Mail With Documents

Dear Farmers' Market Applicant:

You must include this cover letter with any documentation you submit to the Food and Nutrition Service to support your application to accept Supplemental Nutrition Assistance Program (SNAP)

benefits. Failure to do so may result in a delay to your application.
This letter references your following FNS-252E electronic store application:
FNS Number: 0452715
Smith Farms 12345 Hay Road Ashburn, VA 20148
Phone Number: (703) 231 - 1234
You must submit the following documents to complete your application. Send them to the Food and Nutrition Service office handling your file at the
☐ Certification and Signature Statement.
☐ Copy of any current business licenses held by the market. If the market does not have any current business licenses you may skip this requirement.
☐ Copy of photo identification for all responsible officials listed on the application.
☐ Copy of the Social Security number card for all responsible officials listed on the application.
You may check the status of your application online at www.fns.usda.gov/snap . You may also check our web site to obtain training materials to ensure that you and everyone working at the market understand the rules and regulations of SNAP. If you have any questions regarding your application, please contact:
USDA, Food and Nutrition Service
PO Box 14500 (USPS Only)
Washington DC 20044

Washington, DC 20044

Phone: (877) 823 - 4369

Sincerely,

USDA, Food and Nutrition Service Supplemental Nutrition Assistance Program

Mail With Documents

FNS Number: 0452715

CERTIFICATION AND SIGNATURE - By signing below, you are confirming your understanding of and agreement with the following:

- · I am an owner of this firm;
- I have provided truthful and complete information on this form and on any documents provided to the Food and Nutrition Service;
- If I provide false information, my application may be denied or withdrawn;
- Any information I have provided or will provide may be verified and shared by the USDA with other agencies as described in the Privacy Act and Use and Disclosure statement;
- . By my signature below, I release my tax records to the Food and Nutrition Service;
- I will receive Supplemental Nutrition Assistance Program training materials upon authorization. It is my responsibility to ensure that the training materials are reviewed by all firm's owners and all employees (whether paid or unpaid, new, full-time or parttime); and that all employees will follow Supplemental Nutrition Assistance Program regulations. If I do not receive these materials I must contact the Food and Nutrition Service to request them;
- I am aware that violations of program rules can result in administrative actions such as fines, sanctions, withdrawal or disqualification from the Supplemental Nutrition Assistance Program; I am aware that violations of the Supplemental Nutrition Assistance Program rules can also result in Federal, State and/or local criminal prosecution and sanctions;
- I accept responsibility on behalf of the firm for violations of the Supplemental Nutrition Assistance Program regulations, including those committed by any of the firm's employees, paid or unpaid, new, full-time or part-time. These include violations such as, but not limited to:
 - Trading cash for Supplemental Nutrition Assistance Program benefits (i.e. trafficking);
 - Accepting Supplemental Nutrition Assistance Program benefits as payment for ineligible items;
 - Accepting Supplemental Nutrition Assistance Program benefits as payment on credit accounts or loans;
 - Knowingly accepting Supplemental Nutrition Assistance Program benefits from people not authorized to use them.
- Disqualification from the WIC Program may result in Supplemental Nutrition Assistance Program disqualification and a disqualification from the Supplemental Nutrition Assistance Program may result in WIC Program disqualification.
- In accordance with Federal law and U.S. Department of Agriculture policy, no customer may be discriminated against on the grounds of race, color, national origin, sex, age, religion, political beliefs, or disability. Supplemental Nutrition Assistance Program customers must be treated in the same manner as non-Supplemental Nutrition Assistance Program customers;
- Participation can be denied or withdrawn if my firm violates any laws or regulations issued by Federal, State or local agencies, including civil rights laws and their implementing regulations;
- I am responsible for reporting changes in the firm's ownership, address, type of business and operation to the Food and Nutrition Service.

Supplemental Nutrition Assistance Program authorization may not be transferred to new owners, partners, or corporations. An unauthorized individual or firm accepting or redeeming Supplemental Nutrition Assistance Program benefits is subject to substantial fines and administrative sanctions.

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).

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

X	X
Signature	Print Name
Date Signed	Print Title
	Page 5

Keep For Your Records

Dear Farmers' Market Applicant:

You must include this cover letter with any documentation you submit to the Food and Nutrition Service to support your application to accept Supplemental Nutrition Assistance Program (SNAP)

benefits. Failure to do so may result in a delay to your application.
This letter references your following FNS-252E electronic store application:
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Smith Farms 12345 Hay Road Ashburn, VA 20148
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☐ Certification and Signature Statement.
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You may check the status of your application online at www.fns.usda.gov/snap . You may also check our web site to obtain training materials to ensure that you and everyone working at the market understand the rules and regulations of SNAP. If you have any questions regarding your application, please contact:
USDA, Food and Nutrition Service

PO Box 14500 (USPS Only) Washington, DC 20044

Phone: (877) 823 - 4369

Sincerely,

USDA, Food and Nutrition Service Supplemental Nutrition Assistance Program

Electronic Application

Keep For Your Records

FNS Number: 0452715

CERTIFICATION AND SIGNATURE - By signing below, you are confirming your understanding of and agreement with the following:

- I am an owner of this firm;
- I have provided truthful and complete information on this form and on any documents provided to the Food and Nutrition Service;
- If I provide false information, my application may be denied or withdrawn;
- Any information I have provided or will provide may be verified and shared by the USDA with other agencies as described in the Privacy Act and Use and Disclosure statement;
- . By my signature below, I release my tax records to the Food and Nutrition Service;
- I will receive Supplemental Nutrition Assistance Program training materials upon authorization. It is my responsibility to ensure
 that the training materials are reviewed by all firm's owners and all employees (whether paid or unpaid, new, full-time or parttime); and that all employees will follow Supplemental Nutrition Assistance Program regulations. If I do not receive these
 materials I must contact the Food and Nutrition Service to request them;
- I am aware that violations of program rules can result in administrative actions such as fines, sanctions, withdrawal or disqualification from the Supplemental Nutrition Assistance Program; I am aware that violations of the Supplemental Nutrition Assistance Program rules can also result in Federal, State and/or local criminal prosecution and sanctions;
- I accept responsibility on behalf of the firm for violations of the Supplemental Nutrition Assistance Program regulations, including those committed by any of the firm's employees, paid or unpaid, new, full-time or part-time. These include violations such as, but not limited to:
 - Trading cash for Supplemental Nutrition Assistance Program benefits (i.e. trafficking);
 - Accepting Supplemental Nutrition Assistance Program benefits as payment for ineligible items;
 - Accepting Supplemental Nutrition Assistance Program benefits as payment on credit accounts or loans;
 - Knowingly accepting Supplemental Nutrition Assistance Program benefits from people not authorized to use them.
- Disqualification from the WIC Program may result in Supplemental Nutrition Assistance Program disqualification and a disqualification from the Supplemental Nutrition Assistance Program may result in WIC Program disqualification.
- In accordance with Federal law and U.S. Department of Agriculture policy, no customer may be discriminated against on the grounds of race, color, national origin, sex, age, religion, political beliefs, or disability. Supplemental Nutrition Assistance Program customers must be treated in the same manner as non-Supplemental Nutrition Assistance Program customers;
- Participation can be denied or withdrawn if my firm violates any laws or regulations issued by Federal, State or local agencies, including civil rights laws and their implementing regulations;
- I am responsible for reporting changes in the firm's ownership, address, type of business and operation to the Food and Nutrition Service.

Supplemental Nutrition Assistance Program authorization may not be transferred to new owners, partners, or corporations. An unauthorized individual or firm accepting or redeeming Supplemental Nutrition Assistance Program benefits is subject to substantial fines and administrative sanctions.

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

X	X
Signature	Print Name
Date Signed	Print Title
Date Signed	Thin the









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Online Store Application

▶ Home

Get Started

- Select Application Type
- ▶ Before You Begin
- Acknowledgement Agreement

Store Information

- Basic Information
- Accountability Information
- Sales Information
- Inventory Information
- Supplemental Information

Finalize Application

Review and Submit

You Are Here: Review and Submit

Review and Submit

You are almost finished. Before you submit your application, read and follow all the instructions below.



TIP! You cannot make changes or corrections to your application once you click **Submit Application**, below.

 Review your application for accuracy. Click the "View/Print Application" below to review your application. <u>Acrobat Reader</u> 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.

View/Print Application (PDF)

- Print a copy of your application to keep 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 only after you accept the
 penalty warning statement.

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).

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.

O Accept O Reject

Submit Application

Print Page











Help Contact Us Logout

You Are Here: Documents to Mail Documents to Mail

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

Your application was submitted and assigned FNS Number - 0452715 .Please keep this number, as it is a permanent ID for the market.

Your application is NOT considered complete until you submit your Supporting Documents to FNS. The Supporting Documents are:

 Document Cover Sheet. The Document Cover Sheet includes basic information about the market, and is necessary so we can match your documents with your online application. You can view and print a Document Cover Sheet by clicking the button below. (Acrobat Reader is required to view PDF) (Acrobat Reader is required to view PDF)

View/Print Document Cover Sheet (PDF)

2. Certification and Signature Statement. For purposes of program integrity, the Responsible Official must print and sign a Certification and Signature Statement. You can view and print a Certification and Signature Statement by clicking the button below. (Acrobat Reader is required to view PDF). (Acrobat Reader is required to view PDF)

View/Print Certification Signature Statement

- Submit a copy of a government-issued Photo Identification (driver's license, passport, military ID, etc.) for the Responsible Official.
- 4. Submit a copy of the Social Security Card for the Responsible Official (if your organization answered the question of 'type of ownership' as 'Nonprofit Organization', then please skip this
- 5. Submit a copy of any current businesses licenses held by the market. If the market does not have any current business licenses, you may skip this requirement.

You may submit the documents via mail, or by sending scanned copies via fax.

You can fax the documents to: 123-123-1234 . You can mail the documents to:

USDA, Food and Nutrition Service PO Box 14500 (USPS Only) Washington, DC 20044

IMPORTANT: If you mail your documents, you MUST use the United States Postal Service (USPS). UPS, Federal Express, and other courier services will NOT deliver to a P.O. Box.

Lastly, please note that the market is NOT approved to accept SNAP benefits until FNS makes a determination regarding its eligibility. In order to help determine the market's eligibility, an FNS employee or representative may visit the market. FNS may take up to 45 days to process a complete application and notify you of a decision in writing.

If you have questions, call: (877) 823 - 4369



Help Contact Us Logout

Online Store Application

▶ Home

Get Started

▶ Select Application Type

Before You Begin

Acknowledgement Agreement

You Are Here: Before You Begin

Before You Begin

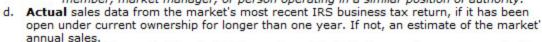
Carefully review the following steps to complete the application process:

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:

- Gather the following information and documents before you start.
 - Date the market opened under the current ownership.
 - 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. 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.



- e. Percentage of the market's sales that come from staple foods, snack or accessory foods, and all non-food items.
- f. 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).
- g. 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 this page to get help on any page of the
 - b. Use the links on the left hand side of each page to return to any section you already worked
- 3. Review your application for accuracy. Correct any mistakes before you submit your
- 4. View and print your application. Print an official copy of your application to keep for your
- Submit your application online, following the instructions provided.

Step #2:

- 1. Send your supporting documents to FNS. Instructions regarding your supporting documents are provided on-screen AFTER you submit your application and are specific to your application.
- 2. After you send your supporting documents to FNS, you can return to www.fns.usda.gov/snap to check the status of your application.



TIP: You can save your application and return to finish it up to 30 days after you start. FNS deletes all saved applications that are not completed within 30 days.

Start Application

Print Page





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Online Store Application

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Get Started

Select Application Type

Before You Begin

Acknowledgement Agreement

You Are Here: Acknowledgement Agreement

Acknowledgement Agreement

PRIVACY ACT STATEMENT - Authority: Section 9 of the Food and Nutrition Act of 2008, as amended, (7 U.S.C.2018):section 405(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.

- · Information is collected primarily for use by the Food and Nutrition Service in the administration of the Supplemental Nutrition Assistance Program;
- 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 of 2008, 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 applicants' 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 denial of this application;
- 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 - Routine Uses: 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, and whether arising by general statute, or by regulation, rule, or order issued pursuant thereto, 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
- We may disclose information to other Federal and State agencies to verify the information reported by applicants and participating firms, 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 (excluding EINs and SSNs) 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 the Internal Revenue Service, for the purpose of reporting delinquent retailer and wholesaler monetary penalties of \$600 or more for violations committed under the SNAP. We will report each delinquent debt to the Internal Revenue Service on Form 1099-C (Cancellation of Debt). We will report these debts to the Internal Revenue Service under the authority of the Income Tax Regulations (26 CFR Parts 1 and 602) under section 6050P of the Internal Revenue Code (26 U.S.C 6050P);
- 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 (CNA) (42 U.S.C. 1786), for purposes of administering that Act and the regulations issued under that Act:
- Disclosures pursuant to 5 U.S.C. 55 2a(b)(12). We may disclose information to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Debt Collection Act of 1982 (31 U.S.C. 3711(d)(4));
- 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).

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.

PRIVACY ACT AND PAPERWORK REDUCTION NOTICE

Public reporting burden for this collection of information is estimated to vary from 1 to 11 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 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 Policy Support, Room 1014, 3101 Park Center Drive, Alexandria, VA 22302, ATTN: PRA (0584-0008). Do not return the completed form to this address.

To file a complaint of Discrimination, write to the USDA, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, DC 20250-9410. Do not send the completed application form to this

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○ Accept ○ Decline









Home Help Contact Us Logout Online Store Application You Are Here: Basic Information ▶ Home **Basic Information** Get Started Select Application In this section, provide basic market information. Make sure to answer every question and use the "Help" feature (the button in the upper right hand corner of the screen) if you have any questions. Type When did or when will the market open for business under the current ownership? ▶ Before You Begin (MM/DD/YYYY) Acknowledgement What is the official name of the market? (the name you use on legal documents, such as leases, contracts, incorporation documents, etc.). Agreement Store Information **Basic Information** Accountability Information **▶** Sales Information ▶ Inventory Information **▶** Supplemental Information Finalize Application Review and Submit

Market Number: (What is this?)	
Supporting Organization: (What is the Select One >) What is the address where the mark	is?) et is conducted? (i.e., where the market takes place)
Street Number:	Street Name:
Additional Address Line:	
City:	State: Zip Code:
	Select One ✓ -
Market Telephone Number: (i.e., number where the Responsible	Official can be reached) (What is this?) is this?)
Email Address: (i.e., email where Re	sponsible Official can be reached)
Confirm Email Address:	
Next Save and Continue Later	Print Page









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§	
You Are Here: Accountability Information	
Accountability Information	
	201 1.00 20 2000 10
In this section, provide information that is necessary to maintain regarding the Responsible Official(s) and on the ownership type f	
What is the market's ownership type? Pick the option that	t best describes your market.
NEW No. of the Art No. of the Art No.	
Enter the name and address of the responsible Government	ent Agency:
Corporation Name:	
Street Number: Street Name (or Po	ost Office Box):
Additional Address Line:	
City: State:	Zip Code:
Select One ✓	-
Country:	ls: 28 37 28
United States of America 🗸	
Contact person information	
First Name: Middle Name:	
Last Name:	
Last Name:	
NOTIFE IN COLUMN TO	
Telephone Number:	
Email Address:	
Yes ONO If Yes, provide an explanation:	
~	
Was any Responsible Official convicted of any crime afte ● Yes ○ No	r June 1, 1999?
If Yes, provide an explanation:	
C C	
~	
Is any Responsible Official currently or ever been susper business with or participating in programs administered Official currently or ever been susper business with or participating in programs administered Official currently or ever been susper business with or participating in programs administered Official currently or ever been susper business with or participating in programs administered	
If Yes, provide an explanation:	
^	
~	
Is any Responsible Official currently receiving SNAP benderates ○ Yes ○ No	efits?
If Yes, and the market is already operating under your ownersh	ip, have you reported this income from
the market to your SNAP caseworker?	
U Yes ● No	
If No, provide an explanation:	
^	
~	
z	Name of the second
Next Save and Continue Later	Print Pa
	Accountability Information In this section, provide information that is necessary to maintain regarding the Responsible Official(s) and on the ownership type? What is the market's ownership type? Pick the option that Government Owned Enter the name and address of the responsible Government Ownership type? Enter the name and address of the responsible Government Ownership type? Corporation Name: Street Number: Street Number: Street Name (or Pick Individual States of America Victorial States) Country: United States of America Victorial States: Email Address: Has any Responsible Official ever been denied, withdrawn license violations (i.e. Supplemental Nutrition Assistance tobacco, lottery, or health license)? Yes No If Yes, provide an explanation: Was any Responsible Official convicted of any crime after Yes, provide an explanation: Is any Responsible Official currently or ever been suspensioness with or participating in programs administered Yes No If Yes, provide an explanation: Is any Responsible Official currently receiving SNAP benefits of the provide of the provided of the provi









Home Help Contact IIs Logout



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You Are Here: Accountability Informatio	
Accountability Informati	ION
	is necessary to maintain program integrity, such as information d on the ownership type for the market.
What is the market's ownership typ	pe? Pick the option that best describes your market.
If the market has an Employer Ide	ntification Number (EIN), enter it here:
- (What is this?)	
Enter the name and address of you	r corporation as on record with the State:
Corporation Name:	
Street Number:	Street Name (or Post Office Box):
Additional Address Line:	
City:	State: Zip Code:
Country	Select One V
Country: United States of America	
Enter personal information for eacl on social security card.	h Responsible Official. Enter name exactly as it appears
100 m	
Responsible Official 1 First Name:	Middle Name:
Last Name:	
Street Number:	Street Name:
Additional Address Line:	
City:	State: Zip Code:
	Select One ✓
Country:	
United States of America 🗸	
Social Security Number:	Date of Birth:
	/ / (MM/DD/YYYY)
Title:	Email Address:
Select One	
	Add Responsible Official
To add another Responsible Official	l, click
Has any Responsible Official ever b	been denied, withdrawn, suspended, or been fined for
	al Nutrition Assistance Program, WIC, business, alcohol,
• Yes O No	•
17 (18) 18 (T 18) 18	
If Yes, provide an explanation:	A
Was any Responsible Official convi	cted of any crime after June 1, 1999?
● Yes ○ No	
If Yes, provide an explanation:	
•	^
	N/

● Yes ○ No

If Yes, provide an explanation:

Was any Responsible Official convicted of any crime after June 1, 1999?

● Yes ○ No

If Yes, provide an explanation:

Is any Responsible Official currently or ever been suspended or debarred from conducting business with or participating in programs administered by the Federal Government?

● Yes ○ No

If Yes, provide an explanation:

Is any Responsible Official currently receiving SNAP benefits?

● Yes ○ No

If Yes, and the market is already operating under your ownership, have you reported this income from the market to your SNAP caseworker?

Print Page

○ Yes ● No

Next

If No, provide an explanation:

Save and Continue Later

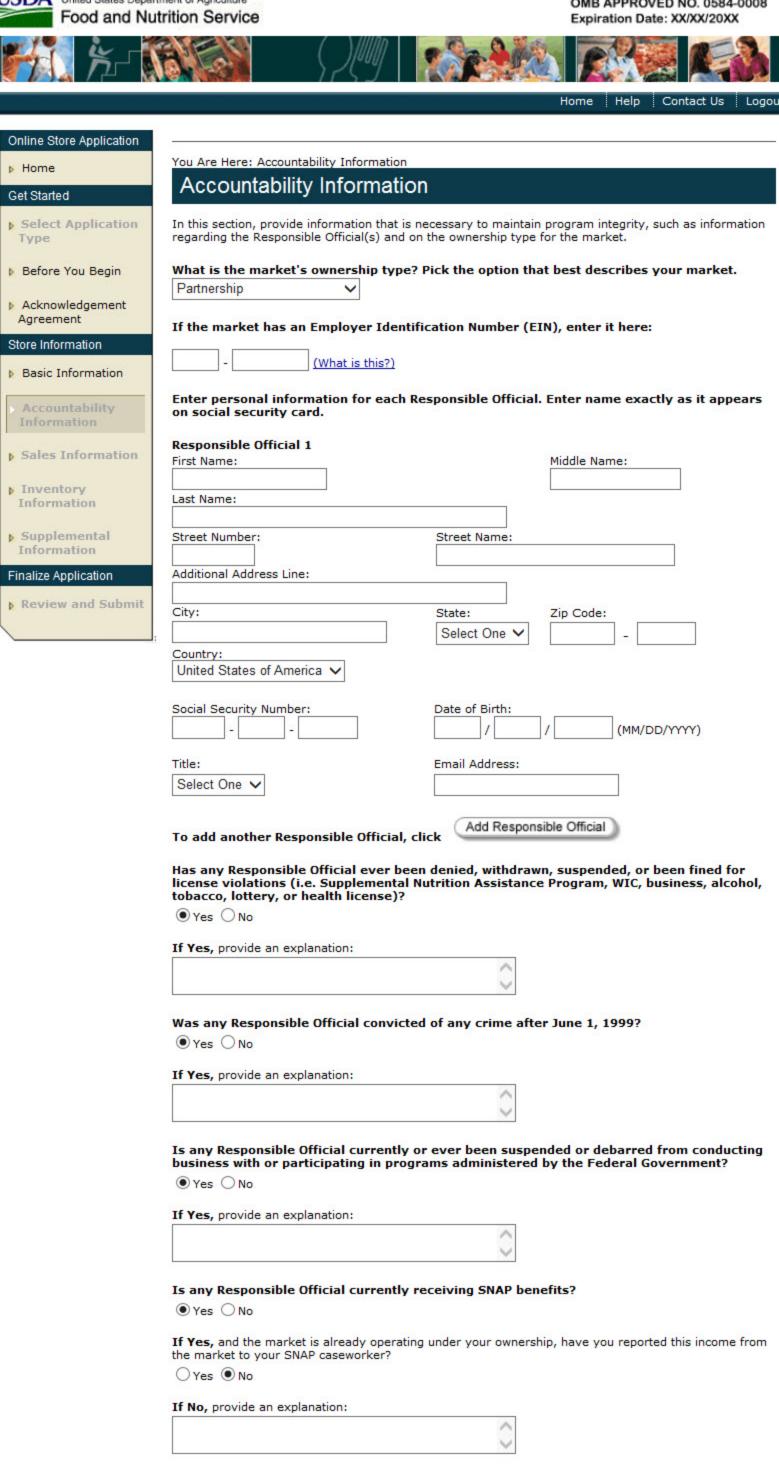
OMB APPROVED NO. 0584-0008



regarding the Responsible Official(s) and on the ownership type for the market. Type What is the market's ownership type? Pick the option that best describes your market. Before You Begin Nonprofit Organization Acknowledgement Agreement If the market has an Employer Identification Number (EIN), enter it here: Store Information (What is this?) Basic Information Enter personal information for each Responsible Official. Accountability Information Responsible Official 1 First Name: Middle Name: ▶ Sales Information Last Name: **Inventory** Information Street Number: Street Name: Supplemental Information Additional Address Line: Finalize Application City: State: Zip Code: Review and Submit Select One ✓ Country: United States of America > Date of Birth: (MM/DD/YYYY) Title: Email Address: Select One V Add Responsible Official To add another Responsible Official, click Has any Responsible Official ever been denied, withdrawn, suspended, or been fined for license violations (i.e. Supplemental Nutrition Assistance Program, WIC, business, alcohol, tobacco, lottery, or health license)? ● Yes ○ No If Yes, provide an explanation: Was any Responsible Official convicted of any crime after June 1, 1999? ● Yes ○ No If Yes, provide an explanation: Is any Responsible Official currently or ever been suspended or debarred from conducting business with or participating in programs administered by the Federal Government? ● Yes ○ No If Yes, provide an explanation: Is any Responsible Official currently receiving SNAP benefits? ● Yes ○ No If Yes, and the market is already operating under your ownership, have you reported this income from the market to your SNAP caseworker? ○ Yes ● No If No, provide an explanation: Print Page Save and Continue Later

OMB APPROVED NO. 0584-0008

Print Page



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USDA United States Department of Agriculture OMB APPROVED NO. 0584-0008 Food and Nutrition Service Expiration Date: XX/XX/20XX Help Contact Us Online Store Application You Are Here: Accountability Information ▶ Home Accountability Information Get Started **▶** Select Application In this section, provide information that is necessary to maintain program integrity, such as information regarding the Responsible Official(s) and on the ownership type for the market. Type What is the market's ownership type? Pick the option that best describes your market. ▶ Before You Begin Publicly Owned Corporation ✓ Acknowledgement Agreement If the market has an Employer Identification Number (EIN), enter it here: Store Information (What is this?) ▶ Basic Information Enter the name and address of the parent corporate office: Accountability Information Corporation Name: ▶ Sales Information Street Number: Street Name (or Post Office Box): **Inventory** Information Additional Address Line: Supplemental City: State: Zip Code: Information Select One > Finalize Application Country: United States of America > Review and Submit Contact person information Middle Name: First Name: Last Name: Telephone Number: Email Address: Has any Responsible Official ever been denied, withdrawn, suspended, or been fined for license violations (i.e. Supplemental Nutrition Assistance Program, WIC, business, alcohol, tobacco, lottery, or health license)? ● Yes ○ No If Yes, provide an explanation: Was any Responsible Official convicted of any crime after June 1, 1999? ● Yes ○ No If Yes, provide an explanation:

Is any Responsible Official currently or ever been suspended or debarred from conducting business with or participating in programs administered by the Federal Government?

● Yes ○ No

If Yes, provide an explanation:

Is any Responsible Official currently receiving SNAP benefits?

● Yes ○ No

If Yes, and the market is already operating under your ownership, have you reported this income from the market to your SNAP caseworker?

○ Yes ● No

If No, provide an explanation:

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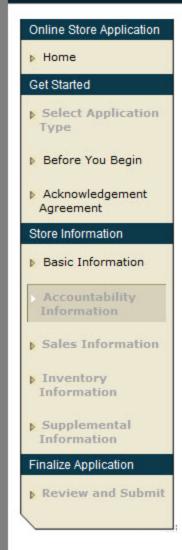






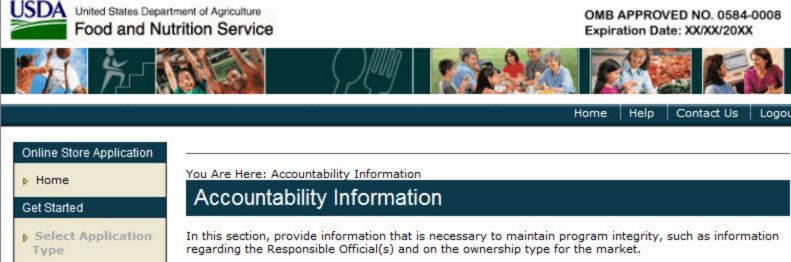
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You Are Here: Accountability Information	
Accountability Information	1:
In this section, provide information that is no regarding the Responsible Official(s) and on	ecessary to maintain program integrity, such as information
species were said to the terror and	Pick the option that best describes your market.
Privately-Held Corporation	
If the market has an Employer Identifi	cation Number (EIN), enter it here:
- (What is this?)	
Enter the name and address of your co	rporation as on record with the State:
Corporation Name:	
Street Number:	Street Name (or Post Office Box):
Additional Address Line:	
City:	State: Zip Code:
Country:	Select One V
United States of America V	
Enter personal information for each Re on social security card.	sponsible Official. Enter name exactly as it appears
Responsible Official 1 First Name:	Middle Name:
	Piddle Name.
Last Name:	
Street Number:	Street Name:
Additional Address Line:	
City:	State: Zip Code:
Country: United States of America	
Social Security Number:	Date of Birth: (MM/DD/YYYY)
Title: Select One	Email Address:
	Add Bassassible Official
To add another Responsible Official, cli	Add Responsible Official
	denied, withdrawn, suspended, or been fined for utrition Assistance Program, WIC, business, alcohol,
• Yes O No	
If Yes, provide an explanation:	
,	
Was any Responsible Official convicted ● Yes ○ No	of any crime after June 1, 1999?
If Yes, provide an explanation:	
	\Diamond
Is any Responsible Official currently or business with or participating in progration of the No	r ever been suspended or debarred from conducting ams administered by the Federal Government?
If Yes, provide an explanation:	
Is any Responsible Official currently re Yes \(\cap \) No	eceiving SNAP benefits?
If Yes, and the market is already operating the market to your SNAP caseworker? Yes No	under your ownership, have you reported this income from
If No, provide an explanation:	
	~

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What is the market's ownership type? Pick the option that best describes your market. Before You Begin Sole Proprietorship Acknowledgement Agreement If the market has an Employer Identification Number (EIN), enter it here: Store Information (What is this?) ▶ Basic Information Enter personal information for each Responsible Official. Enter name exactly as it appears Accountability on social security card. Information Responsible Official 1 ▶ Sales Information First Name: Middle Name: ▶ Inventory Last Name: Information Supplemental Street Number: Street Name: Information Additional Address Line: Finalize Application Review and Submit City: State: Zip Code: Select One V Country: United States of America V Social Security Number: Date of Birth: (MM/DD/YYYY) Title: Email Address: Select One V Add Responsible Official To add another Responsible Official, click Has any Responsible Official ever been denied, withdrawn, suspended, or been fined for license violations (i.e. Supplemental Nutrition Assistance Program, WIC, business, alcohol, tobacco, lottery, or health license)? ● Yes ○ No If Yes, provide an explanation: Was any Responsible Official convicted of any crime after June 1, 1999? ● Yes ○ No If Yes, provide an explanation: Is any Responsible Official currently or ever been suspended or debarred from conducting business with or participating in programs administered by the Federal Government? If Yes, provide an explanation: Is any Responsible Official currently receiving SNAP benefits? ● Yes ○ No If Yes, and the market is already operating under your ownership, have you reported this income from the market to your SNAP caseworker? ○ Yes ● No If No, provide an explanation: Print Page Save and Continue Later Next







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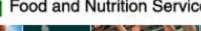


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Contact Us Logout Online Store Application You Are Here: Accountability Information ▶ Home Accountability Information Get Started **▶** Select Application In this section, provide information that is necessary to maintain program integrity, such as information regarding the Responsible Official(s) and on the ownership type for the market. Type What is the market's ownership type? Pick the option that best describes your market. Before You Begin Select One Acknowledgement Agreement Has any Responsible Official ever been denied, withdrawn, suspended, or been fined for license violations (i.e. Supplemental Nutrition Assistance Program, WIC, business, alcohol, Store Information tobacco, lottery, or health license)? ▶ Basic Information ● Yes ○ No If Yes, provide an explanation: Accountability ▶ Sales Information Was any Responsible Official convicted of any crime after June 1, 1999? ▶ Inventory ● Yes ○ No Information If Yes, provide an explanation: **▶** Supplemental Information Finalize Application Review and Submit Is any Responsible Official currently or ever been suspended or debarred from conducting business with or participating in programs administered by the Federal Government? ● Yes ○ No If Yes, provide an explanation: Is any Responsible Official currently receiving SNAP benefits? ● Yes ○ No If Yes, and the market is already operating under your ownership, have you reported this income from the market to your SNAP caseworker? ○ Yes ● No If No, provide an explanation:

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Get Started

- Select Application Type
- Before You Begin
- Acknowledgement Agreement

Store Information

- Basic Information
- Accountability Information
- Inventory Information
- Supplemental Information

Finalize Application

Review and Submit

You Are Here: Sales Information

Sales Information

In this section, you will provide details regarding the market's sales.

Does the market sell products, at wholesale, to other businesses, such as hospitals or

restaurants? ● Yes ○ No

Do the market's annual retail food sales constitute at least \$250,000 OR 50% of your total sales? "Retail sales" are anything other than wholesale sales.

O Yes O No

Are 50% or more of the market's sales from hot food AND/OR cold, freshly-prepared foods?

Oyes ONo



TIP! "Cold, freshly-prepared foods" means foods that are cold, are made (rather than merely grown or cultivated), and are intended to be eaten on-site. Fresh fruits and vegetables are not cold, freshly-prepared foods.

Total Retail Sales:

Enter the market's total retail sales from all products (both food and non-food products/services). If your market reported the amount of sales it made in the last tax year to the Internal Revenue Service (IRS), you must enter that amount in this field. If your market did not report sales to the IRS for the last tax year, enter your best good-faith estimate of the sales you expect to take place at your market in the next day, week, month, or year.

Retail sales are: O Estimated O Actual

00 Oper day Oper week Oper month Oper year

Example: 250,000

Round to nearest dollar, do not enter cents or dollar sign.

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Help Contact Us Logout Online Store Application You Are Here: Inventory Information ▶ Home Inventory Information Get Started In this section, you will provide details regarding the inventory typically available at the market. ▶ Select Application Type Does the market typically offer at least three different types of food items in each of the following categories on each day the market is open? ▶ Before You Begin Bread/Grains O Yes O No (Example: bread, cereal, pasta, rice, flour, etc.) Acknowledgement Agreement O Yes O No (Example: milk, butter, cheese, yogurt, infant formula, etc.) Store Information Fruits/Vegetables(fresh, canned/packaged, or frozen) Basic Information (Example: frozen corn, dried beans, applesauce, canned peas, bananas, 100% Yes No juice, etc.) Accountability Meat/Poultry/Fish(fresh, canned, refrigerated, frozen) Information (Example: canned meats and fish, ground beef, deli meats, bacon, frozen O Yes O No chicken, eggs, etc.) Sales Information Approximately what percentage of the market's total retail sales come from items in the four food categories? Inventory Does the market stock fresh or refrigerated (i.e., non-frozen or canned) foods in at least two of these food groups? Supplemental O Yes O No Information Does the market usually sell "other" foods, such as snack foods, soft drinks, or Finalize Application condiments? Review and Submit O Yes O No Approximately what percentage of the market's total retail sales comes from such Does the market usually sell non-food items OR food that is hot at the time the customer pays for it? Yes No Select from the following list, mark all that apply: Tobacco products Alcohol Gasoline Hot foods Any other non-food products (What is this?) Approximately what percentage of the market's total retail sales comes from non-food and hot food items? Total: 0

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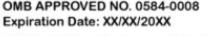








Help Contact Us Logout Online Store Application ▶ Home You Are Here: Supplemental Information Get Started Supplemental Information **▶** Select Application Type In this section, you will provide details regarding the market's operating schedule. Is the market open year round? ▶ Before You Begin ○ Yes ● No Acknowledgement Indicate which month(s) you are open (mark all that apply): Agreement ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec Store Information Is the market open 7 days a week, 24 hours per day? Basic Information ○ Yes ● No Is the market open the same hours every day? Accountability ○ Yes ● No Information Indicate the market's hours and days of operation: Sales Information Example: Inventory Monday 7:30 ● AM ○ PM 8:30 ○ AM ● PM Information Supplemental Open Closed Information OAM OPM OAM OPM Monday Finalize Application Review and Submit Tuesday OAM OPM OAM OPM Wednesday OAM OPM OAM OPM Thursday OAM OPM OAM OPM Friday OAM OPM OAM OPM OAM OPM OAM OPM Saturday Sunday OAM OPM OAM OPM Does any Responsible Official, partner, and/or member currently own any other SNAP authorized stores (such as Store, Farmers' Market, etc.)? ● Yes ○ No If Yes, how many currently authorized stores do you own? If you have additional information or comments you would like to provide to FNS (such as any special circumstances that FNS should know), please provide the information here: 775/775 characters remaining Print Page Next Save and Continue Later











Help



You are here: SNAP OSA Home

SNAP Online Store Application (OSA)

Welcome to the home of the Supplemental Nutrition Assistance Program's (SNAP) online application for stores.

Click from the list of options below to begin:

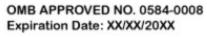
Start New Application

Form >

Continue Saved Application

Check Status of Previously Submitted Application ▶

View/Print Cover Letter, Certification & Signature Statement and 252E













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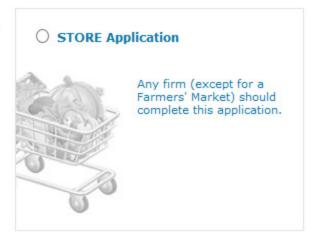
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Get Started

Select Application Type

You Are Here: Select Application Type

Select an application type to get started





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

Privacy Act And Paperwork Reduction Notice

Public reporting burden for this collection of information is estimated to vary from 1 to 11 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 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 Policy Support, Room 1014, 3101 Park Center Drive, Alexandria, VA 22302, ATTN: PRA (0584-0008). Do not return the completed form to this address.

To file a complaint of Discrimination, write to the USDA, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, DC 20250-9410. Do not send the completed application form to this address.

The following application questions will be tailored towards your above selection.















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Get Started

Select Application Type

You Are Here: Select Application Type

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