

INSTRUCTIONS FOR SUBMITTING SENIOR PROJECT FRESH/MARKET FRESH COUPONS FOR REIMBURSEMENT

1. **COUPONS ARE DUE TO THE STATE OFFICE ON AGING NO LATER THAN NOVEMBER 12, 2015.**
2. Your reimbursement will come from the State Budget Office. Please note:
 - a. You must be registered as a vendor with the State. (See "Registering with the State Budget Office" form in this packet).
 - b. The quickest payment method is Electronic Funds Transfer (EFT). Paper checks may take 1 week longer than EFT payment.
 - c. The State Budget Office does not issue payments during the last week of September through the middle of October, due to the end of the fiscal year and close outs.
 - d. The State Budget Office may be short staffed during December due to the holidays.
3. Enter your market master number in the space provided. This is a one, two, or three digit number. This is NOT the WIC Project FRESH number. With our new processing procedure, if you don't add this number, the coupons cannot be entered into the system.
4. A batch cover sheet is included in this packet. It has an identification sticker on it. Please make copies of this sheet to send in with your coupons. DO NOT make changes on the sticker. You need to make changes with the State Budget Office as well as submit an "Updated Information Form" to OSA. (This form is on the website and was sent in the February mailing). **DO NOT SUBMIT WIC BATCH COVER SHEETS.**
5. Secure the coupons together with a rubber band, string, or other device that will hold them together in a bundle. You may bundle in whatever quantity works for you.
6. **DO NOT WRAP** a batch cover sheet with coupons. **Use one batch cover sheet per box or envelope.**
7. Batch number: You may create your own system for the batch number line. It is helpful to use this so we can keep your reimbursements in order. For example, you can use 1, 2, 3, or any other system that works for you.
8. Make a copy of the batch cover sheet and save it.
9. Send your coupons to: Senior Project FRESH/Market FRESH, MI Office of Services to the Aging, 300 E Michigan Ave. 3rd Floor, Lansing MI 48933. Mailing labels are available free of charge. Please call or email to get them.
10. We encourage you to send coupons in for reimbursement on a regular basis during the season. If you wait and send them all at the end, there could be a delay in your reimbursement.
11. PLEASE submit all coupons that you collect. We use the mailed in coupons to calculate the redemption rate of coupons for the state as well as each county. Even 1 coupon can make a difference! So please send them all in.

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