

Senior Farmers' Market Nutrition Program DISTRIBUTION TRACKING LOG SHEET

Agency Name: Agency SFN						IP Site ID
Α	В	С	D	E	F	G
ISSUANCE DATE	DISTRIBUTION SITE NAME	SERIAL NUMBER - FIRST CHECK, FIRST BOOKLET		# BOOKLETS REMAINING, UN- ISSUED	# STATEMENTS OF ELIGIBILITY (SOE) COMPLETED	AGENCY REP.
(e.g. 5/8/20)	(e.g. Albany Farmers Market)	(e.g. 192,000,001)	(e.g. 20 booklets)	(e.g. 5 booklets)	(e.g. 15 SOE)	(e.g. JFB)
		ΤΟΤΔΙ				

Instructions: 1. For every specific date and location of issuance, add a line of data to the logsheet.

- 2. Prior to the date of issuance, enter the following information: intended date of issuance, distribution site name, 9-digit serial number of first booklet, and # booklets allocated.
- 3. On the day of the event, verify the serial numbers and # of booklets match the logsheet.
- 4. After the event, enter the following information: # of remaining, un-issued booklets and # of SOE's.
- 5. Mail or email the completed form to NYS Department of Agriculture and Markets by September 30, 2020.

Mail: NYS Department of Agriculture and Markets Senior Farmers' Market Nutrition Program 10B Airline Drive Albany, NY 12235

Email: farmersmarkets@agriculture.ny.gov