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Guidelines for Coupon Vendors

- All vendors must submit an application that will be approved by the executive director.
- Activities or services provided by an organization that promotes good health, education, and connection and that are eligible for coupons must get authorization from Babe of Wabash County.
- New and existing vendors will work with the executive director to specify how coupons can be earned by consumers (based on the services provided by the vendor).
- Babe of Wabash County has the right to accept or deny any organization or business from being vendors.
- When issuing coupons to consumers, vendors fill out the coupon completely. This includes the client's name, gender, age, zip code, date issued, vendor number, authorized signature, and service provided (check an option).
- Registered vendors may only issue coupons for the services they are offering. They may not issue coupons for other organizations or for services that they do not offer.
- Vendors who violate any of our conditions could become ineligible from passing out coupons.

General Information about Coupons

- Coupons are issued to the person who has participated in the activity. Their name, gender, age, zip code, date issued, vendor number, and signature must be written on the coupon by an authorized vendor. The vendor must check a service category. Coupons not filled completely may be considered ineligible for redemption.
- Children between the ages of 0-5 are eligible to earn coupons. Parents who have children between the ages of 0-5 years old, as well as pregnant women, are eligible to earn coupons for select services. Coupons can only be issued for services that show a direct benefit to the child.

- Once a child turns 5-years-old, he/ she is no longer eligible to earn coupons. A parent of a child who has turned 5 but is expecting or has other children under 5 is still eligible to earn coupons.
- Coupons cannot be issued to an individual and then transferred to someone else.
- Coupons do not have expiration dates. A parent is able to continue to spend their coupons even if the child has aged out of the program.
- Coupons are not for sale. Coupons cannot be purchased by consumers with money.
- Items in the boutique cannot be purchased with money. All boutique items must be obtained with Babe coupons.
- Coupons must be earned by attending events or receiving services through a registered coupon vendor. See instructions below on how to obtain a coupon from a non-registered coupon vendor.
- Coupons can only be used to obtain items at Babe of Wabash County. They cannot be redeemed at other organizations for cash or merchandise.
- Babe of Wabash County will accept Babe coupons issued from other counties. To redeem outside coupons, patrons must pair two Babe of Wabash County coupons with one outside Babe coupon. So for example, the consumer must spend three total coupons. (1 outside coupon plus 2 Babe of Wabash County coupons.)
- Patrons must receive a coupon at the time they have received services from a registered vendor.
- Patrons are eligible to receive coupons for services by non registered organizations that promote good health, education, and connection. To do this, patrons will need to submit a receipt, invoice, healthcare summary, or a statement to Babe of Wabash County. Documents can only be submitted by the patient or legal guardian of the patient due to HIPAA restrictions. An authorized person at Babe will issue a coupon to the recipient at the Babe of Wabash location. Confidential information on documents; such as notes, instructions by a provider, or medication information do not need to be disclosed to the person who is issuing coupons.
- Babe of Wabash County has the right to refuse to issue coupons for services rendered by a non-registered vendor.
- One coupon will be issued for each child in a family who participates in a service or event offered by a registered vendor.
- Families with multiple children may receive one coupon per eligible child per event.
- Families are not limited to how many coupons can be collected per month.

- One coupon may be issued per service offered. Patrons cannot earn multiple coupons for One service received.
- If a vendor does not offer or forgets to issue a coupon for a service rendered, the consumer may request coupons from the vendor at a later date. The vendor has the right to issue a coupon or refuse.

How to Redeem Coupons For Items at the Boutique.

- The first time a family redeems a coupon at Babe of Wabash, they must enroll in the Babe program. This program is free of charge. Families will be asked to fill out a form. Families must enroll at the Babe of Wabash location.
- Legal parents and guardians may spend coupons that are issued to both them and their children.
- Non Custodial grandparents are eligible to earn coupons. If a coupon is issued to the child (their grandchild), they are not permitted to spend this coupon unless Babe of Wabash County has written permission from the custodial parent.
- Babe will deny coupons that are:
 - Being spent by an individual who is not authorized to spend the coupon.
 - Has not been enrolled in the coupon program.
 - Is spending coupons that do not have the correct name or information written on the coupon.
 - Who received a coupon that is issued from an organization that is not registered with Babe.
 - That is signed by a person or organization that does not have signature authority.
 - That is not using an official Babe coupon.
 - Is using a coupon that has been marked lost or stolen.