



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
AGRICULTURAL RESOURCE DEVELOPMENT  
28 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0028

JANET T. MILLS  
GOVERNOR

AMANDA E. BEAL  
COMMISSIONER

**Maine Senior FarmShare Program (MSFP) Farmer Agreement**

*The period of this Agreement is from **April 1, 2026 to December 31, 2026.***

- 1) The Farmer will do the following during the term of the Agreement:
  - a) Maintain records in accordance with general accounting procedures;
  - b) Assure that records about justification and receipt of MSFP (known as Senior Farmers' Market Nutrition Program or SFMNP by the USDA) funds and all program-related records of the Farmer are available for inspection or audit by federal, state or other authorized personnel;
  - c) Cooperate with federal and state MSFP and other authorized personnel during announced and unannounced on-site Farmer evaluations, inspections and audits;
  - d) Provide MSFP with purchase invoices from other Farmers, when requested;
  - e) Notify MSFP immediately if experiencing a problem with crops and may be unable to provide SFMNP shareholders with the complete amount of eligible foods agreed upon;
  - f) Attend all mandatory trainings;
  - g) Be responsible for training all staff who handle MSFP transactions to ensure their knowledge regarding MSFP procedures and requirements;
  - h) Submit Senior FarmShare Agreement Forms in accordance with the procedures and other requirements as outlined in the **MSFP Policies and Guidelines**;
  - i) Maintain all MSFP records for a minimum of three years;
  - j) Satisfy all claims for over-payments within the time requested;
  - k) Provide plans to the MSFP for correcting deficiencies detected in Farm Evaluations; and
  - l) Comply with the civil rights requirements of 7CFR §249.7 and §249.10(b)(1)(xi) outlined in the **MSFP Policies and Guidelines**.
  
- 2) The Farmer will comply with the following operational requirements during the term of the Agreement:
  - a) Display a sign (provided by the MSFP) stating that the Farmer is an authorized farm for the MSFP;
  - b) Keep all information of authorized MSFP recipients confidential;
  - c) Provide MSFP recipients products at prices that are competitive;
  - d) Ensure that prices charged to MSFP recipients for approved foods are equal to or less than prices charged to non-MSFP customers;
  - e) Never publicly identify, call unnecessary attention to, or allow discourteous treatment of a MSFP recipient;
  - f) Allow MSFP recipients to purchase more or less than the value of the MSFP benefit amount (If the total price is more than the MSFP benefit amount, allow the MSFP recipient to pay the difference.);
  - g) Allow MSFP recipients to take advantage of Farmer promotions that provide foods free of charge when purchasing MSFP foods; and
  - h) Report any irregularities in the use of MSFP benefit funds by MSFP recipients to the MSFP.

- 3) For transactions with MSFP benefit funds the Farmer will record each purchase on the Share Tracking Form provided by the MSFP (or another method for share tracking approved by the Program Manager), each record must have:
  - a) Date of purchase;
  - b) Purchase amount;
  - c) Remaining benefit balance; and
  - d) MSFP recipient (or authorized representative) initials.
- 4) This Agreement is non-transferable. Any transfer of ownership or sale of the business by the Farmer shall render the Agreement null and void. The Agreement also shall be null and void if the Farmer ceases operations or leases the business. In the event of cessation of operations, the Farmer must notify the MSFP.
- 5) This Agreement is in effect for the time period stated only. An application must be submitted for consideration upon expiration of the current Agreement period. The Farmer's renewal application will be subject to the MSFP's Farmer selection criteria in effect at the time of the reapplication.
- 6) The Agreement is subject to change in accordance with any changes in federal and state requirements governing the MSFP.
- 7) Both parties to the Agreement represent that there is no conflict of interest between the MSFP and the Farmer.
- 8) The Agreement may be terminated for cause by the MSFP, with fifteen (15) business days' advance written notice. The Farmer will be required to reapply for authorization, and the waiting period before reapplication will be one (1) year unless otherwise specified. The Farmer's new application will be subject to the MSFP Farmer selection criteria in effect at the time of the reapplication. Causes for termination include:
  - a) Failure to attend mandatory training;
  - b) Nonpayment of a claim for documented overcharges to the MSFP;
  - c) Intentionally providing false information;
  - d) Failure to allow monitoring and inspection of the premises and procedures to ensure compliance with the Agreement and state and federal MSFP rules, regulations, and policies. Monitoring and inspection includes, but is not limited to, allowance of access to MSFP Share Tracking Records and access to shelf price records and any other Farmer records pertinent to the purchase of MSFP food items;
  - e) Failure to maintain records in accordance with generally accepted accounting procedures; and to assure that records reflecting justification and receipt of MSFP benefit funds and all other program-related records of the Farmer are available for inspection or audit by federal, state or other authorized personnel;
  - f) Failure to cooperate with federal and state MSFP and other authorized personnel during announced and unannounced on-site Farmer reviews, inspections and audits;
  - g) Failure to provide the MSFP with purchase invoices from other Farmers, when requested.
  - h) Failure to maintain compliance with Farmer selected criteria, including changes to selection criteria made during the Farmer Agreement period;
  - i) Failure to train all staff who handle MSFP transactions and ensuring their knowledge regarding the MSFP procedures and requirements; or
  - j) The Farmer is disqualified for any reason.

- 9) The Farmer shall be held liable for the actions of all owners, officers, managers, agents, employees and personnel, paid or unpaid, who may be involved in MSFP transactions at the Farmer's place(s) of business.
- 10) A Farmer who commits fraud or abuse in the MSFP is liable to prosecution under applicable federal, state and local laws.
- 11) Neither the Farmer nor the MSFP has an obligation to renew the Farmer Agreement.

*I certify that as the owner, operator, manager, or other person(s) authorized to sign the MSFP Farmer Agreement and, prior to signing that Agreement, I have carefully read the entire Agreement and the MSFP Farmer Policies and Guidelines. I understand that compliance with all policies, procedures, and regulations of the MSFP is my responsibility.*

*The Farmer and the Maine Senior FarmShare Program mutually agree to the terms and conditions contained in this Agreement for the period of April 1, 2026 to December 31, 2026.*

*I understand that it is my responsibility as a Farmer to obtain interpreter services if needed to help me understand the terms of this Agreement and to comply with the policies, procedures and regulations of the MSFP.*

*By signing the Farmer Application, you are agreeing to the terms of this Farmer Agreement Form.*



MAINE DEPARTMENT OF  
**AGRICULTURE  
CONSERVATION  
& FORESTRY**

# 2026 Maine Senior FarmShare Program eEnrollment Training Guide

Revised April 9, 2026



# 2026 Maine Senior FarmShare Program Contacts

## Office

**Phone: (207) 287-3491**

**Email: [SeniorFarmShare.Agr@Maine.Gov](mailto:SeniorFarmShare.Agr@Maine.Gov)**

**28 State House Station**

**Augusta, ME 04333-0028**

**(207) 446-5550**



# Maine Senior FarmShare Program (MSFP) 2026 eEnrollment Implementation

The Primary Enrollment Purpose is to Meet USDA SFMNP Compliance, as follows:

- 1) Farmers enrolling participants is a conflict of interest;
- 2) MSFP is required to keep waiting lists rather than farmers; and
- 3) USDA requires MSFP notification of eligibility/ineligibility from MSFP within 15 days of enrollment.



# Additional MSFP Goals for eEnrollment Solution

- **Streamline MSFP and farmers' operations;**
- **Reduce the farmers' administrative burden of enrolling participants and maintaining Waiting Lists;**
- **Reduce potential for duplicate enrollees; and**
- **Further development of the MOSSA system will prepare our program for now and for the future. The MOSSA system was implemented in 2020 as a digital data management system for MSFP with security protocols consistent with State of Maine OIT policies.**



# Key Features of eEnrollement on MSFP Website

## 1) MSFP Pre-Application - Initial eligibility/ineligibility determination

- “Window” message directing the applicant that they are either ineligible; or
- “Window” message of preliminary eligibility and applicant may proceed to the full application.

## 2) MSFP Application - Automated Eligibility/Ineligibility Determination

- Drop down menu for counties;
- Drop down menu for farms with addresses;
- PDFs embedded with Eligible Foods List, Participants Rights and Responsibilities, Non-discrimination, Complaints and Appeals Statements as required by USDA; and
- Legal signature in signature block



# MSFP eEnrollment Pre-Application

## *Initial eligibility/ineligibility determination*

2026 Maine Senior FarmShare Program Pre-Application

*This form is to answer preliminary eligibility questions for the Maine Senior FarmShare Program before completing the full on-line application for a farm.*

*To sign up with a farmers' market please visit your preferred market from our list of participating farmers' markets. Maine Senior FarmShare Program (MSFP) will certify your eligibility based on your responses.*

**Participant Certification: Only Maine residents are eligible for participation in MSFP.**

### **Residency**

I am a Maine resident. (Citizenship is not required.)

I am not a Maine resident – **Not qualified to participate in the 2026 MSFP.**

### **Age**

I am 60 years or older

I am 55 or older and Native American;

I am a disabled adult less than 60 years of age who is currently living in a housing facility occupied primarily by older individuals where congregate nutrition services are provided.

I do not meet these age requirements – **Not qualified to participate in the 2026 MSFP.**

**Income Certification: My annual household gross income is at or below the amount listed beside my household size. Combined income of all household members is required.**

### **Income**

**1 person:** \$28,953

**2 person:** \$39,128

**3 person:** \$49,303

**4 person:** \$59,478

Other household sizes please enter combined annual household gross income \_\_\_\_\_



# MSFP eEnrollment Application

## *Eligibility/ineligibility determination*

2026 MAINE SENIOR FARM SHARE PROGRAM APPLICATION FORM

*This form is to sign up for a farm. To sign up with a farmers' market please visit your preferred market from our list of participating farmers' markets. Maine Senior FarmShare Program (MSFP) will certify your eligibility based on your responses.*

**PARTICIPANT RESIDENCY AND CONTACT INFORMATION: EACH MEMBER OF A HOUSEHOLD MUST COMPLETE SEPARATE APPLICATIONS**

Participant Name \_\_\_\_\_  
Birthdate \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Street/Apartment Address \_\_\_\_\_  
Name of Housing Facility (if applicable) \_\_\_\_\_  
City \_\_\_\_\_  
Zip Code \_\_\_\_\_

**County:** Please select the county that you reside in from the following list

*Drop down menu of 16 counties*

**County Selected:** Please select the farm from the following list that you would like to enroll with

*Farm Name/Address/Town/Phone Number*

***This is a screenshot of a part of the MSFP eEnrollment Application. A sample full application will be emailed to MSFP farmers.***



# **MSFP eEnrollment to MOSSA Integration**

- 1) Potential participants complete pre-application. A pop-up window at the end of the pre-application will indicate whether an individual is ineligible at this time, or potentially eligible and to proceed to the full application.**
- 2) Potential participants complete full application. A pop-up window will indicate that the individual is either eligible or ineligible for MSFP.**
- 3) An email will be automatically sent to the individual to confirm eligibility or ineligibility.**
- 4) The participants information will automatically be entered into the MOSSA system rather than the farmer entering this information.**

# MSFP eEnrollment to MOSSA Integration

- 1) **“Real Time Updates” - Farmers will have “real time” updates on participants in MOSSA. Each farmer can just log into MOSSA and confirm participant enrollment.**
- 2) **Share allocations will still be in MOSSA. Farmers will receive an email by March 30<sup>th</sup> with their initial share allocations.**
- 3) **Waiting Lists are required by the USDA to be managed by MSFP rather than farmers. If a participant is unable to use their full share amount for any reason the farmer should contact MSFP as soon as possible so that MSFP can designate a Replacement for that participant.**
- 4) **All Active participants and Replacements will need to sign up for MSFP by September 1, 2026.**



# MSFP eEnrollment Proxys

- 1) For any participant that does not have access to a computer or an email address they will need to designate a Proxy that does have access to a computer and an email address. *Farmers cannot serve as Proxys for participants.***
- 2) If a potential participant without computer access and/or email is unable to designate a Proxy they should contact MSFP for assistance and a waiver.**
- 3) Waivers will be granted by MSFP on a case-by-case basis. *We want to make sure that anyone who is eligible can participate!***



# 2026 Maine Senior FarmShare Program Policies

- **All farmers must read the 2026 MSFP Policies and Guidelines in order to participate in the program.**
- **MSFP Farmer Policies and Guidelines and Farmer Agreement Forms will be emailed to all farmers and also can be found online at:**  
**[www.maine.gov/dacf/ard/food-assistance/farmshare](http://www.maine.gov/dacf/ard/food-assistance/farmshare)**
- **Authorized farmers are responsible for ensuring that their staff, agents, representatives and/or volunteers who will be handling MSFP transactions know about, understand and agree to abide by the MSFP Policies and Guidelines.**

# Important MSFP 2026 Deadlines

## ➤ September 1 MSFSP Enrollment Deadline

- All shares must be allocated by this date, enrollment will close on September 1, 2026

## ➤ October 15 MOSSA Redemption Reporting Extension Deadline

- A written request for a MOSSA redemption recording deadline may be sent to MSFP staff via email by October 15, 2026 IF the farmer is requesting an extension to December 10 to record late-season redemptions (**see next slide for details**)

## ➤ November 30 Federal and MSFP Deadlines

- **ALL** Farm Share transactions end on this date. Participants may NOT use their benefits/shares after this date.
- **ALL** partial or complete shares redeemed must be recorded in MOSSA
  - Unless the farmer has an approved extension for late-season redemptions (see next slide)

## ➤ December 30 End of Season Payment Deadline

- Balance due to DACF for paid but unredeemed shares

# Deadline Extension Request for Late-Season Redemptions

Farms are responsible for recording shares into MOSSA by no later than November 30

However, farms with an expected high-volume of late-season redemptions, may submit a written request for a deadline extension via email to [SeniorFarmShare.AGR@maine.gov](mailto:SeniorFarmShare.AGR@maine.gov)

An approved MOSSA redemption recording deadline extension will authorize the following:

- The farm must enter all partial and complete redemption records for shares redeemed prior to October 15 by no later than November 30, 2026 and
- The farm must enter all partial and complete redemption records for late-season shares redeemed between October 15 and November 30 by no later than December 10, 2026.

**The deadline to request a deadline extension is October 15, 2026.**

A response to a written request for a redemption reporting deadline extension will be provided by program staff by no later than October 31, 2026.



# Confidentiality is Required!

***Farmers' and all staff employed by them, whether paid or volunteer must agree to protect confidential information obtained from participants.***

- **Confidential information obtained will only be used for the sole purpose of establishing eligibility for the MSFP.**
- **Data protected under this *Confidentiality Agreement* include names, addresses, phone numbers, identification data, and other information obtained by the farmers' markets resulting from requirements outlined by Maine DACF for participation in the MSFP.**
- **Farmers are expressly prohibited from sharing confidential information with any third-party. Any violation of this *Confidentiality Agreement* will result in immediate dismissal from the MSFP and possible liability in any legal action arising from such violation.**



# USDA Food & Nutrition Service Civil Rights Training

## CIVIL RIGHTS COMPLIANCE Authority – 7 CFR §249.7

By signing the *Farmers Application*, the farmer agrees to abide by the following civil rights rules and regulations:

- **Public Notification** – The purpose of public notification is to ensure that applicants and participants understand Program availability, participants’ rights and responsibilities, policy or nondiscrimination, and procedures for filing a complaint. The following *Nondiscrimination Statement* must be used:
- In accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, Program information may be made available in languages other than English.
- You must read the full Civil Rights Compliance Authority in the MSFP Policies and Guidelines.



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or policies of the U.S. Department of Agriculture, nor does mention of trade names,  
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# Farmer Training Code

In 2026, you **DO NOT** need to enter a code into your sign off page in MOSSA

Your signature on this Maine Senior FarmShare Program (MSFP) Farmer Agreement Form documents your receipt and understanding of the required policies, guidelines, agreements, and deadlines and certifies your completion of the 2026 Maine Senior FarmShare Training.

Thank you for participating in the 2026  
Maine Senior FarmShare Program!



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# Signature Page

Please sign here to acknowledge your receipt and understanding of the required program policies, guidelines, agreements, and deadlines, and your agreement to participate in the Maine Senior FarmShare Program and follow all program policies, guidelines, deadlines, and requirements. Your signature also acknowledges that you have read all of the included training slides and certifies your completion of the 2026 Maine Senior FarmShare Training.

The MSFP Policies and Guidelines are posted on the Maine Senior FarmShare Program's Information for Farmers section on the state website: <https://www.maine.gov/dacf/seniorfarmshare>

Farm Name \_\_\_\_\_ MOSSA Farm ID No (if known) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_