How to Become SNAP Authorized

Farmer’s Market & Direct Marketing Farmers
Farmer’s Market (FM)

• A farmers’ market is defined as a multi-stall market at which farmer-producers sell agricultural products directly to the general public at a central or fixed location, particularly fresh fruit and vegetables (but also meat products, dairy products, and/or grains).

• FM can be operated by a sole owner, for profit organization, non profit organization, 501c3 non profit organization, and/or state/government.
Direct Marketing Farmer (DMF)

- A Direct Marketing Farmer applies to farmers that are individual producers of agricultural products, particularly fresh fruit and vegetables, as well as meat, fish, dairy, and/or grains.
Reseller

- Purchase produce to be resold at a fixed or mobile location.
FNS Retailer Application

• To complete an online application, you will visit the USDA Retailer Page at https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program
  – This page will provide very helpful information about the SNAP program.
  – You click the bottom stating “Farmer/Producer”
America's Direct Marketing Farmers and Farmers' Markets (DMFs/FMs) are great sources of fresh fruits, vegetables, and other healthy foods. FNS is committed to expanding access to these foods by SNAP recipients while supporting economic opportunities for farmers and producers.

More than 3,500 DMFs/FMs are able to accept SNAP EBT payments. Use the interactive map to locate participating DMFs/FMs and other retailers in your area. If you have questions about SNAP Farmers' Markets, email DVM.EN.ROB.WCHITraining@usda.gov.

**Application Information**

If you are the owner/manager of a DMF/FM, you can apply online to accept SNAP and check the status of your application. We have developed guidance to explain the online application process for Farmers' Markets.

Please review the training materials, which explain program rules and requirements, and familiarize yourself with how SNAP benefits can be used.

**Electronic Benefits Transfer (EBT)**

Electronic Benefits Transfer (EBT) is a system that enables SNAP recipients to use their benefits to purchase eligible food. All authorized SNAP retailers must use EBT equipment and transaction services.
How Do I Apply to Accept Benefits?

Supplemental Nutrition Assistance Program (SNAP)

Apply to become authorized to accept SNAP benefits. You can complete an online application in as little as 15 minutes. You have up to 30 days complete and submit the online application to the USDA Food and Nutrition Service (FNS). Applications not completed after 30 days are deleted by FNS. Follow the steps below to complete the online application process for SNAP authorization.

1. Get a USDA Account
Before you start your application:
- Register for a USDA eAuthentication account in order to obtain access to the online application. You must have a valid Email address. USDA will send you a confirmation Email with a hyperlink to activate your account.

Return back to this page after you activate your USDA eAuthentication account to apply.

2. Complete Online Application
- You have up to 30 days to complete and submit the online application to FNS.
- If you are busy or short on time, you can start the application and return later to complete it.

Helpful Tip: Save time by having your estimated sales data before you start the online Application as well as the following Owner information: Owner name(s), home address(es), and Social Security Number(s).

3. Submit Supporting Documentation
Your SNAP Retailer application is not complete until you submit the required supporting documents. Instructions on how to submit your documentation are provided at the end of the online application.

4. Check Application Status
eAuthentication Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

Register for an Internal Account

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:
- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

Register for a Level 1 Account

Request Level 2 Access to:
- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

Register for a Level 2 Account

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:
1. Log into your profile
2. Fill in and submit the required information
3. Verify your Identity remotely by following the instructions on the "Level 2 Account Upgrade Request Confirmation" email, or visit a Local Registration Authority (LRA)

Log into Your Profile

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov
Register for Your Account - Level 1

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication Privacy Act Statement and Public Burden Statement for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver’s license).

Note: The characters < > ^ : | are not allowed on this form (the character : is allowed for password only).

User Information

<table>
<thead>
<tr>
<th>Required Field*</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name*</td>
</tr>
<tr>
<td>Middle Initial</td>
</tr>
<tr>
<td>Last Name*</td>
</tr>
<tr>
<td>Suffix</td>
</tr>
</tbody>
</table>

Contact Information

<table>
<thead>
<tr>
<th>Required Field*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email*</td>
</tr>
<tr>
<td>Confirm Email*</td>
</tr>
</tbody>
</table>

Login Information

<table>
<thead>
<tr>
<th>Required Field*</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID*</td>
</tr>
<tr>
<td>Password*</td>
</tr>
<tr>
<td>Confirm Password*</td>
</tr>
</tbody>
</table>

Security Questions

Please select and answer four distinct questions from the selections below. This information will be used to assist you in using our eAuthentication Self Service options and various other services.
The Security Questions and Answers that you provide may be the ONLY method available to validate your identity if your USDA accounts become inaccessible. Please select Questions and Answers that are easily memorable to you and hard for anyone else to guess. Each question may only be used once. For additional assistance, click the ? above.

1* Select...

2* Select...

3* Select...

4* Select...

Continue
https://www.fns.usda.gov/snap/reauthorization-application-sign

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 questions will be tailored towards your selection below.

Select an application type to get started *

- DMF complete application on left

- FM complete applications on right.

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.”

Privacy Act And Paperwork Reduction Notice
Accountability Information

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.

Is your firm legally organized as a nonprofit entity?

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

Has any Responsible Official, 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?

Has any Responsible Official, 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?

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

Has any Responsible Official, 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?
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 gross sales? "Retail sales" are anything other than wholesale sales.

- Yes  - No

Do you have or are you applying for a restaurant license for your market?

- Yes  - No
Inventory Information

20. Answer the following questions regarding stocking units of staple food varieties that you have currently and on a continuous basis in your store.
20a. Do you have at least three stocking units of each variety in the Breads and/or Cereals category (Examples: 3 bags of rice, 3 boxes of pasta, etc.)?
20b. Do you have at least three stocking units of each variety in the Dairy products category (Examples: 3 cartons of soymilk, 3 cans of infant formula, etc.)?
20c. Do you have at least three stocking units of each variety in the Meat, Poultry, and/or Fish category (Examples: 3 cans of tuna, 3 cartons of eggs, etc.)?
20d. Do you have at least three stocking units of each variety in the Vegetables and/or Fruits category (Examples: 3 apples, 3 cans of peaches, etc.)?

21. Answer the following questions regarding perishable foods that you have currently and on a continuous basis in your store.
21a. Do you have at least one variety of perishable foods in the Breads and/or Cereals category (Examples: bread, pita, etc.)?
21b. Do you have at least one variety of perishable foods in the Dairy products category (Examples: refrigerated cow’s milk, refrigerated butter, etc.)?
21c. Do you have at least one variety of perishable foods in the Meat, Poultry, and/or Fish category (Examples: fresh eggs, frozen chicken, etc.)?
21d. Do you have at least one variety of perishable foods in the Vegetables and/or Fruits category (Examples: fresh apples, frozen broccoli, etc.)?
# Retail Sales

## Retail Sales Type

- [ ] Estimated
- [ ] Actual

---

Enter nearest whole percentage, do not enter a percent sign. Enter a number between 0 and 100.

<table>
<thead>
<tr>
<th>Sales Category</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staple Foods</strong> (Examples: rice, milk, beef, apples, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Accessory Foods</strong> (Examples: chips, candy, snack foods, soft drinks, condiments, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Hot Foods</strong> (Examples: hot coffee, hot soup, hot pizza, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Cold Foods Prepared on Site</strong> (Only include items intended for immediate consumption or carry out. Examples: sandwiches, fresh salads, salad bars, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Nonfood Items</strong> (Examples: household supplies, tobacco products, gasoline, alcohol, pet foods, lottery, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Sales Percentage</strong> (Total must equal 100%)</td>
<td>0 %</td>
</tr>
</tbody>
</table>
Retail Sales Continue

• For farmers markets that don’t track vendor sales please check “Actual Sales”. We understand this most likely may be estimated sales. To estimate your market sales, take the average of what the vendors make daily.
  • **An example:**
    • Some vendors make $100 a day and some make $500, so ALL VENDORS would be averaged at $250 a day.
    • You would multiple the daily average amount by the # of vendors, then multiply that by # of days market operates per year.
      • Example: $250 (daily amount per vendor) x 4 (number of vendors) = $1,000 x 20 (number of Saturdays FM operates yearly) = $20,000
    • We understand the even though you have selected “Actual Sales” that the figure are estimated.
    • For future years, you can start collecting this information from vendors.

• From there you would take that gross sales figure and break it down into the percentage categories listed.
  • Example of how to break it down for an estimated **Gross of $20,000** (remember this is just an example, your market percentages will depend on the number of vendors and what they are selling).
    • **Staple Foods:** Dairy, Fruit/vegetables, Bread/grains/cereals, Meat/Poultry/Fish
    • **Accessory Foods:** Jams, jellies, honey, maple syrup, condiments, spices, relish,
    • **Hot and Cold Prepared Foods.**
    • **Non-foods** – crafts, soaps, candles, etc
Submit and Upload Required Documents

- You will have to provide signature page for each owner/market manager
- Driver’s license and SS cards for all owners/market manager
- Driver’s license only if FM/farm is operating under a IRS 501c3 tax exemption
RESOURCES Continue

• USDA Food and Nutrition Services Farmer/Producer: https://www.fns.usda.gov/snap/farmer-producer

• FNS Retailer Operations and Compliance (ROC) Work Center 1 contact: SM.FN.ROB-WC1RETReply@usda.gov.
  • Message phone line, checked daily at 312-353-6609

• Questions about application call SNAP Retailer Service Center at 1-877-823-4369
Time for Questions