

Health Bucks Monthly Distribution Log

Organization Name: _____

Program Name: _____

Address: _____

Contact Person: _____

Email: _____

Phone #: _____

Track your Health Bucks distribution in the table below. Complete one row for each event where Health Bucks are distributed. Please do not include Health Bucks recipients personal information, like names or signatures. Follow these steps:

1. Record the name of the staff member who distributed the Health Bucks in the first column. Do not include the name or any information belonging to the individuals who received Health Bucks.
2. Enter the date Health Bucks were distributed in the second column. Only record multiple entries for a single date if Health Bucks were distributed out of order.
3. Check the activity through which Health Bucks were distributed in the third column. If more than one activity was conducted, check all that apply.
4. Under Serial #s Distributed, record the last 7 digits (numbers after "HB2025") of the Health Bucks serial number for the **first** and **last** Health Bucks distributed that day.
5. Staff members should sign the log. Do not include the signatures of the individuals who received Health Bucks.

Staff Member Name (Who distributed Health Bucks?)	Date (When?)	Activity (What activity was offered?)	Serial #s Distributed (enter last 7 digits after "HB2025" only)		Staff Member Signature (Person completing the log)
			First	Last	
<i>Example:</i> Dr. Carol B. Owens	7/14/25	☒ Market visit ☒ Walking group ☐ Doctor/clinic visit ☐ Other _____	2025 <u>0123401</u>	2025 <u>0123405</u>	<i>Dr. Carol B. Owen</i>
		☐ Market visit ☐ Walking group ☐ Doctor/clinic visit ☐ Other _____			
		☐ Market visit ☐ Walking group ☐ Doctor/clinic visit ☐ Other _____			
		☐ Market visit ☐ Walking group ☐ Doctor/clinic visit ☐ Other _____			
		☐ Market visit ☐ Walking group ☐ Doctor/clinic visit ☐ Other _____			

Submit this log on the last day of each month you distribute Health Bucks. Email log to farmersmarkets@health.nyc.gov.

Note that all documents associated with Health Bucks are subject to audit at any time.