



FOOD ASSISTANCE PROGRAM CONTACT LIST

MIFMA Food Access Team

Phone: 517-432-3381

Email: foodaccess@mifma.org

Food Bank Council of Michigan

SNAP Outreach Resources

Phone: 888-544-8773

MerchantSource (Wireless Equipment)

Contact: Kim Lyons, President

Phone: 1-800-313-5198 ext #2

Email: KimL@merchantsource.com

Program:

Contact:

Phone:

Email:

WIC Project FRESH

Contact: Michelle Moore & Pam Gove

Email: MDHHS-WICProjectFRESH@michigan.gov

Program:

Contact:

Phone:

Email:

Double Up Food Bucks Customer Info

Phone: 866-586-2796

Email: info@doubleupfoodbucks.org

Program:

Contact:

Phone:

Email:

Double Up Food Bucks/Fair Food Network

Contact: Ricardo Ortiz

Phone: 1-800-313-5198 ext #2

Email: rortiz@fairfoodnetwork.org

Program:

Contact:

Phone:

Email:

USDA – FNS (Farmers Market Workgroup)

Phone: 312-353-6609

Program:

Contact:

Phone:

Email:

Senior Project/Market FRESH

Contact: Marla Price

Email: MDHHS-SeniorprojectFRESH@michigan.gov



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DOUBLE UP FOOD BUCKS

Market Name:

Season start date:

Season end date:

Double Up Season Close Out Deadline:

- Deadline is one month after “season end date” or December 31 for year-round markets

Starting Number of Double Up Tokens:

Starting Value of Incentive Funds:

Market Manager Portal Password:

Online Reporting Password:

2023 REPORTING SCHEDULE

| Q2: APR 1 – JUNE 30 | Q3: JULY 1 – SEPT 30 | Q4: OCT 1 – DEC 31 | Q1: JAN 1 – MAR 31 |
|---------------------|----------------------|--------------------|--------------------|
| Due by July 6th | Due by October 5th | Due by January 4th | Due by April 7th |



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SNAP FNS PERMIT INFORMATION

Note: all fields should be filled out exactly as the information is listed on your SNAP permit. All changes in SNAP Information must be reported to USDA FNS 1-877-823-4369. Learn more at [Fns.usda.gov/snap/RSC](https://fns.usda.gov/snap/RSC).

Location name:

7 digit FNS permit number:

Location of SNAP site:

Full name and title of signer of application/owner:

Date of submission:

Mailing address:

Email address:

Storage Location of FNS Permit Approval Letter:



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SNAP EQUIPMENT INFORMATION

Equipment Processing Company:

Customer Service Number:

Account Number:

Length of Contract/Grant Funding, if applicable:

Date of Contract Signing:

Contact/Signer on the Account (Full Name & Title):

Make & Model of Equipment:

Serial Number:

Email Address associated with account:

PCI Compliance (Expiration/Notes):

Expected/Anticipated Costs (Annual/monthly fees):

How do you receive monthly statements and where are they sent?:



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SNAP BANK ACCOUNT INFORMATION

Name of bank:

Last 4 digits of bank account number:

Authorized Signers on Account (Full Names and Titles):

How are statements received? What email or physical address are they sent to?



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MARKET TOKENS

Supplier:

Token Details (size, material, ink color, denominations):

How many have been printed (quantity and value)?

Storage location/link to the design:



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