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Food and Nutrition Service




Reauthorization Customer Number:


Password:

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View Documents and Eligibility Information



United States Department of Agriculture
Food and Nutrition Service



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Documents and Eligibility

Online Reauthorization Application Process:

Carefully review the following steps to complete the online reauthorization application process:

1. Fill out your online reauthorization application. Start by clicking the NEXT button below.
 - o Use the HELP link, above, to get help for each page in the application.
 - o Use the links on the left hand side of each page to return to any section you already worked on.
2. View and print a copy of your reauthorization application before submitting, to keep for your records.
3. Submit your reauthorization application online, by the due date stated in the letter from FNS.
4. If your updates include new owners or location address, supporting documents will be required. Instructions on submitting supporting documents will be displayed at the time you submit the reauthorization application.

Time-Saving Tips:

Have the following documents available to save time filling out the application:

- Location address and current phone number for each store.
- A list of the full names of current owners or, if the store is owned by a corporation, the shareholders. If the store is in a community property state, you will need information on spouses.
- Home address, social security number, and date of birth for all owners, partners, corporate officers, and spouses in community property states.
- Actual sales data from your most recent IRS business tax return.
- Know the percentage of your sales from staple foods, snack or accessory foods, and all non-food items you sell.

If you exit the online reauthorization application before you complete and submit applications for all the stores listed, the data you entered will be saved for up to 30 days from your first log-in. You may log-in again to complete and submit your applications. Applications for all stores listed must be submitted at once.

To start your reauthorization application, click NEXT button below.

Customer Number
121313131331

Documents & Eligibility

Acknowledgement Agreement

View Documents and Eligibility Information (Con't)


If you exit the online reauthorization application before you complete and submit applications for all the stores listed, the data you entered will be saved for up to 30 days from your first log-in. You may log-in again to complete and submit your applications. Applications for all stores listed must be submitted at once.

To start your reauthorization application, click NEXT button below.


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View and Accept/Decline Acknowledgement Agreement



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Acknowledgement Agreement

Customer Number
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- Documents & Eligibility
- Acknowledgement Agreement**

PRIVACY ACT STATEMENT - Section 9 of the Food and Nutrition Act of 2008, 7 U.S.C. 2018, authorizes collection of the information on this application.

- Information is collected primarily for use by the Food and Nutrition Service in the administration of the Supplemental Nutrition Assistance Program (SNAP);
- Additional disclosure of this information may be made to other Food and Nutrition Service programs and to other Federal, State or local agencies and investigative authorities when the Supplemental Nutrition Assistance Program becomes aware of a violation or possible violation of the Food and Nutrition Act, as explained in the next section called "Use and Disclosure";
- Section 278.1(b) of the Supplemental Nutrition Assistance Program regulations provides for the collection of the owners' Social Security Number (SSN), Employee Identification Number (EIN) and tax information;
- The use and disclosure of SSNs and EINs obtained by applicants is covered in the Social Security Act and the Internal Revenue Code. In accordance with the Social Security Act and the Internal Revenue Code, applicant social security numbers and employer identification numbers may be disclosed only to other Federal agencies authorized to have access to social security numbers and employer identification numbers and maintain these numbers in their files, and only when the Secretary of Agriculture determines that disclosure would assist in verifying and matching such information against information maintained by such other agency [42 U.S.C. 405(c)(2)(C)(iii); 26 U.S.C. 6109(f)];
- Furnishing the information on this form, including your SSN and EIN, is voluntary but failure to do so will result in withdrawal of store authorization to accept SNAP benefits;
- The Food and Nutrition Service may provide you with an additional statement reflecting any additional uses of the information furnished on this form.

USE AND DISCLOSURE - We may use the information you give us in the following ways;

- We may disclose information to the Department of Justice (DOJ), a court or other tribunal, or another party before such tribunal when the USDA is involved in a lawsuit or has an interest in litigation and it has been determined that the use of such information is relevant and necessary and

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additional uses of the information furnished on this form.

USE AND DISCLOSURE - We may use the information you give us in the following ways;

- We may disclose information to the Department of Justice (DOJ), a court or other tribunal, or another party before such tribunal when the USDA is involved in a lawsuit or has an interest in litigation and it has been determined that the use of such information is relevant and necessary and the disclosure is compatible with the purpose for which the information was collected;
- In the event that the information in our system indicates a violation of the Food and Nutrition Act or any other Federal or State law whether civil or criminal or regulatory in nature, we may disclose the information you give us to the appropriate agency, whether Federal or State, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto;
- We may use your information, including SSNs and EINs, to collect and report on delinquent debt and may disclose the information to other Federal and State agencies, as well as private collection agencies, for purposes of claims collection actions including, but not limited to, the Treasury Department for administrative or tax offset and referral to the Department of Justice for litigation. (Note: SSNs and EINs will only be disclosed to Federal agencies authorized to possess such information);
- We may disclose your information to other Federal and State agencies to verify the information, and to assist in the administration and enforcement of the Food and Nutrition Act as well as other Federal and State laws. (Note: SSNs and EINs will only be disclosed to Federal agencies authorized to possess such information);
- We may disclose information to other Federal and State agencies to respond to specific requests from such Federal and State agencies for the purpose of administering the Food and Nutrition Act as well as other Federal and State laws;
- We may disclose information to other Federal and State agencies for the purpose of conducting computer matching programs;
- We may disclose information to private entities having contractual agreements with us for designing, developing, and operating our systems, and for verification and computer matching purposes;
- We may disclose information to State agencies that administer the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), authorized under section 17 of the Child Nutrition Act of 1966 for purposes of administering that Act and the regulations issued under that Act;
- We may disclose information to the public when a retailer has been disqualified or otherwise sanctioned for violations of the Program after the time for administrative and judicial appeals has expired. This information is limited to the name and address of the store, the owner(s) name(s) and information about the sanction itself. The purpose of such disclosure is to assist in the administration and enforcement of the Food and Nutrition Act and Supplemental Nutrition Assistance Program regulations.

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).

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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).

PAPERWORK REDUCTION NOTICE

The time required to complete this information collection is estimated to average 7 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate (0564-NEW) or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Research, Nutrition, and Analysis, 3101 Park Center Dr., Alexandria, VA 22302. Do not return the completed form to this address. Instead see the Where to Mail Form-252-R section of these instructions.

To file a complaint of Discrimination, write to the USDA, Director, Office of Civil Rights, Room 326W Whitten Building, 1400 Independence Ave., SW, Washington, D.C. 20250-9410. Do not send the completed application form to this address.

Accept Decline

Name of person completing this application for reauthorization:

First

Middle

Last


Title

Next


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 Print

View Corporation Store List (Corporation User Only)



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You Are Here: [Store List](#) [Print](#)

Customer Number
121313131331

- Documents & Eligibility
- Acknowledgement Agreement
- Ownership
- Store List**

Store List

Click on address hyperlink below to start entering information for stores. You may review and submit once all required information is entered for all stores.


Number of Store Locations: 6

Store Name	Store Unit #	Address	Status
BigMart	8910	3101 Park Center Dr., Alexandria VA 22302	Incomplete
BigMart	1234	1240 E Ninth St., Cleveland OH 44199	Incomplete
BigMart	8910	3101 Park Center Dr., Alexandria VA 22302	Incomplete
BigMart 234	1234	1240 E Ninth St., Cleveland OH 44199	Incomplete
BigMart	8910	3101 Park Center Dr., Alexandria VA 22302	Incomplete
BigMart 234	1234	1240 E Ninth St., Cleveland OH 44199	Incomplete


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View and Enter Basic Store Information



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Basic Store Information


Store Name: Big Mart
Store Unit Number: 8910
Is this store still open for business?
 Yes No
Is this the current store location?
 Yes No If No, enter the current store location address (do not enter P.O. Box here)

Street Number: <input type="text" value="1240"/>	Street Name: <input type="text" value="E Ninth St."/>
Additional Address (Bldg #, Unit #, Stall #, etc.): <input type="text" value="Suite 100"/>	
City: <input type="text" value="Cleveland"/>	State: <input type="text" value="Ohio"/>
Zip Code: <input type="text" value="44199"/>	
Enter the current store telephone number: <input type="text" value="(777)777-7777"/>	


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View and Enter Ownership Information



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Ownership Information

FNS records show the following persons are primary owners or shareholders of a private corporation that owns the store. In community property states, the spouse of an owner or shareholder is also listed. (Community property states are AZ, CA, ID, LA, NM, NV, TX, WA, WI.)

Check **No** for any person **not** currently an owner/shareholder.

Last Name	First	Middle	NO
Smith	Christopher	John	<input type="checkbox"/>
Miller	Christine	Jill	<input type="checkbox"/>

Are there persons **not** listed who are primary owners/shareholders, or in community property state, spouses? Yes No

If Yes, enter information about each additional person.

1. First Name: Middle Name: Last Name:

SSN: Date of Birth: Title:

Street Number: Street Name:

Additional Address (Bldg#, Unit#, Stall#, etc.):

City: State: Zip Code:

Country: Country Name(if other than US):


To add another primary owner, shareholder, or spouse, click

View and Enter Ownership Information (Con't)


City:	State:	Zip Code:
<input type="text"/>	Alabama <input type="button" value="v"/>	<input type="text"/>
Country:	Country Name(if other than US):	
USA <input type="button" value="v"/>	<input type="text"/>	
To add another primary owner, shareholder, or spouse, click		<input type="button" value="Add Owner"/>
Has any officer, owner, partner, member, or manager ever had a license denied, withdrawn, suspended, or been fined for license violations (i.e. Supplemental Nutrition Assistance Program, WIC, business, alcohol, tobacco, lottery, or health license)?		<input type="radio"/> Yes <input type="radio"/> No
If Yes, Please Explain:		
<input type="text"/>		
Was any officer, owner, partner, member, or manager convicted of any crime after June 1, 1999?		<input type="radio"/> Yes <input type="radio"/> No
If Yes, Please Explain:		
<input type="text"/>		
<input type="button" value="Next"/> <input type="button" value="Save & Continue Later"/>		<input type="button" value="Print"/>

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Enter Sales Information



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Sales Information

Total Sales:
Enter the actual sales from all products you sell at this location, from your most recent IRS tax return.
Round to nearest dollar:
 .00

Tax Year:

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Store Data


- Basic Information
- Ownership Information
- Sales Information**
- Inventory Information
- Review & Submit

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Enter Inventory Information



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You Are Here: Inventory Information [Print](#)

Inventory Information

Do you stock at least three different items in each of the following food categories on a daily basis?
Example: Milk, cheese, and yogurt are a variety of dairy items. Whole milk, skim milk, and chocolate milk are not a variety.

Breads/Grains <i>Example: bread, cereal, pasta, rice, flour, etc.</i>	<input type="radio"/> Yes <input type="radio"/> No
Dairy <i>Example: milk, butter, cheese, yogurt, infant formula, etc.</i>	<input type="radio"/> Yes <input type="radio"/> No
Fruits/Vegetables <i>Example: corn, potatoes, green beans, apples, oranges, etc</i>	<input type="radio"/> Yes <input type="radio"/> No
Meat/Poultry/Fish <i>Example: beef, chicken, pork, fish, etc.</i>	<input type="radio"/> Yes <input type="radio"/> No

What percent of your total sales comes from the above food categories? %

Do you stock fresh, frozen or refrigerated foods in at least two of these categories? Yes No

Do you sell "other" foods, such as snack foods, soft drinks, or condiments? Yes No

What percent of your total sales comes from these "other" foods? %

Do you sell non food items or food that is hot at the time the customer pays for it? Yes No

Check the items you carry:

Tobacco Products Alcohol

Enter Inventory Information (Con't)

Do you sell non food items or food that is hot at the time the customer pays for it? Yes No

Check the items you carry:


Tobacco Products Alcohol
 Lottery Gasoline
 Hot foods Other

What percent of your total sales comes from non-food and hot food items? %








Total:

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Review and Submit (Single Store)



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You Are Here: [Review & Submit](#)

Review and Submit

You are almost finished. Before you submit your update for reauthorization, you may wish to review the application for accuracy using the left-hand navigation menu.

Once you are confident the information is complete and accurate, click the print button to view and print a copy of your SNAP Reauthorization Application for Stores (FNS-252R) to keep for your records.

Store Name	Store Unit #	Address	Status	Action
BigMart	8910	3101 Park Center Dr., Alexandria VA 22302	Complete	<input type="button" value="Print"/>

If you want to keep a copy, you must print it before you click the Submit button.

You will not be able to access the application after you click Submit.

Once you are ready to submit your electronic application for reauthorization, please click the Submit button.


Customer Number

121313131331


- ▶ Documents & Eligibility
- ▶ Acknowledgement Agreement
- ▶ Store Data
 - ▶ Basic Information
 - ▶ Ownership Information
 - ▶ Sales Information
 - ▶ Inventory Information
 - ▶ Review & Submit

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Review and Submit (Multiple Stores)



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Review and Submit

You are almost finished. Before you submit your update for reauthorization, you may wish to review the application for accuracy using the left-hand navigation menu.

Once you are confident the information is complete and accurate, click the print button to view and print a copy of your SNAP Reauthorization Application for Stores (FNS-252R) to keep for your records.

Number of Store Locations: 6

Store Name	Store Unit #	Address	Status	Action
BigMart	8910	3101 Park Center Dr., Alexandria VA 22302	Complete	Print
BigMart	1234	1240 E Ninth St., Cleveland OH 44199	Complete	Print
BigMart	8910	3101 Park Center Dr., Alexandria VA 22302	Incomplete	Print
BigMart 234	1234	1240 E Ninth St., Cleveland OH 44199	Incomplete	Print
BigMart	8910	3101 Park Center Dr., Alexandria VA 22302	Complete	Print
BigMart 234	1234	1240 E Ninth St., Cleveland OH 44199	Incomplete	Print

If you want to keep a copy, you must print it before you click the Submit button.


You will not be able to access the application after you click Submit.

Once you are ready to submit your electronic application for reauthorization, please click the Submit button.


[Submit](#) [Print](#)

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Confirmation 1



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Confirmation

Customer Number
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Dear Retailer:

Thank you for your cooperation in updating essential information about [Store Name #store number], submitted under Reauthorization Customer Number [Reauthorization Customer Number]. Your store has been reauthorized for participation in the Supplemental Nutrition Assistance Program (SNAP).

A few reminders about participation in the program:


- Your SNAP permit is only applicable for the address and owner(s) listed and cannot be transferred to other addresses or owners.
- The 7-digit number on the permit is the FNS number for the store. You will need this for service issues.
- You are required to contact the Food and Nutrition Service if you close your store, change ownership, move your store, or change your telephone number.

Always be sure to train your employees on program rules and regulations. You may obtain a training guide or review our training video at our website at: <http://www.fns.usda.gov/snap>

If you have questions about SNAP or your participation in the program, check our website, using the link above, for the FNS office serving your area or call 1-877-823-4369 for referral to the appropriate FNS office. We look forward to our continued partnership in serving your community with this important program.


Sincerely,
USDA, Food and Nutrition Service
Supplemental Nutrition Assistance Program

You may [logout](#).


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Confirmation 2



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Confirmation

Customer Number
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Thank you for submitting reauthorization application for [Store Name + number], under Reauthorization Customer Number: [Reauthorization Customer Number]

If you reported a **new location address** for a store or **new persons**, you must submit the following documents within 10 calendar days to complete your reauthorization application(s).

1. If you reported a new location address for a store, submit a copy of one of your current licenses to do business at the new address. [Click here for examples](#) .
2. If you reported one or more new owners, partners, corporate officers/shareholders, and, in community property states, spouses,
 - o Submit a copy of photo identification for each of the persons entered. [Click here for examples](#).
 - o Submit a copy of the Social Security number card or other verification for each of the persons entered. [Click here](#) for examples.
3. Print a **Document Cover Sheet**. [Click here](#) to view and print the cover sheet. Send these documents with the Document Cover Sheet within 10 calendar days to the Food and Nutrition Service (FNS) Field Office handling your file at the address below.

FNS may be in touch with you to follow-up on the information you reported in your application(s). Your store(s) may be visited by FNS or a contracted reviewer.

[Click here](#) to view and print another copy of the Privacy Act Statement, Use and Disclosure Statement, Penalty Warning Statement, and Certification and Signature statement.

Check our web site at <http://www.fns.usda.gov/snap/> to obtain training materials to ensure that you and your employees understand SNAP rules and regulations.

Mail documents listed above to the following address

Confirmation 2 (Con't)

[Click here](#) to view and print another copy of the Privacy Act Statement, Use and Disclosure Statement, Penalty Warning Statement, and Certification and Signature statement.

Check our web site at <http://www.fns.usda.gov/snap/> to obtain training materials to ensure that you and your employees understand SNAP rules and regulations.

Mail documents listed above to the following address

USDA, Food and Nutrition Service
[Reauthorization Field Office street address]
[City State Zip]

If you have any questions regarding your reauthorization application, please contact the FNS Field Office assigned to your file, at: [reauthorization FO Phone]

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Confirmation 3:

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Customer Number

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Confirmation

Thank you for submitting updated information for Reauthorization Customer Number: [Reauthorization Customer Number]

You reported that the following store is no longer open for business:

[store name + #'s]
Location Address
City State Zip

Therefore the store has been withdrawn from the Supplemental Nutrition Assistance Program (SNAP), effective immediately. Your ability to accept SNAP cards at this store will be disabled; if you have a government-issued point-of-sale device for processing SNAP cards, it must be shut off and returned to the processor.

This is not an adverse action; if the store re-opens under your ownership, you may reapply for participation either online via the FNS website at <http://www.fns.usda.gov/snap/> or by calling 1-877-823-4369 for an application packet. The SNAP permit is not transferable to new owners or a new location.

If you have any questions about this action, please call the FNS retailer hotline at 1-877-823-4369 for a referral to the FNS office handling your reauthorization file.

[You may logout.](#)

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