



Fresh. Canned. Dried. Frozen.
It's **HIP** to be healthy!

How to perform a HIP transaction at Farmers Markets: eHIP

MARKET MANAGER

Step 1: Prior to visiting your stand, customers purchase SNAP and HIP credits from the market manager.

Step 2: The market manager then enters these credits into the eHIP system so that they can be used by vendors.

VENDORS

Customers can spend the credits at your stand through your iPod. To process a transaction, follow the steps below.

Step 1: Press **HOME** key (or hold button on the top right) to turn iPod on. Slide finger as prompted.

Step 2: Press the **SWIPE CARD** application.

Step 3: Swipe EBT card or tap the screen to manually enter the card number.

Step 4: Tap **PURCHASE** or **REFUND** as appropriate.

Step 5: Enter your **VENDOR PIN**.

Step 6: Select then tap **PAYMENT** category.

Step 7: Select then tap **CARD TYPE**. Note: HIP customers may be assigned at least two card types. If they choose to purchase HIP fruits and vegetables, and other SNAP foods both will be highlighted. Choose HIP for HIP sales and SNAP for other eligible food.

Step 8: Select **PRODUCT TYPE**, for HIP or SNAP transactions. For HIP sales, only **HIP FRUIT OR VEGETABLE** will be highlighted.

For convenience, the customer's account balance is shown and allows you to assist customers in making selections.

Step 9: **ENTER** the amount of the sale.

You may continue to add products as needed for the same type of card. Select or tap **COMPLETE SALE** when finished.

Step 10: The next screen is the confirmation screen. Confirm you have entered the correct PIN. Tap **YES** if correct, tap **CANCEL** if incorrect.

Step 11: The final screen appears when the transaction has been recorded. Tap **DISMISS** (at the top) to return to the **PAYMENT CATEGORY** screen to perform another sale.



HIP-eligible foods:

- YES:**
- Fresh fruits and vegetables *ONLY*, whole or cut
 - Plain bagged vegetables and salad
 - Sweet potatoes & yams

- NO:**
- White potatoes
 - Herbs
 - Edible blossoms or flowers
 - Decorative vegetables, garlic braids, peppers, etc.
 - Fruit-nut mixtures
 - Fruit baskets
 - Baked goods

SNAP-eligible foods:

- YES:**
- Fruits and vegetables
 - Meats, cheeses, eggs, milk, and yogurt
 - Breads, grains
 - Seeds & plants that produce foods, including herbs
 - Honey

- NO:**
- Hot meals
 - Food that will be eaten at the farmers market
 - Medicines

Reading the HIP receipt

Customers receive a receipt for their SNAP and HIP credits purchased at the managers table. For HIP customers, the receipt will display a "HIP Balance Summary" and a "SNAP Balance Summary."

The "HIP Balance Summary" shows how much incentive the customer has earned in this transaction and earned for the total month.

The "SNAP Balance Summary" shows the beginning and remaining balance in their SNAP account as it always has.



HIP Balance Summary:	

HIP Incentive Earned this transaction:	3.00
HIP Incentive Earned month to date:	3.00



SNAP Balance Summary:	

FS Begin Bal:	300.00
FS Purchase:	-10.00
HIP Earned:	3.00

FS End Bal:	293.00
Cash Balance	0.00



NEED MORE INFORMATION ABOUT HIP?
DTA HIP CALL-LINE 1-888-987-4487
MONDAY THROUGH FRIDAY BETWEEN 9:00 AM AND 5:00 PM