

SNAP RETAILER APPLICATION GUIDE

DIRECT MARKETING FARMERS INSTRUCTIONS



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INTRODUCTION

In order to accept SNAP/EBT payments, you must be approved by the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA). Once approved, you will be a “SNAP Authorized Retailer”.

These instructions are intended for individuals who wish to complete the application on their own. If you’d like a MarketLink Regional Representative to fill out the application on your behalf, please book an appointment for “SNAP Application Assistance” by visiting: <https://marketlink.youcanbook.me/> or email us at info@marketlink.org. Feel free to also book an appointment with one of the representatives if you’d like to still fill it out on your own but would like us to be there to help walk you through it and answer questions as you are filling it out yourself.

This guide is written for businesses that meet the USDA definition of a Direct Marketing Farmer: an individual who grows or raises agriculture products and sells them directly to the public. If you are not a Direct Marketing Farmer, do not use this guide, and email info@marketlink.org for guidance on how to apply.





BEFORE YOU APPLY

Be prepared to spend approximately 1 hour filling out the online application and uploading your supporting documents. Make sure you have the following items before you start the USDA application or have your appointment with a MarketLink representative:

01. FARM OPENED DATE

Date the farm opened under the current ownership or intended opening date if it is a new farm.

02. FARM'S OFFICIAL NAME

Farm's official name (the name you advertise to the public, for e.g. "ABC Farm"), also the legal business name (if different from the advertised name used on legal documents, such as leases, contracts, incorporation documents, etc.), mailing address, and address where the farm is located (if different from the mailing address).

03. EMPLOYER IDENTIFICATION NUMBER (EIN)

If you have one.

04. SALES DATA

1. Actual sales data from your farm's most recent IRS business tax return, if it has been open under current ownership longer than one year. If not, an estimate of the farm's annual sales.

05. GENERAL INFORMATION ABOUT INVENTORY

General information about your inventory of products you sell to the public, including wholesale sales, if the farm sells to other businesses (stores, restaurants, hospitals, schools, etc.)

06. BANK USED FOR BUSINESS

Name and address of the bank used for the business.

07. HOURS OF BUSINESS

The farm's business hours (i.e. months of the year, days of the week, and hours your farm is open to the public). This can be the schedule your farm stand is open and/or the schedule of the farmers' markets you attend.

The next step is to identify a Responsible Official(s) and have their name, home address, SSN and date of birth handy. This person/people will need to provide their social security number and identification cards. Responsible officials need to be an owner, corporate officer or board member with the authority or sign legal documents for the farm. All owners/corporate officers must be listed; if there is more than one listed, the above documents are required for every person listed. Collect all the following documents for each Responsible Official(s) and scan them or take a photo of them so that you have electronic versions:

01. VALID PHOTO ID

Color copy of Valid Photo ID (such as a License or Passport) for all person(s) listed on the application (front and back if license is used).

02. SOCIAL SECURITY CARD

Copy of Social Security Card for all person(s) listed on the application. (If you don't have this, your most recent tax return (1st page only) or a W-2 should suffice (income and spouse may be blacked out).

03. 501(C)(3) VERIFICATION

If you are applying as a nonprofit, a copy of the 501c3 determination letter from the IRS.

04. BUSINESS LICENSES

If your state or city requires any Business Licenses to do business at that location you **MUST** also submit a copy(ies) - if you do not have these then this does not apply to you.

BASIC STEPS OF THE APPLICATION PROCESS

STEP 1 Create a USDA Account. You must set this up first before filling out the application. When your account is set up, you will get an email confirmation (which will occur within 1-2 hours after submission). Once set up, be sure to save this information in a safe, accessible place as you will need it to check on the status of your application along the way.

STEP 2 Fill out the application online, after receiving confirmation that your account has been set up, using your User ID and Password that you set up in Step 1 to access the application here:

STEP 3 Upload your documents in the application portal: driver's license, social security card, 501c3 determination letter (if applicable), business license (if applicable) and the Certification & Signature page you receive once the application is submitted.



USEFUL TIPS

We hope these instructions are helpful. If you get stuck or have questions at any point, you can contact a MarketLink Regional Representative by emailing info@marketlink.org or calling us at [443-212-8084](tel:443-212-8084). Below are some useful tips that may help ease the application process for you.

- 1** Apply with an email address you check regularly. This is how FNS will contact you.
- 2** If you get stuck on the application or need to pause for any reason, you can always click “Save and Continue Later”, however, note that FNS only keeps applications open for 30 days from when they were started, so be sure to finish the application during that time.
- 3** Before you start the application and go through the whole process, it’s a good idea to double check that you meet the Stocking Requirements to participate in the program. Review the USDA’s requirements by [clicking here](#). Most farmers markets that sell mostly produce have no problem meeting these requirements, but a common scenario where they might not is if most of their sales comes from hot food vendors and/or craft items.
- 4** If you have questions about a submitted or pending SNAP/FNS Retailer Application please contact the [SNAP Retailer Service Center \(RSC\)](#) at 877-823-4369. The RSC will ask for your FNS number, and the Responsible Official’s name, last four digits of SSN, and Date of Birth to authenticate you as the caller before providing information. The RSC will only talk to the person who filled out the application and/or is listed on the application.



QUESTION BY QUESTION GUIDE: ONLINE STORE APPLICATION (OSA) FOR SNAP

After you set up your USDA account, you will be able to login and access the application page. Please following the instructions below.

01. START A NEW APPLICATION

Start a new application by clicking on "Start New Application".

USDA Online Store Application

FORM APPROVED OMB No. 0594-0008
Expiration Date: 01/31/2024

Home Contact Us Help Logout

Due to the coronavirus (COVID-19) National Emergency, retailers must respond to requests for information by electronically uploading all supporting documentation that is requested by FNS. Thank you for your cooperation. WARNING! The application will be unavailable on Friday, September 24, 2021 from 5:00 PM to 10:00 PM ET for system maintenance

Online Store Application (OSA) for SNAP*

For new applications, select from the following options:

Start New Application →

Continue Saved Application →

02. APPLICATION TYPE

Determine the application type by selecting “Store Application”, then click “Go”.

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Application Type

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 Application questions will be tailored towards your selection below.

Select an application type to get started *




Any firm (except for a Farmers' Market) should complete this application.



Farmers' markets are defined as "multi-stall markets at which farmer-producers sell food products they produced (fruits, vegetables, meat, dairy, grains, etc.) directly to the general public, at a central or fixed location."

03. BEFORE YOU BEGIN

This is an overview of what is needed for the application, which is also listed at the beginning of the guide. Read carefully, and when you're ready to continue scroll to the bottom of the page and click "Start Application".

 **Online Store Application**

[Skip Navigation](#) FORM APPROVED OMB No. 0584-0008
Expiration Date: 01/31/2024 [Home](#) [Contact Us](#) [Help](#) [Logout](#)

Due to the coronavirus (COVID-19) National Emergency, retailers must respond to requests for information by electronically uploading all supporting documentation that is requested by FNS. Thank you for your cooperation.

- Application Type
- Before You Begin**
- Acknowledgement Agreement
- Basic Information
- Accountability Information
- Sales Information
- Inventory Information
- Supplemental Information
- Review and Submit

Before You Begin [Print Page](#)


Carefully review the following steps to complete the application process

Note: The online application is a two-step process. Your application is not considered complete until you finish both steps AND the Food and Nutrition Service (FNS) has received all supporting documentation from you.

Step #1:

- 1. Gather the following information and documents before you start.**
 - a. Date the market opened under the current ownership.
 - b. Market's official name (the name you use on legal documents, such as leases, contracts, incorporation documents, etc.), mailing address, and address where the market is conducted (if different from the mailing address).
 - c. Name, home address, social security number, and date of birth for a 'responsible official.' (You may have more than one Responsible Official).

TIP: The 'Responsible Official' is the person who accepts responsibility, on behalf of the market, for ensuring the market will adhere to applicable laws and FNS regulations, policies, and other guidance; and who will be held accountable in the event the market does not do so. Responsible officials may be an owner, board member, market manager, or person operating in a similar position of authority.
 - d. Actual sales data from your market's most recent IRS business tax return, if it has been open under current ownership longer than one year. If not, an estimate of the market's annual sales.
 - e. The market's operating schedule (i.e., months of the year it is open, days of the week it is open, and hours of day it is open).
 - f. Business licenses held by the market, if any.
- 2. Answer the online application questions.** Click the "Start Application" button below to begin.
 - a. Use the "Help" link in the upper right-hand corner of the page to get help on any page in the application.
 - b. Use the links on the left-hand side of each page to return to any section you already worked on.



04. ACKNOWLEDGEMENT AGREEMENT

This is an overview of what is needed for the application, which is also listed at the beginning of the guide. Read carefully, and when you're ready to continue scroll to the bottom of the page and click "Start Application".

This page lists the terms in which the USDA collects your information, the circumstances in which they will share your information, and acknowledgment to provide only true information on your application. To read more about the specifics of each section, click "Details".

If you Decline, you will not be permitted to move forward with the application.

If you accept, select "Accept". You will then be prompted to fill out your name under "Name of person completing the application", and select your Title from the following options:

OWNER

You own the business you are applying for.

OFFICER

You are not the owner, but a person operating in authority, such as a director or board member.

AUTHORIZED REPRESENTATIVE

Only select this if you are applying on behalf of someone with their permission.
Ex: Executive assistant applying on behalf of the owner of the business.

04. ACKNOWLEDGEMENT AGREEMENT (CONTINUED)

Due to the coronavirus (COVID-19) National Emergency, retailers must respond to requests for information by electronically uploading all supporting documentation that is requested by FNS. Thank you for your cooperation. WARNING! The application will be unavailable on Friday, September 24, 2021 from 5:00 PM to 10:00 PM ET for system maintenance

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Privacy Act Statement - Authority: Section 9 of the Food and Nutrition Act of 2008, as amended, (7 U.S.C. 2018); section 205(c)(2)(C) of the Social Security Act (42 U.S.C. 405(c)(2)(C)); and section 6109(f) of the Internal Revenue Code of 1986 (26 U.S.C. 6109(f)), authorizes collection of the information on this application.

Details

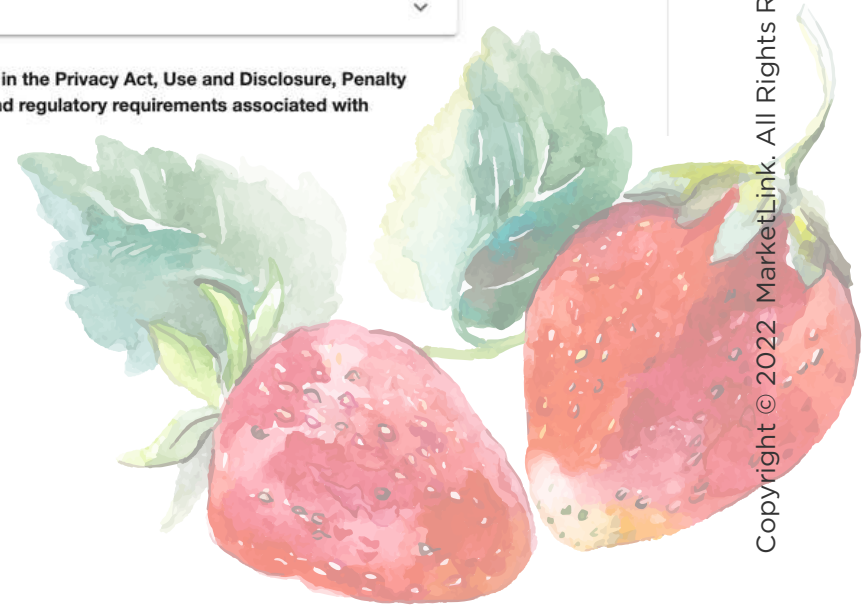
Use And Disclosure - Routine Uses: We may use the information you give us in the following ways;

Details

Penalty Warning Statement: **The Food and Nutrition Service can deny or withdraw your approval to accept Supplemental Nutrition Assistance Program benefits if you provide false information or try to hide information we ask you to give us. In addition, if false information is provided or information is hidden from the Food and Nutrition Service, the owners of the firm may be liable for a \$10,000 fine or imprisoned for as long as five years, or both (7 U.S.C. 2024(f) and 18 U.S.C. 1001).**

PRIVACY ACT AND PAPERWORK REDUCTION NOTICE

I have read, understand, and agree with the conditions of participation outlined in the Privacy Act, Use and Disclosure, Penalty Warning and Certification Statements, and agree to comply with all statutory and regulatory requirements associated with participation in the Supplemental Nutrition Assistance Program. *



05. BASIC INFORMATION

On this page, you fill out the basics about your farmers' market.

When did the farm open for business under its current ownership?

Enter the date in MM/DD/YYYY format. For example, if the farm has been in your family for generations, but you took ownership on June 8th, 2015, enter 06/08/2015. If you don't know the specific date, it's ok to estimate to the best of your knowledge.

If your market has not opened yet, you can put a date up to 30 days in the future.

Store Name

The name you do business as and/or advertise to the public.

Legal Business Name (if different than store name)

The name you use on legal business documents, such as licenses or leases.

Chain Store Number

This is optional, but please put "NAFMNP" so the USDA knows you are working with MarketLink.



Location Address

This is for the location of your farm, not where you sell your products. Do not put the farmers' market address you sell at or your farm stand if it is at a separate location.

If this is also your mailing address, this is the address the FNS will use to mail additional information requests and your approval packet.

Is the mailing address the same as the location address?

If not, enter your mailing address.

If different than the location address, this is the address the FNS will use to mail additional information requests and your approval packet.

Store Telephone Number

List the phone number where customers can reach your farm. Only one is required, but you're welcome to list an additional phone number if you choose.

Owner or Store Email Address

List the best email for the farm. There is also an option later in the application to put your personal email if it's different. **Since this is how FNS will contact you, make sure it's an email address you check frequently.**




Store Type

This is where you will indicate that your business is a special store type (meaning something other than a brick and mortar/retail store), click “Yes”.

Clicking “Yes” will activate the Store Type dropdown menu. Click on the box and select “Direct Marketing Farmer (Farm Stand)”.

When you’ve filled out all the information on this page, scroll down to the bottom and click “Next”.

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In this section, provide market information. Use the 'Help' feature (the button in the upper right hand corner of the screen) if you have any questions.

When did or when will the market open for business under the current ownership? *

Market Name * 

Legal Business Name (if different from market name) 

Market Number 


Location Address

What is the address where the market is conducted? (i.e., where the market takes place)

<input type="text" value="Street Number *"/>	<input type="text" value="Street Name *"/>	<input type="text" value="Additional Address Line"/>	
		e.g., Unit #, Stall #, Apt. #, etc.	
<input type="text" value="City *"/>	<input type="text" value="State *"/>	<input type="text" value="Zip Code *"/>	<input type="text" value="Zip+4"/>

06. OWNERSHIP INFORMATION

On this page, you will indicate how your business is structured and provide information for the Responsible Official. The responses to these questions will trigger different required information, so review the options on the next pages to see which Ownership Type best fits your farm.

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Ownership Information [Print Page](#)

In this section, provide information on the type of ownership as well as the identity of each owner. You must provide information for all officers, owners, partners, and members, if the store is owned by one or more people, a nonprofit organization, or a private corporation. Click Help for more information about this question.

Is your firm legally organized as a nonprofit entity? *

Yes No

Answer the following questions for all officers, owners, partners, members, and/or managers.

Has any officer, owner, partner, member and/or manager ever been denied, withdrawn, disqualified, suspended, or been fined for Supplemental Nutrition Assistance Program (SNAP), WIC, business, alcohol, tobacco, lottery, and/or health violations? *

Yes No

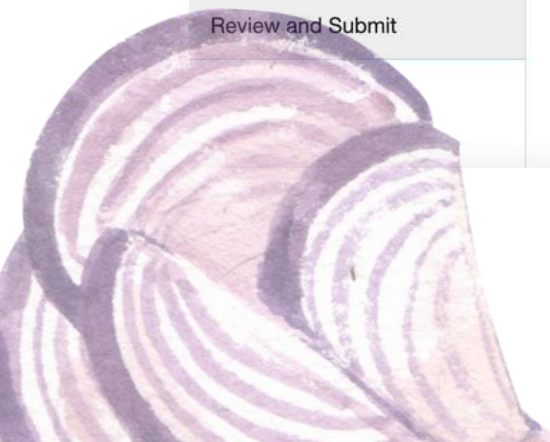
Has any officer, owner, partner, member and/or manager currently or ever been suspended or debarred from conducting business with or participating in any program administered by the federal government? *

Yes No

Is any officer, owner, partner, and/or member currently receiving assistance through the Supplemental Nutrition Assistance Program? *

Yes No

Has any officer, owner, partner and/or member ever been disqualified from receiving assistance through the Supplemental Nutrition





Non-Profits

Is your firm legally organized as a nonprofit entity? If you answer “Yes” it will trigger the following questions:

- 1** Does your firm have 501(c)3 non-profit tax-exempt status?
Answer “Yes” or “No” depending on status.
- 2** If you have an Employer Identification Number (EIN), enter it here.
Enter your organization’s EIN, this question is required for non-profit organizations
- 3** Corporation Name and address
It’s important to put your organization’s name and address as you filed with the IRS as a nonprofit, not your farmers market name (unless they are the same).
- 4** Personal Information for each owner/Executive Director
Enter the person’s full, legal name, as it appears on their social security card, their home address, and social security number. Lastly, select the the title “Director” if you are the owner or Execuive Director.*
- 5** If you have any additional owners, or people you would like to also be listed on the application. Click the “Add Additional Person” button on the right hand side. Enter their information as well and select their title. If they don’t fit the description of a director or board member, it’s ok to put “Corporate Officer”.

Government-Owned, or Publicly Held Corporation

1 Is your firm legally organized as a nonprofit entity?

Click “No”, and from the drop-down box, select “Government Owned”.

2 Name and Address of Responsible Government Agency

Put the name and address of the governing body that sponsors or manages the farm, not your farm name or farm store name.

3 Contact person information

This person should be the person who oversees the farm operation on behalf of the government agency, this is not necessarily the person filling out the application, unless they also have that authority.

Enter the person's full legal name, their phone number (if different from the farm contact number), and their email address (if different from the farm address).



Limited Liability Company (LLC), Privately Held Corporation

- 1** Is your firm legally organized as a nonprofit entity?
Click “No”, and from the drop down box, select your organization structure type.
- 2** If you have an Employer Identification Number (EIN), enter it here.
Enter your organization’s EIN (not required).
- 3** Corporation Name and address
Put your organization’s name and address as you filed with the IRS, not your farm name or farm store name (unless they are the same).
- 4** Personal Information for each owner.
Enter the person’s full, legal name, as it appears on their social security card, their home address, social security number, date of birth, and email address. Regarding title for owner and executive director, you can select “Corporate Officer”.
- 5** If you have any additional owners, or people you would like to also be listed on the application. Click the “Add Additional Person” button on the right hand side. Enter their information as well and add them as another “Corporate Officer”.



Partnership

- 1** Is your firm legally organized as a nonprofit entity?
Click “No”, and from the drop down box, select “Partnership”.
- 2** If you have an Employer Identification Number (EIN), enter it here.
Enter your farm’s EIN (not required).
- 3** Personal Information for each owner/partner.
 - *Enter the first person’s full, legal name, as it appears on their social security card.*
 - *Enter their home address.*
 - *Enter their social security number and date of birth.*
 - *Title: select “Partner”.*
 - *Enter their email address.*
- 4** When finished with the first partner’s information, click the “Add Additional Person” button on the right-hand side. Enter the second partner’s information.





Sole Proprietorship

- 1** Is your firm legally organized as a nonprofit entity?
Click “No”, and from the drop down box, select “Sole Proprietorship”.
- 2** If you have an Employer Identification Number (EIN), enter it here.
For Sole Proprietor, you can enter your SSN.
- 3** Personal information for the owner of the Sole Proprietorship.
 - *Enter the first person’s full, legal name, as it appears on their social security card.*
 - *Enter their home address.*
 - *Enter their social security number and date of birth.*
 - *Title: select “Owner”.*
 - *Enter their email address.*

Note: the form lists other options, but for a Direct Marketing Farmer that is classified as a Sole Proprietorship you must include the owner’s information as the Responsible Official.

If you have any additional owners, then you would not meet the definition of a “Sole Proprietorship”. Contact us at info@marketlink.org if you need assistance determining your business structure.

Publicly Held Corporation

To be a Publicly Held Corporation, your business must be large enough to be traded on the stock market. Almost always, farmers’ markets will not be structured this way, so we are intentionally leaving this section out to avoid confusion. If you have any questions about this, email info@marketlink.org for more details.

07. RESPONSIBLE OFFICIAL QUESTIONS

To finish this page, no matter what business type you chose, you will need to answer the 6 questions following the ownership information.

Answer the following questions for all officers, owners, partners, members, and/or managers.

Has any officer, owner, partner, member and/or manager ever been denied, withdrawn, disqualified, suspended, or been fined for Supplemental Nutrition Assistance Program (SNAP), WIC, business, alcohol, tobacco, lottery, and/or health violations? *

Yes No

Has any officer, owner, partner, member and/or manager currently or ever been suspended or debarred from conducting business with or participating in any program administered by the federal government? *

Yes No

Is any officer, owner, partner, and/or member currently receiving assistance through the Supplemental Nutrition Assistance Program? *

Yes No

Has any officer, owner, partner and/or member ever been disqualified from receiving assistance through the Supplemental Nutrition Assistance Program for an intentional program violation (IPV) or fraud? *

Yes No

Does any officer, owner, partner, and/or member currently own any other SNAP authorized stores (such as Store, Farmers' Market, etc.)? *

Yes No

Was any officer, owner, partner, member, and/or manager convicted of any crime after June 1, 1999? *

Yes No

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07. RESPONSIBLE OFFICIAL QUESTIONS (CONTINUED)

These questions are being asked to determine whether the owners and responsible officials pose a risk to the program based on their criminal history. Answer these questions for all Responsible Official(s) you listed. If you answer “yes” to any of the questions, an additional comments section will pop up where you can provide more details. FNS will likely ask for additional documentation, so it’s a good idea to prepare any legal dissertations, arrest records, business violation records, etc. if necessary. When you’re finished with this page, scroll down to the bottom of the page and click “Next”.

Note: If you are a SNAP Recipient, you are still eligible to be a SNAP Authorized Retailer. You need to let your case worker or the State Agency issuing your SNAP benefits know you are applying to become a SNAP Authorized Retailer. Submit a letter from your case worker or the State Agency issuing your SNAP benefits acknowledging they know you are applying to be a SNAP Retailer, this may help hasten the application process. If you do not have a caseworker, note that FNS will sometimes ask for extra verification, but be sure to note this in the additional comments section.



08. SALES INFORMATION

On this page you will enter your retail sales and give estimates of your inventory sales breakdown. This is to determine if you meet Criteria B, of the Stocking Requirements based on the USDA's eligibility standards. To review these requirements, and the staple food categories, [click here](#). Again, it is ok to use your best faith estimate.

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Application Type	<h3>Sales Information</h3> <p>In this section, you will specify the store sales information.</p> <p>Do you sell products wholesale to other businesses such as hospitals or restaurants? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Do you sell gasoline? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Total Retail Sales</p> <p>Select estimated or actual retail sales. If your store has been open under your ownership for more than one year, you must enter actual total retail sales from your most recent Internal Revenue Service (IRS) tax return for this store. If your store has been open under your ownership for less than one year, you must provide estimated sales.</p> <p>Retail sales are:</p> <p><input type="radio"/> Estimated <input type="radio"/> Actual</p> <p><input type="button" value="Back"/> <input type="button" value="Save and Continue Later"/> <input type="button" value="Next"/></p> <p>Print Page</p>
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Wholesale Question

Do you sell any products in bulk to businesses such as restaurants, grocery stores, hospitals, schools, etc.? If you answer “Yes”, a second question will pop up and ask you if your wholesale sales exceed \$250,000 or 50% of your total gross sales.

If you answer “Yes” to this question, FNS will require you to provide the figures of the total of your wholesale transactions for the last tax year.

Answer “No” if you do not conduct any wholesale sales.

Do you sell gasoline?

Answer “Yes” or “No”.

Total Retail Sales

Select Estimated or Actual Retail Sales (sales from all products you sell at your farm, both food and non-food products and services). Do not include wholesale sales in this section.

Estimated: Select this option if your farm has been open less than one year. Use your best faith estimate of what your annual retail sales will be.

Actual: You must select this option and enter the actual total retail sales from your most recent tax return if your farm has been open for more than one year.



Sales Category Percentages

Based on the amount you entered in the retail sales question, you will now break down that amount into each sales category. It's ok to provide your best faith estimates in the following categories:

1 Staple Foods

Dairy, Bread/Grains, Fruits/Vegetables, & Meat/Poultry/Fish. An easy way to think of these foods are whole foods that are to be bought and taken home to make a meal to feed an individual or family. For more details, check out the USDA's guide to staple foods by [clicking here.](#)

2 Accessory Foods

These include any snacks, chips, candy, or any other value-added products. Common foods in this category that farmers' markets often sell are jam, jellies, and honey. To see the USDA's more detailed guide, [click here.](#)

3 Hot Foods

These are hot foods served to be eaten immediately. To see the USDA's more detailed guide, [click here.](#)

4 Cold Foods Prepared on Site

These are foods that a vendor sells that they prepare on site, that are intended to be eaten right away (ex: sandwiches, salads, bowls). To see the USDA's more detailed guide, [click here.](#)

5 Non-Food Items

Some common examples of items that markets may sell are flowers, pet foods, crafts, t-shirts, etc.

If you don't sell any of a type of category, put 0%, do not leave it blank. Your totals must equal 100%. When you're finished with this page, scroll down to the bottom of the page and click "Next".

09. INVENTORY INFORMATION

On this page, you will break down the inventory of staple foods that you sell in stocking units. This is to determine if you meet Criteria A, of the Stocking Requirements based on the USDA's eligibility standards. To review these requirements, and the staple food categories, [click here](#). Again, it is ok to use your best faith estimate.

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Inventory Information [Print Page](#)

In this section, you will specify the types of inventory that you carry at this location. Please answer the questions regarding staple food varieties and the depth of stock that you have currently and on a continuous basis in your store.

Answer the following questions regarding staple food varieties that you have currently and on a continuous basis in your store. Select the number of varieties for each staple food category if less than 10. Select "10+" if the number of varieties for each staple food category is equal to or greater than 10.

Indicate the number of varieties in the Breads and/or Cereals staple food category (Examples: rice, pasta, flour, pita, tortilla, etc.) *

Indicate the number of varieties in the Dairy products staple food category (Examples: soymilk, butter, yogurt, infant formula, etc.) *

Indicate the number of varieties in the Meat, Poultry, and/or Fish staple food category (Examples: beef, pork, eggs, tuna, etc.) *

Indicate the number of varieties in the Vegetables and/or Fruits staple food category (Examples: apple, tomato, peach, carrot, etc.) *



09. INVENTORY INFORMATION (CONTINUED)

In each category, indicate the number of varieties of stocking units your farm sells on a continuous basis. Enter a number 1-10 from the drop down box. If the number is more than 10, it's ok to put 10+, if none in a category, select 0. For example, if you sell multiple varieties of apples, that counts as 1 variety of stocking unit in the Vegetables/Fruits category. If you sell apples, peaches, pears, and kale, you sell 4 varieties of stocking units in the Vegetables/Fruits category.

A stocking unit can be defined as a can, bunch, box, bag, or package that a product is usually sold in. For loose fruit/vegetables, or single items, 3 pieces is considered 1 stocking unit (ex: 3 apples = 1 stocking unit in the fruit category; 3 cans of tuna = 1 stocking unit in the meat category). If an item is canned and the first main ingredient meets the definition of staple food, then it is considered a staple food (ex. Mushroom soup, if the first main ingredient is mushrooms).



09. INVENTORY INFORMATION (CONTINUED)

In the next section, instead of listing a specific number you will simply answer “Yes” or “No” for each category. In the first section, you will answer “Yes” or “No” if your store has at least three stocking units of at least 3 varieties in each category. In the last section, you will answer “Yes” or “No” if your store has at least one perishable variety in each category.

When you’re finished with this page, scroll down to the bottom of the page and click “Next”.

Answer the following questions regarding stocking units of staple food varieties that you have currently and on a continuous basis in your market.

Do you have at least three stocking units of at least three varieties in the Breads and/or Cereals category
(Examples: 3 bags of rice, 3 boxes of pasta, 3 packages of bread, etc.)? *

Yes No

Do you have at least three stocking units of at least three varieties in the Dairy products category
(Examples: 3 cartons of soy milk, 3 cans of infant formula, 3 packages of cheese, etc.)? *

Yes No

Do you have at least three stocking units of at least three varieties in the Meat, Poultry, and/or Fish category
(Examples: 3 cans of tuna, 3 cartons of eggs, 3 packages of ground beef, etc.)? *

Yes No

Do you have at least three stocking units of at least three varieties in the Vegetables and/or Fruits category
(Examples: 3 apples, 3 cans of peaches, 3 packages of lettuce, etc.)? *

Yes No

Answer the following questions regarding perishable foods that you have currently and on a continuous basis in your store.

Do you have at least one variety of perishable foods in the Breads and/or Cereals category
(Examples: bread, pita, etc.)? *

Yes No

Do you have at least one variety of perishable foods in the Dairy products category
(Examples: refrigerated cow's milk, refrigerated butter, etc.)? *

Yes No

Do you have at least one variety of perishable foods in the Meat, Poultry, and/or Fish category
(Examples: fresh eggs, frozen chicken, etc.)? *

Yes No

Do you have at least one variety of perishable foods in the Vegetables and/or Fruits category
(Examples: fresh apples, frozen broccoli, etc.)? *

Yes No

[Back](#)

[Save and Continue Later](#)

[Next](#)

10. SUPPLEMENTAL INFORMATION

On this page, you will enter your hours, financial institution information, and any additional information relevant to your application.

USDA Online Store Application FORM APPROVED OMB No. 0584-0008
Expiration Date: 01/31/2024 [Home](#) [Contact Us](#) [Help](#) [Logout](#)

Due to the coronavirus (COVID-19) National Emergency, retailers must respond to requests for information by electronically uploading all supporting documentation that is requested by FNS. Thank you for your cooperation.

Supplemental Information [Print Page](#)

In this section, you will specify your store's operational information based on this store location

Application Type

Before You Begin

Acknowledgement Agreement

Basic Information

Ownership Information

Sales Information

Inventory Information

Supplemental Information

Review and Submit

How many cash registers are at your store? *

Are optical scanners used at this store? *

Yes No

Is your store open year round? *

Yes No

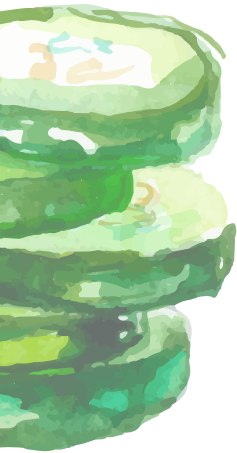
Is your store open 7 days a week, 24 hours per day? *

Yes No

Provide the name and address of the financial institution (bank) that you will be using for SNAP payment deposits

Financial Institution Name *





How many cash registers at your store?

This can mean at your farm stand or the Point of Sale device you bring to the farmers' market. For many farmers, their "cash register" is actually a cash box, pocket, and/or phone or tablet.

Are optical scanners used at this store?

Optical scanners are tools used to scan UPC codes, most often used at grocery and retail stores. Almost always, the answer to this question for farms/farmers' markets is "No".

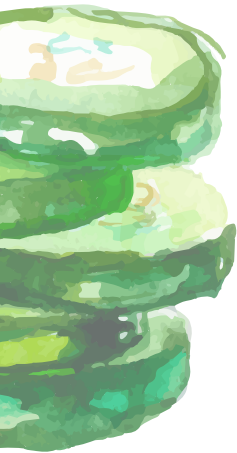
Is your market open year round?

If you answer "No", a dropdown menu will appear for you to indicate what months your market is open to the public.

Is your market open 7 days a week, 24 hours per day?

Most often, the answer for farmers' markets is "No". If you answer no, another field will pop up for you to enter the days and times your market is open to the public.

Remember to put the times in 08:00 format. For days the market is not operating you will need to enter in "00:00".



Financial institution

Put the name and address of the bank you plan on using when you get SNAP approval to deposit SNAP payments into.

EBT Equipment Provider Name and Phone number

If you plan on using the grant-provided equipment through MarketLink, put “Novo Dia Group”. If you plan on using a different provider, you can enter them in but it is not required. If you know their phone number, you can enter it, but it is not required.

Equipment Provider Address

If known, click “Yes” and enter their address. If you plan on using the grant-provided equipment through MarketLink, put the following address: 6300 Bridge Point Pkwy, Austin, TX 78730, USA

If you don't know it, or are unsure, it is ok to click “No”.

Store Website

If your farm has a website, Facebook page, Instagram page, or other online presence, enter it here. This question is not required, but providing a website helps FNS further verify that your business is legitimate, so even if it's minimal it's helpful to add one.

Additional Comments Section

This section is also not required, but we have found that providing more details on your application helps limit the approval time. Below is the additional information we recommend adding:

- 1** *Our store meets the USDA’s definition of a Direct Marketing Farmer. We grow our own produce and sell our own products directly to the public. AdThe addresss the same as on file.”*

- 2** *“The main crops and items we grow and sell are:”*
Note: It’s ok to list your biggest sellers/main crops.

- 3** *“Our farming area is _____ acres”.*

- 4** *“The business hours of our farm are:”*
Note: This is where you would provide more details about where and when you sell to the public. If the hours you included earlier on this page are just for one central location, here is where you would add the farmers markets you go to. If you only sell in one place, it’s ok to leave this out.

If you run out of room, you can instead save all this in a Word document instead and upload it with your supplemental documents after you submit your application.

When you’re finished with this page, scroll down to the bottom of the page and click “Next”.



11. REVIEW & SUBMIT

This is the final page of the application. This your last chance to review everything before submitting, and where you can download a copy of what you submit for your records. Before you submit your application, be sure to click “View/Print Application (PDF)”, so that you can save a copy for your records.

USDA Online Store Application FORM APPROVED OMB No. 0584-0008
Expiration Date: 01/31/2024 [Home](#) [Contact Us](#) [Help](#) [Logout](#)

Due to the coronavirus (COVID-19) National Emergency, retailers must respond to requests for information by electronically uploading all supporting documentation that is requested by FNS. Thank you for your cooperation.

Application Type	<h3>Review and Submit</h3> <p>You are almost finished. Before you submit your application, read and follow all the instructions below.</p> <p>WARNING: You cannot make changes or corrections to your application once you click Submit Application below.</p> <ol style="list-style-type: none">Review your application for accuracy. Click the "View/Print Application" below to review your application. Acrobat Reader is required to view PDF. If you need to make any changes or correct any mistakes, use the navigation menu on the left hand side of the screen to move from page to page.CLICK THE BUTTON ABOVE PRIOR TO SUBMISSION TO PRINT YOUR APPLICATION FOR YOUR RECORDS.Submit Your Application: Once you're ready to submit your application, use the Submit Application button below. You will be allowed to submit the application <i>only</i> after you accept the penalty warning statement. <p>PENALTY WARNING STATEMENT - The Food and Nutrition Service can deny or withdraw your approval to accept Supplemental Nutrition Assistance Program benefits if you provide false information or try to hide information we ask you to give us. In addition, if false information is provided or information is hidden from the Food and Nutrition Service, the owners of the firm may be liable for a \$10,000 fine or imprisoned for as long as five years, or both (7 U.S.C. 2024(f) and 18 U.S.C. 1001).</p> <p>I have read, understand and agree with the conditions of participation outlined in the Privacy Act, Use and Disclosure, Penalty Warning and Certification Statements, and agree to comply with all statutory and regulatory requirements associated with participation in the Supplemental Nutrition Assistance Program.</p> <p><input type="radio"/> Accept <input type="radio"/> Reject</p> <p>Back Submit Application</p>
Before You Begin	
Acknowledgement Agreement	
Basic Information	
Ownership Information	
Sales Information	
Inventory Information	
Supplemental Information	
Review and Submit	

[Print Page](#)

11. REVIEW & SUBMIT

When you're ready to submit, click "Accept" underneath the Penalty Warning Statement, and scroll to the bottom of the page and click "Submit Application" on the right-hand side.

Congratulations! You've finished the FNS SNAP Retailer Application and taken the first step to providing food access in your community.



AFTER SUBMITTING YOUR APPLICATION



Your application is submitted, but not quite complete! Applications are not considered complete until all the supporting documentation is submitted, including the Certification and Signature Statement.

USDA Online Store Application

FORM APPROVED OMB No. 0584-0008
Expiration Date: 01/31/2024

Home Contact Us Help Logout

Due to the coronavirus (COVID-19) National Emergency, retailers must respond to requests for information by electronically uploading all supporting documentation that is requested by FNS. Thank you for your cooperation.

Documents to Submit

Documents to Submit to USDA's Food and Nutrition Service:


Your application was submitted and assigned **FNS Number - 1234567** Please keep this number, as it is a permanent ID for the store.

You are NOT approved to accept SNAP benefits until FNS makes a determination regarding your eligibility.

FNS will process an application once it's complete and notify you of a decision in writing. In order to help determine your eligibility, an FNS employee or representative may visit your store.

In order to complete your application, you must submit supporting documentation as follows:

1. Submit a signed 'Certification & Signature Statement' page for each owner, partner, and corporate officer. To do this: click the "Print" button below and physically sign the page. Then, if necessary, scan the page to your computer. Return to this website and upload the page that you signed.

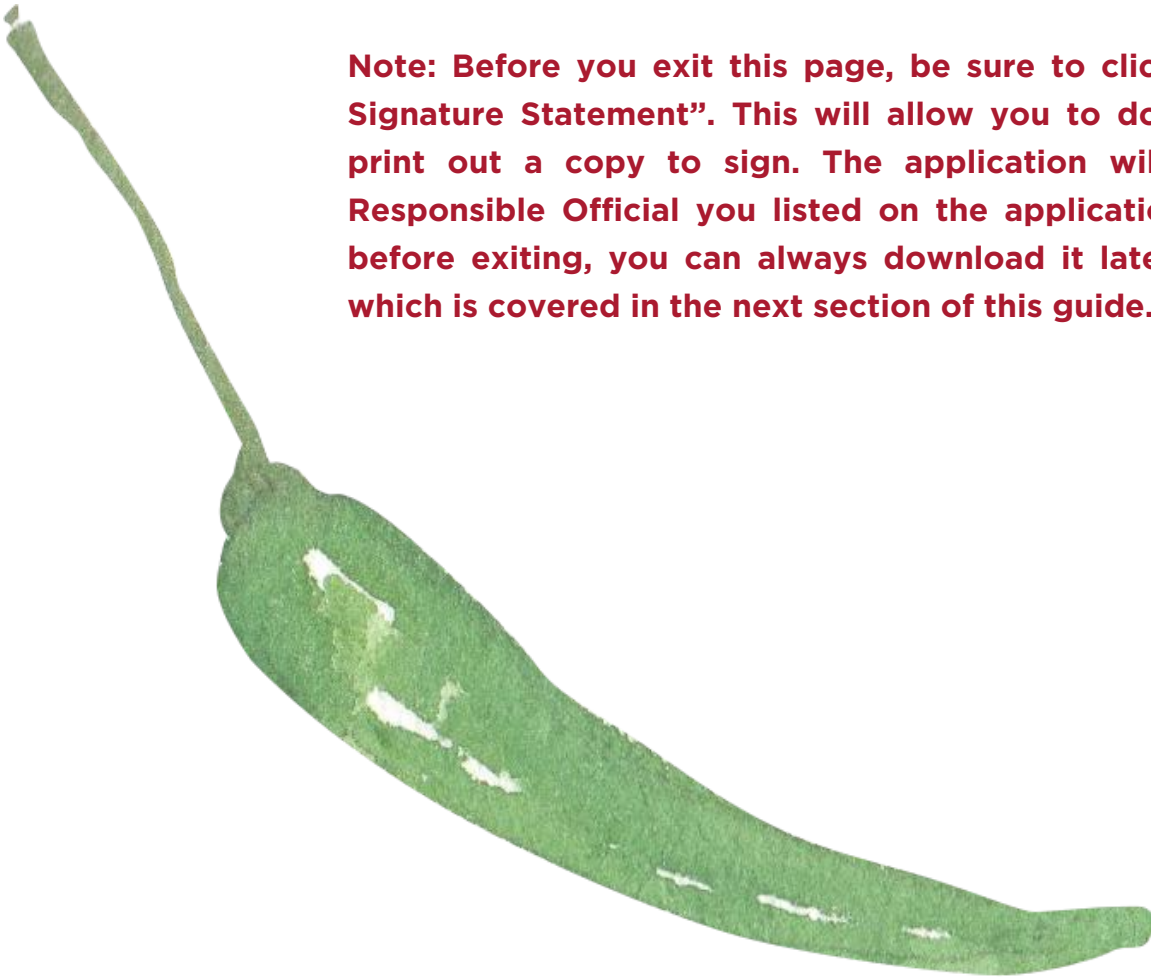
 [Print Required Certification and Signature Statement](#)

2. Submit at least one current business license in your name. [Click here](#) for examples.
3. Submit a color copy of Photo Identification for each owner, partner, and corporate officer. Copy each identification card in color on a separate page. [Click here](#) for examples.
4. Submit a color copy of Social Security Number verification for each owner, partner, and corporate officer. Copy each identification card in color on a separate page. [Click here](#) for examples.

[Submit Documents Electronically](#)

After you submit your application, the next page will provide your FNS number and a list of all the supporting documents you need to submit, but you will receive an email with this information as well. Be sure to keep this information in a safe place - your FNS number is how you will reference your application.

Note: Before you exit this page, be sure to click on “Print Required Certification and Signature Statement”. This will allow you to download a copy to your computer and print out a copy to sign. The application will provide a signature page for each Responsible Official you listed on the application. If you miss downloading this page before exiting, you can always download it later from the Upload Documents section which is covered in the next section of this guide.

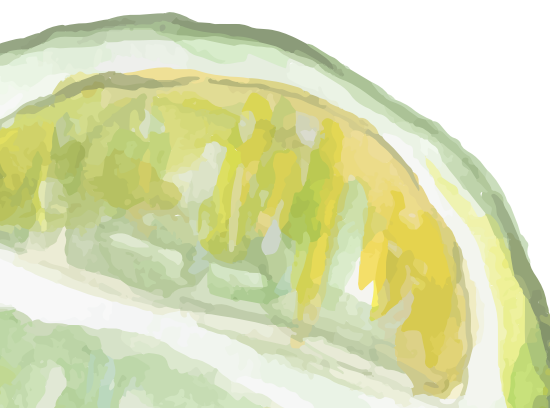


SUBMITTING YOUR SUPPORTING DOCUMENTS

The documents you need to submit depend on your ownership type. Scroll through these options to find which ownership type your farm is classified under.

Non-Profits

- 1** Color copy of valid government issued Photo ID (such as a License or Passport) for all person(s) listed on the application (**front and back if license is used**).
- 2** Color copy of Social Security Number Card for all person(s) listed on the application (**front side only**). If you don't have this, the first page of your most recent personal tax return or a W-2 should suffice (income and spouse may be blacked out).
- 3** Signed Certification and Signature Statement (what you downloaded on the submission page), for each owner/person listed on the application. **Remember to print and physically sign. FNS will not accept an electronic signature.**
- 4** If you are applying as a 501c3 nonprofit, upload a copy of the 501c3 determination letter from the IRS.
- 5** If you have any Business Licenses to do business at that location you **MUST** also submit a copy(ies) - if you do not have these then this does not apply to you.



Government-Owned

- 1** Signed Certification and Signature Statement (what is downloaded on the submission page). This needs to be signed by a government official that can legally sign official documents. **Remember to print and physically sign. FNS will not accept an electronic signature.**
- 2** Provide a letter, on appropriate letterhead, confirming that the person signing the Certification and Signature Statement is the Responsible Official for that organization/entity and has authority to sign on its behalf. Also include language confirming that the government entity owns or sponsors the market.
- 3** Submit a letter, on appropriate letterhead, stating that the government entity owns or sponsors the farm.
- 4** W-9 showing the government organization's EIN information.
- 5** If you have any Business Licenses to do business at that location you **MUST** also submit a copy(ies) - if you do not have these then this does not apply to you.

Limited Liability Company (LLC), Privately Held Corporation, Sole Proprietorship, or Partnership

- 1 Color copy of valid government issued Photo ID (such as a License or Passport) for all person(s) listed on the application (front and back if license is used).
- 2 Color copy of Social Security Number Card for all person(s) listed on the application (front side only). If you don't have this, the first page of your most recent personal tax return or a W-2 should suffice (income and spouse may be blacked out).
- 3 Signed "Certification and Signature Statement" (what you downloaded on the submission page), for each owner/person listed on the application. **Remember to print and physically sign. FNS will not accept an electronic signature.**
- 4 If you have any Business Licenses to do business at that location you MUST also submit a copy(ies) - if you do not have these then this does not apply to you.

Publicly Held Corporation

To be a Publicly Held Corporation, your business must be large enough to be traded on the stock market. Almost always, farms will not be structured this way, so we are intentionally leaving this section out to avoid confusion. If you have any questions about this, email info@marketlink.org for more details.



HOW TO UPLOAD YOUR DOCUMENTS

Once you gather all your documents, you can then upload them to the USDA website to complete your application. It's best to wait until you gather all your supporting documents, and upload them all at once, rather than uploading them individually over a time.

If you are still on the application page, click "Home" to return to the homepage, or log back into your account if you are returning later. From the homepage, click "Upload Documents or View/print Cover Letter, Certification and Signature Statement and 252E". This will open a drop-down menu, where you should see your one submitted application.

Note: you have 30 days from when you submitted your application to upload all your documents, or FNS will pull your application as incomplete, and you will need to start from the beginning.

The screenshot shows the USDA Online Store Application (OSA) for SNAP* website. At the top, there is a blue header with the USDA logo and the text "Online Store Application". To the right of the header, there is a small box containing "FORM APPROVED OMB No. 0584-0008" and "Expiration Date: 01/31/2024". Further right are navigation links: "Home", "Contact Us", "Help", and "Logout". Below the header is a red banner with white text: "Due to the coronavirus (COVID-19) National Emergency, retailers must respond to requests for information by electronically uploading all supporting documentation that is requested by FNS. Thank you for your cooperation." Below the banner is the main heading "Online Store Application (OSA) for SNAP*". Underneath this heading is the instruction "For new applications, select from the following options:". This is followed by two buttons: a green button labeled "Start New Application →" and a dark blue button labeled "Continue Saved Application →". Below these buttons is the instruction "For submitted applications, select from the following options:". This is followed by two menu items: "Check Status Of Previously Submitted Application ▶" and "Upload Documents or View/Print Cover Letter, Certification and Signature Statement and 252E Form ▼". A blue arrow points to the second menu item.

HOW TO UPLOAD YOUR DOCUMENTS (CONTINUED)

On the right-hand side, click “Upload Documents”. This is also where you can access other important documents if you missed downloading them when you submitted your application:

- 1** 252E Form
PDF copy of the application you submitted.
- 2** Cover Letter
Only use this if you mail your documents to the USDA (this is not recommended).
- 3** Certification Statement
Certification and Signature Page for each Responsible Official on the application.

 [Upload Documents or View/Print Cover Letter, Certification and Signature Statement and 252E Form](#)
Form ▼

Take actions on Previously Submitted Application ✕

- You may print a Document Cover Letter, Certification & Signature Statement and 252E Form for an application that you already submitted. The Document Cover Letter is pre-populated with basic information about your application and includes a summary of all supporting documentation required. Including the Document Cover Letter when you mail supporting documents ensures that we are able to match your documents to your application file. **Failure to include a Document Cover Letter if you mail your supporting documents may delay the processing of your application.**
- To print a Document Cover Letter, Certification and Signature Statement or 252E Form please click on the respective link from the list of submitted applications below:
- The 252E Form will only be available to print for applications submitted in the current month and previous month.
- [Acrobat Reader](#) is required to view PDF

FNS Number	Store Name	Street Number / Name	City	Date Submitted	Documents
1234567	Test Market Application #NAFMNP	123 Test St.	Alexandria	09/29/2021	252E Form Cover Letter Certification Statement Upload Documents



HOW TO UPLOAD YOUR DOCUMENTS (CONTINUED)

Step 1-3: Upload Documents

Before you can upload, please scan and save each required document as a separate image, PDF file, or MS Word Document.

The name of the documents and the folder(s) containing the documents cannot have any special characters such as an apostrophe or any of the following: ~ ! @ # \$ % ^ & * () ? / [] { } < > in the title. Documents cannot be 0 megabytes (MB) or exceed 20 MB in size. For more information on how to upload documents, please refer to our [Document Upload Frequently Asked Questions](#).

Step 1: Select Document Category *

Step 2: Select Document Type *

Step 3: Choose your Document *

No file chosen

Step 4: Review and Submit Uploaded Documents

No.	Document Name	Date of Upload	Actions
No records found.			

Submitted Documents

No.	Document Name	Submitted Date
No records found.		

On this page, it's best to just follow along the following steps:

Step 1. Select Document Category

From the left hand side drop down menu, select the appropriate category, and then Select Document Type.





Step 2. Select Document Type

The drop down menu is located on the right hand side. Below are the most common ones you may be using:

Business License, Certification, and Personal Identification

- Photo ID
- SSN Verification
- Signed Certification and Signature Statement
- Business License

Tax Documentation (Most common for Non-Profits)

- IRS Letter for Proof of Tax-Exempt Status
- Non-Profit Articles of Incorporation
- Proof of Tax Exempt Status

Step 3. Choose your Document

Once you've selected the document category and document type, upload the file by clicking "Choose File". Once you've located the file on your computer, click "Upload". Repeat steps 1-3 until all your supporting documents are uploaded.

Step 4. Review and Submit Uploaded Documents

After you upload all your documents, they should show up under this step. Sometimes they take a few minutes to show up, so you may need to keep hitting “Refresh” on the bottom right until they all show up.

Note: This section is just for uploading documents, you still need to be sure to submit them to officially send them into FNS. When you see all your documents listed, and they look good to you, click “Submit”.

After you click “Submit”, they should then move to this section. Again, it can take a few minutes, so you may need to hit “refresh” until they all show up.

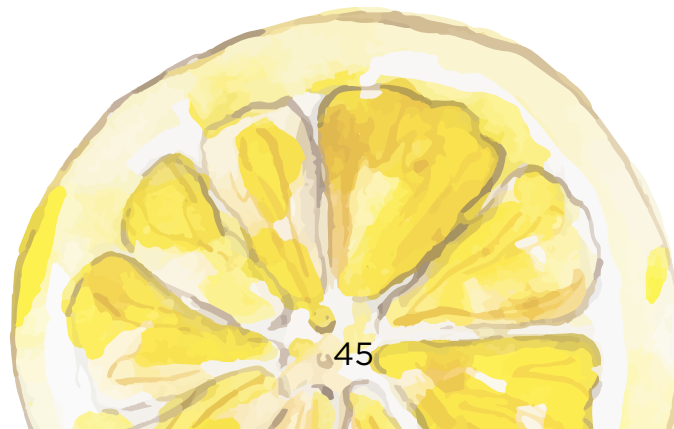
Congratulations! Now your application is officially complete.



REVIEW PROCESS AND TIPS ON FOLLOWING YOUR APPLICATION

Now that your application is officially submitted, it gets sent to the FNS's Retail Service Center where they will review your application and documents to make sure everything looks good. We recommend giving them about a week after you upload your documents, and then calling the [SNAP Retailer Service Center \(RSC\)](tel:877-823-4369) at [877-823-4369](tel:877-823-4369) to make sure everything is all good. They will be able to either tell you if more information is needed, anything needs to be adjusted or if your documents were accepted and your application “moved on to the next step”. This means they are conducting a background check and your application is waiting to be assigned to a field agent.

If your documents were accepted, and it has moved on, be sure to make a note of that date so you can track how much time has passed. From here, we generally recommend logging back into your account at least once a week to check on the status by clicking “Check Status Of Previously Submitted Application” and then clicking on your FNS number. During this process we also recommend keeping an eye on your email, spam folder, and physical mail for any correspondence from FNS.



If 4 weeks pass from the date your application moved on to the next step, and there are no updates on the website, we recommend calling the SNAP Retailer Center at 877-823-4369 for a status update. They will either be able to give you an update, or if not, they'll put in a request to have the agent assigned to your application give you a call and a time frame of when you should hear back from them. If you don't hear from them during that time, repeat this step each week until they get back to you. During this time, it's a good practice to keep record of all contact info like dates, times and the name of person you spoke with for each contact with the Retailer Service Center or the FNS agent.

Note: If 5 weeks passes, often when you call the SNAP Retail Center they will “escalate” your application.

Request for Additional Information

Occasionally your field agent will send you a request for additional information. This can include more information about your farm/business, verification of ownership, food handling license, and etc.

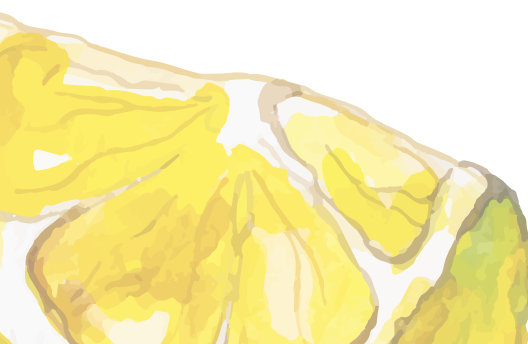
Requests for additional info will often come with a time frame you'll need to reply by, which is why it's important to check your email/application status often. If you do not respond to an additional info request in time, they will pull your application as incomplete.

If they request additional documentation, your agent will sometimes give you the option to email the documents back to them, but you should also upload them to your online application using the upload feature as you did with your supporting documents. Occasionally they will say to mail your documents in, but again we do not recommend doing this, it can delay your application. Always use email or the upload feature when available.

When you Receive USDA Approval

When your application is done being reviewed, and they decide everything looks good, FNS will send you information about your approval through email and regular mail. You will receive a permit authorizing you to accept SNAP/EBT transactions. Be sure to save an electronic version of your permit, as you will need this to set up your merchant account with Novo Dia Group.

If you are interested in utilizing the MarketLink grant for free EBT processing equipment, email us directly when you receive your FNS Authorization Permit at info@marketlink.org. We will then send you the next steps to receive equipment, and get set up to begin processing transactions.



Tips on Maintaining your SNAP Authorization

- 01.** No documentation of your SNAP transactions are required, unless you are participating in specific incentive programs that require you to do so.
- 02.** Process SNAP transactions at least once per year. FNS can deactivate any FNS number without SNAP transactions for long periods of time.
- 03.** If your contact information or address changes, notify the FNS by calling the Farmers' Market Hotline at 1-312-353-6609 to request an information change and a new permit.
- 04.** Save copies of your SNAP Permit and your SNAP Application somewhere safe.
- 05.** If your business changes ownership or Responsible Officials, you will need to reapply.

Reauthorization

The permit you just received is good for 5 years. After that point, you will receive an email and likely a letter stating you need to reauthorize your permit. The email will include a link to do this - you do not need to go through the full application. However, you only have 30 days upon receipt of this email to reauthorize, so we recommend setting a calendar or email reminder for yourself to look out for reauthorization too so you do not miss it.





www.marketlink.org
info@marketlink.org
[@mymarketlink](https://www.instagram.com/mymarketlink)



DOH 340-NonDOH

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

P.O. Box 9080
Alexandria, VA 22304
445-212-8084

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