Annual Convening getting FAB Vendor Agreements signed and updated, training vendors, staff and volunteers, etc.  |
| **Market/Outlet materials related to SNAP & FAB** | Expenses including tables, chairs, signs, cones, and any market equipment related to SNAP & FAB activities. |
| **Technologies related to SNAP & FAB** | Upgrades to SNAP processing equipment/ POS to offer GusNIP incentives (monthly or one-time) or equipment replacement. SNAP/EBT transaction fees, equipment rental and data plans.  |
| **Outreach and Promotion related to SNAP & FAB** | Expenses related to design work, printing, postage, radio ads, website expenses. Value of marketing, including ad space in store circulars. |
| **Nutrition Ed Groceries and Supplies related to SNAP & FAB**  | Expenses related to ingredients for healthy cooking demos directed at SNAP participants, highlighting in season, Florida-grown fruits and vegetables and supplies including: tables, cutting boards, mixing bowls, knives, cooking utensils, steamer baskets, pots & lids, generator, hot plate/gas portable stove w/propane, potholders, blender/food processor, extension cords, gloves for serving, napkins, paper plates/bowls/cups, toothpicks, biodegradable silverware, paper towels, trash bags, hand sanitizer, 5 gallon sports coolers, Good & Cheap Cookbooks, recipe/nutrition cards, etc. |
| **In-Kind Contributions** | Examples of community partner in-kind contributions may include printing of flyers or other promotional materials; providing skilled labor or services; access to physical space for storage, refrigeration, events, or work space; donation of physical materials or infrastructure such as coolers, tents, tables, giveaway items; time spent on outreach; and/or anything else community partners have provided to support your SNAP and FAB program. |
| **FAB Program Leveraged Funds** | Funding your organization was able to leverage towards Fresh Access Bucks, including nutrition incentive funds. Please ONLY list funds secured as incentive dollars or program management (EBT technology, promotion/outreach, staff capacity, program materials).  |