

# Food Hub Reporting Requirements

This document is a list of reporting requirements for all Food Hubs (including farmers markets, CSAs, and online delivery services) participating in the DA BUX Double Up Food Bucks program.



Monthly Reporting	
Required Reporting	Description
<b>DA BUX Issued Spreadsheet</b>	<p>Food hubs use the “DA BUX Issued Spreadsheet” to report a running log of DA BUX transactions for the entire calendar year, including:</p> <ol style="list-style-type: none"> <li>1. date SNAP payment was made (not the date the customer placed or received order)-<b>Column A</b>,</li> <li>2. last 4 digits of the SNAP card-<b>Column C</b>,</li> <li>3. initials of the name printed on the SNAP card-<b>Column D</b><sup>1</sup>,</li> <li>4. dollar value of incentive discount issued-<b>Column E</b>.</li> <li>5. transaction notes (as needed)<sup>2</sup>-<b>Column H</b></li> </ol> <p>Food hubs do not need to enter “Total SNAP \$ Purchased” and “Total SNAP Trans” (<b>Columns F &amp; G</b>). DA BUX HQ staff will enter data here.</p> <p><sup>1</sup>If the name is not printed on the SNAP card, food hubs must verbally ask for the initials of the head of household who applied for the SNAP card. This is important for standardized data collection across the state. <i>DA BUX counts households, not individuals in the household.</i></p> <p><sup>2</sup>Leave notation on any SNAP refunds and their originating transaction.</p> <p><b>Deadline: Upload to Dropbox by the 15<sup>th</sup> day following each calendar month.</b></p>
<b>Daily Batch Reports</b>	<p>Batch reports validate per day:</p> <ol style="list-style-type: none"> <li>1. total number of SNAP transactions</li> <li>2. total value of SNAP dollars</li> <li>3. notation separating SNAP from other tender types (i.e. Cash-EBT).</li> </ol> <p>Acceptable batch reports include scans printed scans from SNAP payment processing terminals or Excel exports from the processor’s online portal.</p> <p><b>Deadline: Upload to Dropbox by the 15<sup>th</sup> day following each calendar month.</b></p>
<b>Invoices</b>	<p>DA BUX HQ staff will review submitted data and will send an email confirmation to the food hub on the approved DA BUX reimbursement amount within 30 days of data submission. Food hubs must submit an invoice for this approved amount to receive a check reimbursement. Invoices must include:</p> <ol style="list-style-type: none"> <li>1. header with food hub name</li> <li>2. invoice number</li> <li>3. “payable to” name</li> <li>4. address where the check can be mailed</li> <li>5. billing description (ex. “Jan 2023 DA BUX Incentive Reimbursement”)</li> </ol> <p><b>Deadline: Email invoices to the DA BUX Data Management Specialist as soon as possible after receiving email confirmation on the approved reimbursement amount.</b></p>
<p>For additional help in understanding your monthly reporting requirements and how to submit data through Dropbox, please view our training video: <a href="#">Course 4: Farm Direct Retailer Reporting</a></p>	

## Quarterly Reporting

Required Reporting	Description
<b>Quarterly Operations Report</b>	<p>Complete the “Quarterly Operations Report” template found at <a href="https://dabux.org/partner-retailers">dabux.org/partner-retailers</a>. This report collects the following metrics for each calendar month per quarter:</p> <ol style="list-style-type: none"><li><b><u>Number of Fruit and Vegetable Vendors</u></b> Report the average number of unique vendors each month where the food hub sourced fruits and vegetables.</li><li><b><u>Operating Days</u></b> The number of days when the food hub provides access to DA BUX incentive discounts to SNAP customers. These include days when SNAP customers <u>are able to</u> place orders of DA BUX eligible items online or over the phone, days when SNAP customers <u>are able to</u> shop in-person and receive a DA BUX discount, and/or days when SNAP customers <u>are able to</u> receive the produce paid with a DA BUX discount.</li><li><b><u>Average Operating Hours Per Day</u></b> Please use your best judgement to report an average number of hours incentive discounts are accessible on any given operating day in the reporting month.</li></ol> <p><b>Deadlines: Email “Quarterly Operations Reports” to the Data Management Specialist following this schedule:</b></p> <ul style="list-style-type: none"><li><b>Quarter 1 (Sept-Nov) – Due Dec 31</b></li><li><b>Quarter 2 (Dec-Feb) – Due Mar 31</b></li><li><b>Quarter 3 (Mar-May) – Due Jun 30</b></li><li><b>Quarter 4 (Jun-Aug) – Due Sep 30</b></li></ul>