

DOUBLE UP – IMPLEMENTATION



RECORDKEEPING & EVALUATION

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We want this program to work for you!

Some modification of tools and templates is allowable with permission.

Monthly reporting allows for

- Provision of funds at start of season
- Real-time data sharing with participating sites and other partners including funders, and policy makers
- Keeping abreast of increased funding needs in your community
- Regular record-keeping during the season.

Record keeping binder is a place to keep your hard copy program records together throughout the season. This documentation is required to verify monthly reporting.

RECORDKEEPING Overview

BEGINNING OF SEASON – Set up Double Up Binder

Get recordkeeping materials organized and ready

DAILY – Customer & Vendor Records

Fill Out Paper Record Sheets Each Market Day

MONTHLY – Report Online

Enter Weekly Totals in Monthly Report

(Submit by First Wednesday Each Month for Previous Month)

END OF SEASON – Market Manager Report

Submit Paper and/or Excel Records at the End of the Season

BEGINNING OF SEASON

Set up a binder to store Double Up records:

1. Recordkeeping Instructions
2. Blank Customer Record Sheets
3. Blank Vendor Record Sheets. Make sure to have enough!
4. **List of All EBT Vendors** with zip code and primary product category.
5. **Signed Vendor Agreements.** A signed copy of a vendor agreement for every participating vendor in the season. These should be filed in the back section of your Double Up binder.

DAILY Each market day

- 1. Customer Record Sheet.** Fill out and add to binder in chronological order
- 2. Vendor Record Sheet.** Fill out and add to binder in chronological order
- 3. EBT Batch Summary.** Attach it to the Customer Record Sheet. This machine printout (or substitute a 3rd party processor statement if unable to provide printout) must include the date of the market, name of the market, number of EBT transactions, and EBT daily sales total.

DAILY Customer Records

Customer Record Sheet – Daily

Use a new customer record sheet for each market day. Attach a copy of your daily batch report to this sheet.

Record totals (in shaded row at the bottom) in your Google reporting spreadsheet each week.

Use pencil, permanent ink, or ball-point pen (no inks that will run if sheet gets wet)

Turn all customer record sheets in at the end of the season in your DUFB reporting binder.

Weekly totals circled in **RED** are required for monthly reporting via survey link.

Market date: 7/12/16

Customer attendance: 204

Vendor attendance: 24

Ask customer using these exact words:

Produce Vendors: Other Food Vendors:

Non-food Vendors:

Weather/EBT issues/observations:

Special events (if any):

"Is this your first time using your EBT Card at this market?" Y/N

	Last 5 digits of Bridge Card #	\$\$\$ SNAP (\$ from Bridge Card)	# DUFB (# of silver tokens)	\$\$\$ DUFB (\$ value of tokens)	Customer's First-time?
1.	23901	\$ 20	10	\$ 20	Yes
2.	10189	\$ 10	5	\$ 10	No

19.	91239	\$ 30	10	\$ 20	Yes	
20.		\$		\$		
TOTALS for sheet		\$		\$	# of YES	# of Transactions:
(last page only) TOTALS for day		\$ 60	25	\$ 50	# of YES 2	# of Transactions: 3

DAILY Vendor Payments

Hard copy record to verify vendor token redemptions each market day and reimbursement payments.

Vendor Record Sheet – Multiple Vendors (with other market currencies)

Fair Food Network only requires payment records for DoubleUp Food Bucks token reimbursements to vendors. When markets reimburse vendors with one check for multiple market currencies, additional currencies must be included. This form may be modified with permission or kept in Excel spreadsheet format.

Market Date: 7/1/2016

Market Name: Arkansas's Best Farmers Market



Vendor Name	\$\$\$ SNAP turned in	# of DUFEB tokens turned in (Silver)	\$\$\$ DUFEB turned in	\$\$\$ Credit/Debit	\$\$\$ Market Fresh (Senior)	\$\$\$ WIC Project FRESH	Total amount to reimburse vendor	Payment Record (Date/Check #/Total \$)
1. Farm Girl	\$ 14	5	\$ 10	\$ 30	\$ 0	45	\$ 99	7/8 #201 \$99
2. More Apples	\$ 25	52	\$ 104	\$ 0	\$ 14	4	\$ 147	7/8 #202 \$147
3. Bread Galore	\$ 73		\$	\$	\$		\$ 73	--
4.	\$		\$	\$	\$		\$	
5.	\$		\$	\$	\$		\$	
6.	\$		\$	\$	\$		\$	
7.	\$		\$	\$	\$		\$	
8.	\$		\$	\$	\$		\$	



DAILY Verify Transactions

For auditing purposes, we need:

- **EBT Batch Report** from 3rd party processor stapled to the Customer Record Sheets
- **-or- Monthly Report from EBT Processor**
- **Paper trail of checks written** to reimburse vendors for EBT and Double Up tokens

DAILY Verify Customer Transactions

Option #1 – Attach EBT batch report to each day's customer records, or

Customer Record Sheet – Daily

Use a new customer record sheet for each market day. Attach a copy of your daily EBT batch report to the record sheet. Record totals (in shaded row at the bottom) in your Google reporting spreadsheet each week. Use pencil, permanent ink, or ball-point pen (no inks that will run if sheet gets wet). Turn all customer record sheets in at the end of the season in your DUF� reporting binder.

Market date:

Customer attendance: _____ Vendor attendance: _____
 # Produce Vendors: _____ Other Food Vendors: _____ Non-food Vendors: _____
 Weather/EBT issues/observations: _____ Special events (if any): _____

TOKEN COUNT at START:

Last 5 digits of Bridge Card #	\$\$\$ SNAP (\$ from Bridge Card)	# DUF� (# of silver tokens)
1.	\$	
2.	\$	

FARMERS MARKET

06/02/2012 16:08:49
 MID: [REDACTED]
 TID: [REDACTED]
 Batch #: 000007

CREDIT TOTALS

Sales	013	\$250.00
Refunds	000	\$0.00
Totals	013	\$250.00
Tips	000	\$0.00
CashBack	000	\$0.00
Tax	000	\$0.00
Surcharge	000	\$0.00

CREDIT CARD TYPE TOTALS

TYPE	COUNT	TOTAL
MC	003	\$65.00
VISA	005	\$95.00
DCI-DIS	000	\$0.00
JCB-DIS	000	\$0.00
EBT	005	\$90.00
DISCUR	000	\$0.00



... words:
 ... using your market?" Y/N



DAILY Verify Vendor Payments

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2. More Apples	\$ 25	52	\$ 104	\$ 0	\$ 14	4	\$ 147	7/8 #202 \$147
3. Bread Galore	\$ 73		\$	\$	\$		\$ 73	--
4.	\$		\$	\$	\$		\$	
13.	\$		\$	\$	\$		\$	
TOTAL FOR THIS PAGE	\$ 112		\$ 114	\$	\$		\$	

EACH MONTH

Input weekly totals online

Double Up Redeemed & Distributed (weekly totals)

SNAP Redeemed & Distributed (weekly totals)

of New Customers (weekly totals)

Deadline: First Wednesday of the following month

EACH MONTH

Log on: data.doubleupfoodbucks.org

OK	# weeks reported	CUSTOMER TRANSACTIONS				VENDORS REIMBURSED	
		SNAP sales	Double Up distributed	SNAP customers	Double Up trans	SNAP redeemed	Double Up redeemed
Brookside Farmers Market last entry: 4 weeks ago	19	\$3,439	\$3,313	243	245	\$3,995	\$3,908
Cherry Street Farmers Market last entry: 5 weeks ago	19	\$12,282	\$10,621	620	606	\$9,651	\$8,699
R&G Family Grocer last entry: 6 weeks ago	16	\$12,732	\$8,346	777	777	\$12,732	\$5,697

END OF SEASON

1. **Complete Market Manager End-of-season Report online via www.arkansasobesity.org**
 - You will be asked a few survey questions about your experience running a market with Double Up.
 - You will upload your spreadsheet of All EBT Vendors including their seasonal sales totals.

1. **Submit Double Up binder to ArCOP for verification.**

1. **Verify your incentive grant spending with ArCOP.**
 - Mid-Point
 - End

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SURVEYS IN AUGUST

AUGUST Mid-Season Evaluation Surveys

Customer Survey

- Please invite customers using EBT and Double Up at your market to take a short survey
- ArCOP will provide hard copy surveys for you to distribute and collect at Point-Of-Sell
- Return surveys with your August market records

Vendor Survey

- Please invite Double Up & non-Double Up vendors to take a short survey
- Two formats: 1) hard copy surveys for you to distribute and collect and/or 2) provide vendors a link to a survey

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FUNDING PROCESS

FUNDING PROCESS **Agreements**

After MANAGER TRAINING – Receive Application

Contact: Jeremy Adams

jeremy.adams@arkansasobesity.org

BY May 1 – Return Application

Authorized representative/s from managaging & fiduciary organization/s must sign the agreement

TBA – Receive Initial Funding

Funds will be released when ArCOP receives:

- **Signed agreement**
- **Copy of IRS non-profit letter or W-9**
- **Has determined the number markets prepared to implement**

Funds will be distributed by check.

FUNDING PROCESS Reconciliation

We need to account for unspent incentive funds to correctly report to funders of Double Up.

You will receive a **Year-end Reconciliation Agreement** to account for any unspent incentive funds. This will be based on your verified reporting throughout the season.

Unused incentive funds will need to be returned to ArCOP.

DOUBLE UP – IMPLEMENTATION



TOKEN HANDLING

Markets are financially accountable for Double Up tokens.