



United States
Department of
Agriculture

Food and
Nutrition
Service

Dear Retailer:

Your store has been approved to participate in the United States Department of Agriculture, Food and Nutrition Service, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp Program). You represent one of many stores nationwide that participate in this important Program. Please review the information in this package carefully.

Your Supplemental Nutrition Assistance Program Permit

- Your permit is enclosed. The **7-digit number on the permit is your FNS number**. You will need this for any service issues.
- The **permit is valid ONLY for the address and owners listed on the permit**.
- **Keep the permit in your store**.

Training

- The booklet in this package explain the Supplemental Nutrition Assistance Program rules.
- As the owner of the store, **you are responsible** for carefully reviewing the Program rules and making sure all of your employees fully understand these rules. Failure to follow the rules can result in disqualification, fines, civil, and/or criminal action.
- At the FNS website, you may also view the training guide and video in English or Spanish.
<http://www.fns.usda.gov/snap/retailers/store-training.htm>
- A copy of current SNAP regulations are available online, at
<http://www.fns.usda.gov/snap/retailers/store-training.htm>

Reporting Changes

Contact us at 1-877-823-4369

- If your store closes,
- If there is a change of owners, or
- If there is a change in the store address or telephone number.

You **MUST** apply for a separate Supplemental Nutrition Assistance Program permit for each store location you own.

Store Visits

We may visit your store at any time to ensure it continues to be eligible for the Supplemental Nutrition Assistance Program. If at any time, it is determined that your store is not carrying sufficient inventory and therefore is not eligible, you will no longer be able to participate in the Program.

Electronic Benefit Transfer (EBT) for SNAP Benefits

SNAP benefits are issued by Electronic Benefit Transfer (EBT). Each state manages its own EBT system and hires contractors to issue EBT cards, process EBT transactions, and in some cases provide point-of-sale (POS) equipment.

SNAP EBT Third Party Processor (TPP) List and Guidance to Retailers:

<https://fns-prod.azureedge.net/sites/default/files/snap/SNAP-EBT-TPP-guidance.pdf>

EBT Fact Sheet for New Retailers;

<https://www.fns.usda.gov/snap/electronic-benefits-transfer-ebt-fact-sheet-new-retailers>

Need More Information? Have Questions?

Please contact us at 1-877-823-4369 or visit our website at www.fns.usda.gov/snap and look for the “Retailers” section on the left hand side of the screen.

We want your experience with the Supplemental Nutrition Assistance Program to be a successful one. We look forward to working with you.

Sincerely,

USDA Food and Nutrition Service
Supplemental Nutrition Assistance Program

Enclosures:

- Supplemental Nutrition Assistance Program Permit
- SNAP Training Expectations
- SNAP Training Guide for Retailers
- Report Abuse of the SNAP Poster – **MUST BE POSTED IN YOUR STORE**
- We Welcome SNAP EBT Customers Window Sticker and Poster
- Using SNAP Benefits Poster
- Do’s and Don’ts for Cashiers/Penalties for Violations of SNAP (Double-Sided card)

Useful Links:

- WIC State Contacts: <https://www.fns.usda.gov/wic/wic-contacts>
- EBT Customer Service Information:
<https://fns-prod.azureedge.net/sites/default/files/snap/state-lines.pdf>