Allotments and Reimbursements FAQ

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www.granitestatemarketmatch.org

Allotments

What is an allotment?

An allotment is the maximum amount of funding available to reimburse a firm for nutrition incentives (Granite State Market Match or Double Up Food Bucks NH) during a grant year.

How are allotments set?

At the beginning of each grant year, allotments are established for each firm based on:

- Available program funding for the grant year.
- The firm's past nutrition incentive redemptions.
- Anticipated participation and program growth, when applicable.

What happens if a firm reaches the end of its allotment?

If a firm reaches the end of its allotment before the end of the grant year, it has two options:

- **Stop offering nutrition incentives** for the remainder of the grant year, or
- Continue offering incentives and cover the cost of those incentives **without reimbursement.**

If additional funding becomes available during the year, the Network may be able to increase allotments. However, additional funding is **not guaranteed.**

Why is my allotment lower than last year?

We make every effort to maintain or increase allotments whenever possible. When allotments are reduced, it is typically due to a reduction in available program funding and affects multiple firms across the network rather than a single location.

Can I request a larger allotment?

Firms are welcome to contact the Network if they believe their allotment will not meet demand. While we review requests, increases depend on available funding and are not guaranteed.

What happens if firm doesn't use its allotment?

Unused funds may be reallocated to other firms if funding and program needs allow. Reallocations are made at the Network's discretion.

Do unused allotment funds carry over to next year?

No. Allotments apply only to the current grant year and do not carry over.

Does every firm receive the same allotment?

No. Allotments are based on factors such as past incentive redemptions and available funding, so they vary by firm.

Reimbursements

How are reimbursements made?

Reimbursement schedules vary by partner type.

Farmers Markets, CSAs, and Farm Stands

- Invoice for the full seasonal allotment once at the beginning of the market season.

Farmers Market Networks

- Invoice in two installments:
  - The first half of the allotment in May.
  - The second half at the beginning of the next quarter.

Retail Locations

- Invoice monthly for nutrition incentives redeemed during the previous month.

When are invoices due?

- Monthly invoices must be submitted by the 10th of each month for incentives redeemed during the previous month.
- Quarterly invoices must be submitted by the 10th of the month following the end of the quarter.

How long does reimbursement take?

Nutrition incentive invoices are reviewed and submitted to Finance for processing on a weekly basis.
Invoices that are complete and received by Thursday are typically submitted to Finance on Friday.
Finance also processes payments weekly. Partners enrolled in ACH (direct deposit) generally receive payment faster than those receiving paper checks.

What happens if a Farm does not use its full allotment after receiving reimbursement?

Contact the Network Coordinator as soon as possible. Depending on the circumstances, unused funds may need to be returned, applied to future eligible expenses, or handled through another approved process. Please do not assume unused funds can be retained without prior approval.

Why are Farmers Market Networks asked to invoice in two installments?

Farmers Market Networks typically operate only during the summer market season, which generally spans two calendar quarters. To better align reimbursements with program activity and available funding, Networks invoice:

- The first half of their allotment at the beginning of the season (May).
- The second half at the beginning of the following quarter.

This approach helps ensure funding is available throughout the market season while simplifying reimbursement for network-managed markets.

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