

Verifying Farm Direct Vouchers

Words to know:

- 1 booklet = 7 vouchers + 1 cover page
- 1 bundle (“brick”) = 10 booklets

Step 1: Confirm each brick has ten booklets. Each booklet of seven vouchers begins with a cover page.

Step 2: Confirm each booklet has seven vouchers.

Below are two ways to do this using numbers to guide you. Choose one of these options or use your own method.

Cover Page Serial Number Range:

Match the serial number range on the cover page with the red serial number of each voucher in the booklet. Note: Do not use the black 3-digit number. It is for security purposes only.

OR

Voucher Control Numbers:

There is a “control number” in the top right corner of each voucher. Each booklet has the numbers 1 – 7. Check the numbers in each booklet.

Cover
Page



Serial
number
range

Voucher



Control
number

Serial
number

Step 3: Store each brick of booklets with the corresponding voucher register when you are done. Your agency may choose to keep the brick intact until ready to issue or separate into booklets during verification. Consider bundling the booklets with a rubber band for storage if you separate them before storing.

Step 4: Pack each brick back into the box in ascending or descending order.

Step 5: Initial and date your box in upper right corner.

Step 6: Complete the “Initial Receipt of Vouchers” page of the “Farm Direct Nutrition Program Documentation of Voucher Inventory” form.

Step 7: Confirm your agency’s receipt of vouchers in TWIST’s “FM Administration” screen.

Please email Maria Menor (maria.i.menor@oha.oregon.gov) with any issues you find during verification.