

# Instructions for Submitting Senior Project Fresh Coupons for Reimbursement

1. All COUPONS must be post-marked by **NOVEMBER 15, 2024**. Coupons post-marked after this date will **not** be accepted.

2. Your reimbursement will come from the MDHHS Budget Office. Please note:
- You must be registered as a vendor with the State.
  - The quickest payment method is Electronic Funds Transfer (EFT). Paper checks may take 1 week longer than EFT payment.

## **IMPORTANT! PLEASE NOTE:**

The MDHHS Budget Office **does not** issue payments during the last week of September through the middle of November or until fiscal year end closing processes are completed. The MDHHS Budget Office may be short staffed during December due to the holidays.

3. **USE THE SENIOR PROJECT FRESH BATCH COVER SHEET.** Our Batch Cover Sheets are different than the WIC Batch Sheet. Please use the correct sheet, as it will expedite coupon processing.

4. Enter your **SENIOR PROJECT FRESH** Market Coordinator Number on the coupon. **Please use only the Senior Project FRESH market coordinator number. It is a one-, two-, or three-digit number. The Market Coordinator number is located on the Batch Cover Sheet.**

5. Secure the coupons together with a rubber band, string, or other device that will hold them together in a bundle. Please bundle them with at least 25 coupons before submitting them unless it is the final batch.

6. **Use only ONE batch cover sheet per box or envelope.** Do not wrap the batch cover sheet around the coupons.

7. Send your coupons to: Senior Project Fresh, Behavioral and Physical Health and Aging Services, 400 S. Pine St., Floor 6, PO Box 30676, Lansing MI 48909.

8. 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. (See above statement about payment from the MDHHS Budget Office).

9. **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.

10. **Please note** that you are responsible for keeping proof that coupons were mailed to BPHASA. You should save a copy of each Batch Cover Sheet, as well as get proof from the Post Office or shipper that they received your envelope/box and processed it. If you feel you have not received payment, please contact BPHASA immediately.

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