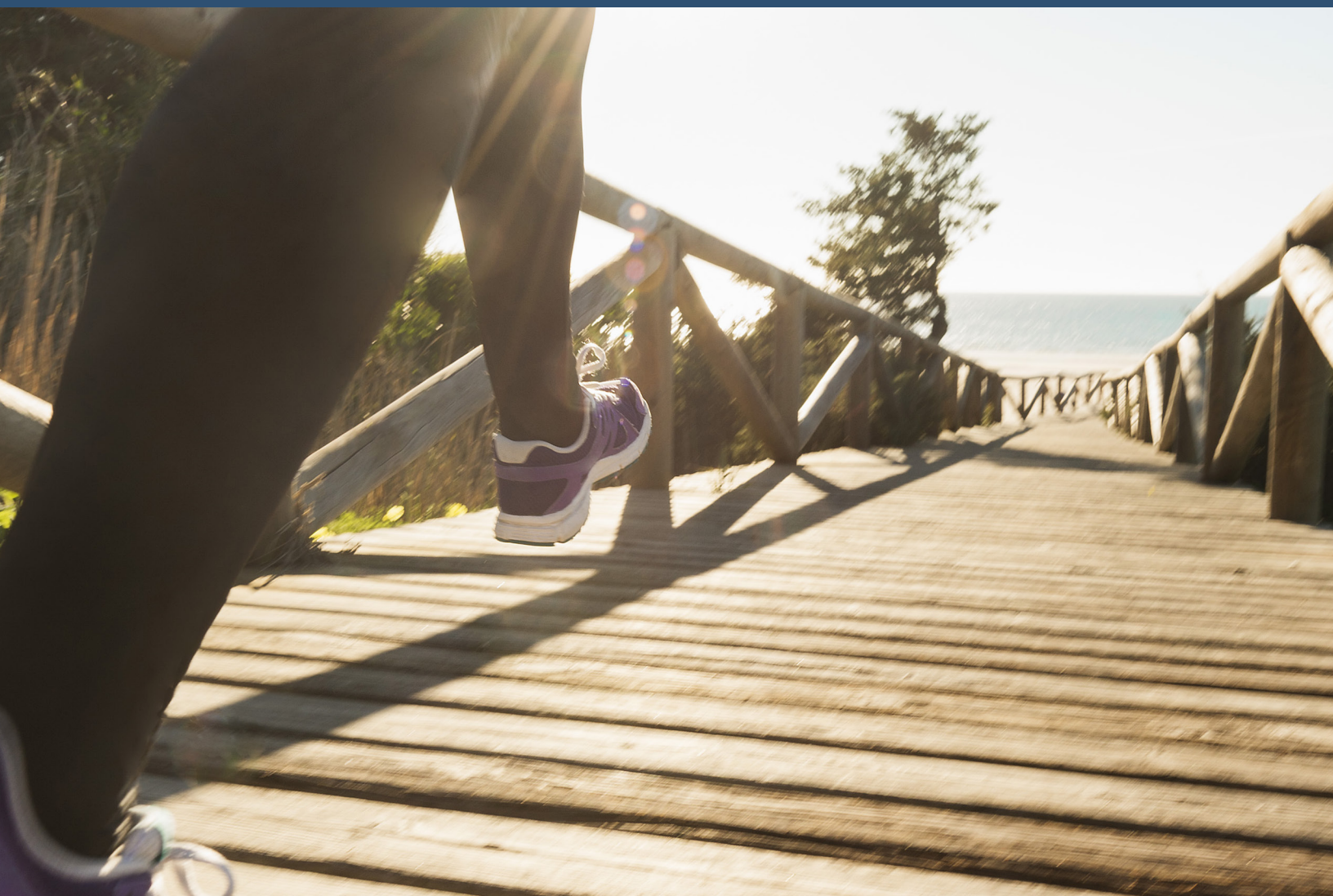


Healthy Incentives Program (HIP) EBT-only Point of Sale Terminal Instructions

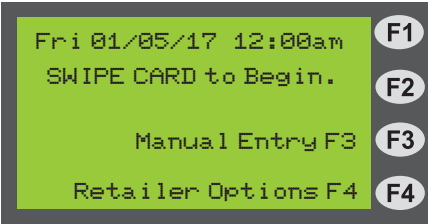
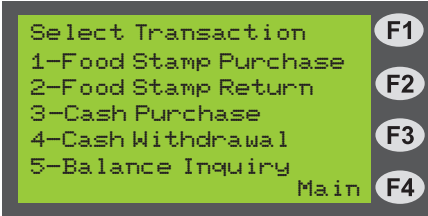

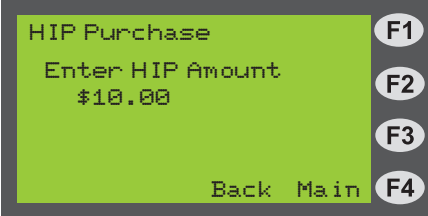
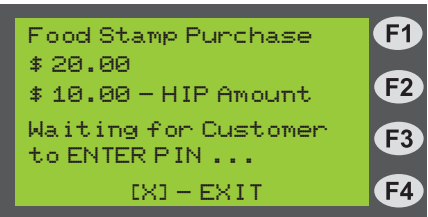
Retailer Help Desk 1-866-891-7897 or HIP Call-line 1- 888-987-4487



The Healthy Incentives Program (HIP) Point of Sale processing will be displayed on the terminal menu options in addition to the current SNAP processing menu, and on the transaction receipts.

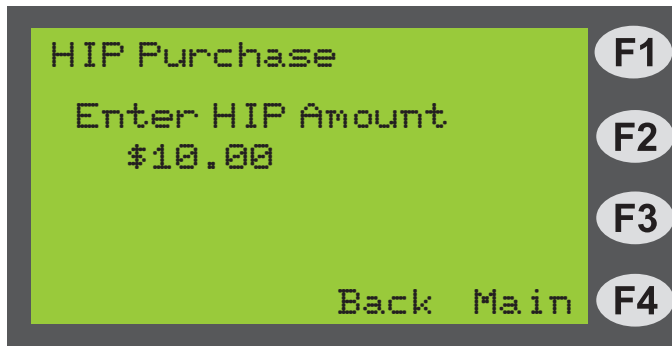
Food Stamp Purchase Transaction

Before starting the transaction sort the customer's purchase into HIP and Non-HIP food items and total the amounts of each.

Terminal Screen	Action
	Press 'Retailer Options' [F4] .
	Select 1 'Food Stamp Purchase'.
	Enter the TOTAL Food Stamp purchase amount on the terminal keypad, then press the green ENTER key
	<p>This is the new HIP Purchase screen. Enter the HIP subtotal in the 'Enter HIP Amount' field, then press the green ENTER key.</p> <p>If there are no HIP items, enter \$0.00 in the amount and press the green ENTER key.</p>
	Customer enters PIN on the POS terminal and presses the green ENTER key.

New HIP Purchase Screen

Enter the HIP subtotal amount in the 'Enter HIP Amount' field, then press the green ENTER key.



HIP Purchase

Enter HIP Amount

\$10.00

Back Main

F1 F2 F3 F4

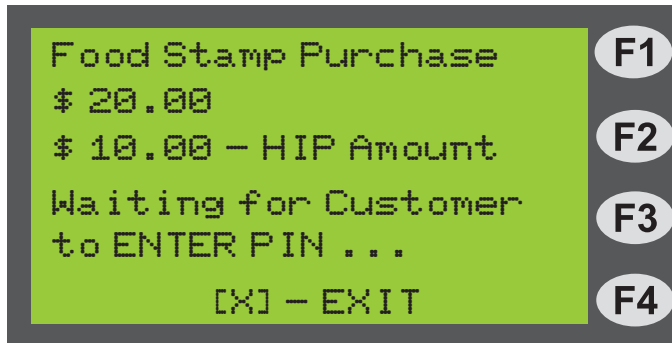
Cancel



Enter



New Customer PIN Entry Screen



Food Stamp Purchase

\$ 20.00

\$ 10.00 - HIP Amount

Waiting for Customer to ENTER PIN ...

[X] - EXIT

F1 F2 F3 F4

Copley Square Farmers' Market

Boston, MA 02266

(413) 858-2000

Term#: 12345678

01/05/17

Clerk: 9876

Supv: 9999

01:48:51pm

Food Stamp Purchase

Card Num: XXXXXXXXXXXXXXXX6394

Settlement Date: 01/05

HIP Balance Summary:

HIP Incentive Earned this transaction: 10.00

HIP Incentive Earned month to date: 40.00

SNAP Balance Summary:

FS Begin Bal: 250.00

FS Purchase: -20.00

HIP Earned: 10.00

FS End Bal: 240.00

Cash Bal: 0.00

Result: Approved

Auth: 027914

Trace#: 000536-000000238131597

DISPENSE GOODS

V1.00 021 094 000 000 000 000 000

*** CUSTOMER COPY ***

Food Stamp Return Transaction

"Food Stamp Only" returns continue to be processed as they are today with no changes to the Point of Sale terminal.

HIP returns are **not allowed** and cannot be processed on the Point of Sale device. If a SNAP customer wishes to make a HIP return, please provide an exchange of eligible HIP items of equal value for the original HIP purchase amount.

Terminal Screen	Action
	Press 'Retailer Options' [F4] .
	Select 2-'Food Stamp Return'
	Supervisor is required to enter their four digit Supervisor ID, then select the green ENTER key.
	Supervisor is required to enter their four digit password, then select the green ENTER key.
	Supervisor enters the Food Stamp return amount on the terminal keypad, then selects the green ENTER key.
	Customer enters PIN on the POS terminal and presses the green ENTER key.

Manual Vouchers with HIP Subtotal