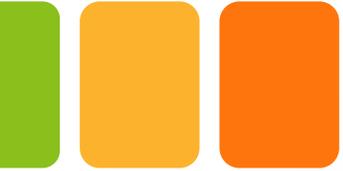


# How to Become SNAP Authorized



## 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”





SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)  
**Farmer/Producer**

PROGRAMS > SNAP > FARMER/PRODUCER > FARMER/PRODUCER

- Applicant/Recipient
- Retailer
- State/Local Agency
- Farmer/Producer**
- How do I Apply?
- Training
- What is EBT?
- Fighting Fraud

### Resources

- Policy
- Technical Assistance & Guidance
- Research, Analysis & Background

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 [SM.FN.ROB-WC1RETReply@usda.gov](mailto:SM.FN.ROB-WC1RETReply@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.



### Applicants and Recipients

- > [Am I Eligible for SNAP?](#)
- > [How Do I Apply for SNAP?](#)
- > [Where Can I Get My State Information?](#)
- > [When Are Benefits Available?](#)
- > [What Can SNAP Buy?](#)
- > [Where can I Use SNAP EBT?](#)

### Retailers

- > [Is My Store Eligible?](#)
- > [How Do I Apply to Accept Benefits?](#)
- > [What's My Application Status?](#)
- > [What Can SNAP Buy?](#)
- > [Store Training Information](#)
- > [SNAP and Farmers Markets](#)
- > [Retailer Data](#)
- > [Frequently Asked Questions](#)

### Browse by Subject

- > [Topics A-Z](#)
- > [Able-Bodied Adults without Dependents](#)
- > [Disaster Assistance](#)
- > [Employment and Training](#)
- > [What is Electronic Benefits Transfer \(EBT\)?](#)
- > [Eating Healthy with SNAP](#)
- > [Income Eligibility and Benefits](#)
- > [Federal Register Documents](#)
- > [Program Improvement](#)
- > [State Options Report](#)

## Supplemental Nutrition Assistance Program (SNAP)

### How Do I Apply to Accept Benefits?



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.

A few things before you proceed:

- **Multiple Store Owners (MSO):** FNS defines MSOs as entities that own 10 or more eligible retail food stores. If you are an MSO, please visit the [MSO page](#).
- If you are not a Retail Food Store or Farmers Market, please do not complete the online application. We kindly request that you call the SNAP Retailer Service Center at 1-877-823-4369 for assistance.

#### 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're 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.

- Ready to start? [Complete the Online Application](#)

#### 4. Check Application Status



## Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

## Administrator Links

- [Local Registration Authority Login](#)

You are here: [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](#)



## Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

## Administrator Links

- [Local Registration Authority Login](#)

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Form

## Register for Your Account - Level 1

Form Approved [OMB No. 0503-0014](#)

### Step 1 of 4 - Level 1 Access Account Registration

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 ?

Required Field\*

First Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text"/>

Contact Information ?

Email*	<input type="text"/>
Confirm Email*	<input type="text"/>

Login Information ?

User ID*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>

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\*

2\*

3\*

4\*

[Continue](#)



# Online Store Application



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.

## Online Store Application (OSA) for SNAP\*

For new applications, select from the following options:

[Start New Application →](#)

[Continue Saved Application →](#)

For submitted applications, select from the following options:

 [Check Status Of Previously Submitted Application ▶](#)

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



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 \*



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."

- DMF complete application on left
- FM complete applications on right.

# Accountability Information

USDA Online Store Application

FORM APPROVED OMB No. 0584-0008  
Expiration Date: 01/31/2021

Contact Us Help Logout

Home

Select Application Type

Before You Begin

Acknowledgement Agreement

Basic Information

**Accountability Information**

Sales Information

Inventory Information

Supplemental Information

Review and Submit

Store Information

Print Page

## 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?**

Yes  No

---

**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?**

Yes  No

---

**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?**

Yes  No

---

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

Yes  No

---

**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?**

Yes  No

# Wholesale Information

Expiration Date: 01/31/2021

[Home](#)

[Select Application Type](#)

[Before You Begin](#)

[Acknowledgement Agreement](#)

[Basic Information](#)

[Accountability Information](#)

**Sales Information**

[Inventory Information](#)

[Supplemental Information](#)

[Review and Submit](#)

**Store Information**

[Print Page](#)

## 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

## Inventory Information

19. Answer 19 a, b, c, and d regarding staple food varieties that you have currently and on a continuous basis in your store. Enter 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.

Set all to 10+

19a. Indicate the number of varieties in the Breads and/or Cereals staple food category (Examples: rice, pasta, flour, pita, tortilla, etc.) that you have currently and on a continuous basis in your store.

Select-One ▾

19b. Indicate the number of varieties in the Dairy products staple food category (Examples: soymilk, butter, yogurt, infant formula, etc.) that you have currently and on a continuous basis in your store.

Select-One ▾

19c. Indicate the number of varieties in the Meat, Poultry, and/or Fish staple food category (Examples: beef, pork, eggs, tuna, etc.) that you have currently and on a continuous basis in your store.

Select-One ▾

19d. Indicate the number of varieties in the Vegetables and/or Fruits staple food category (Examples: apple, tomato, peach, carrot, etc.) that you have currently and on a continuous basis in your store.

Select-One ▾

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

Set all to Yes

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.)?

Yes  No

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.)?

Yes  No

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.)?

Yes  No

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.)?

Yes  No

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

Set all to Yes

21a. Do you have at least one variety of perishable foods in the Breads and/or Cereals category (Examples: bread, pita, etc.)?

Yes  No

21b. 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

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.)?

Yes  No

21d. 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





# Retail Sales

## Retail Sales Type

Estimated  Actual

## Tax Year

Select Sales Type ▼

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

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



# 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)  $\times$  4 (number of vendors) =  $\$1,000$   $\times$  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

The screenshot shows the 'Review and Submit' page of the USDA Online Store Application. The page is titled 'Finalize Application' and 'Review and Submit'. It includes a navigation menu on the left with options like 'Home', 'Select Application Type', 'Before You Begin', 'Acknowledgement Agreement', 'Basic Information', 'Accountability Information', 'Sales Information', 'Inventory Information', 'Supplemental Information', and 'Review and Submit'. The main content area contains a 'Print Page' button, a 'Review and Submit' heading, and a warning message: 'WARNING: You cannot make changes or corrections to your application once you click Submit Application below.' Below the warning are three numbered instructions: 1. Review your application for accuracy, 2. Click the button above prior to submission to print your application for your records, and 3. Submit Your Application. There are buttons for 'View / Print Application (PDF)', 'Submit Application', and 'Back'. At the bottom, there are radio buttons for 'Accept' and 'Reject'.

- 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](mailto: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

