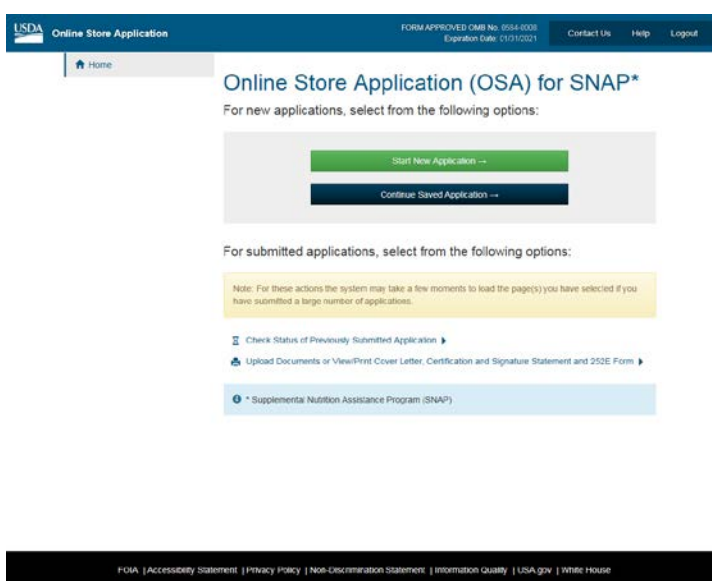


Step-by-Step Instructions for Farmers Markets to Fill Out the Online Store Application (OSA) to Become Authorized to Participate in the Supplemental Nutrition Assistance Program (SNAP)

We have created this document to help farmers markets complete the process of applying to become authorized to participate in the Supplemental Nutrition Assistance Program (SNAP). As you will see, the information required is minimal and straightforward. Nevertheless, please review and follow these directions carefully. *The information provided during the application process is used only for SNAP authorization and monitoring purposes, is safeguarded, and not shared.*

1. Upon signing into the Online Store Application (OSA) website (after you create the required Eauth profile), via <http://www.fns.usda.gov/snap/store-farmers-market-application>, the first page you see will present you with several choices (**Start a New Application**, **Continue Saved Application**, etc.).



2. Click on **Start New Application**
3. You will then be taken to a page where you must select an application type. You will have two options: **STORE Application** and **FARMERS MARKET Application**.

4. Click on the **Next** button at the bottom of the page, and you will be taken to the following page:

The screenshot shows the 'Inventory Information' section of the USDA Online Store Application. The page is titled 'Inventory Information' and includes a 'Print Page' button. The main content area contains the following text and form elements:

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

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

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

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

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

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

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

Do you have at least three stocking units of each variety in the Breads and/or Cereals category (Examples: 3 bags of rice, 3 boxes of pasta, etc.)? Yes No

Do you have at least three stocking units of each variety in the Dairy products category (Examples: 3 cartons of soy milk, 3 cans of infant formula, etc.)? Yes No

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

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

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

Do you have at least one variety of perishable foods in the Breads and/or Cereals category (Examples: bread, pita, etc.)? Yes No

Do you have at least one variety of perishable foods in the Dairy products category (Examples: refrigerated cow's milk, refrigerated butter, etc.)? Yes No

Do you have at least one variety of perishable foods in the Meat, Poultry, and/or Fish category (Examples: fresh eggs, frozen chicken, etc.)? Yes No

Do you have at least one variety of perishable foods in the Vegetables and/or Fruits category (Examples: fresh apples, frozen broccoli, etc.)? Yes No

At the bottom of the page, there are three buttons: 'Save and Continue Later', 'Back', and 'Next'.

On that page, you will provide details regarding the inventory typically available at the market.

1. **Food Inventory [Required]:** You will be asked a series of (mostly) yes-or-no questions to determine the type of food available at your market. In answering the questions, you only need to consider the days the market is actually open, and provide your best good-faith estimate of the foods typically available your market. Specifically, you will:
 - a. Answer questions regarding staple food varieties that you have currently and on a continuous basis in your market. Select the number of varieties for each staple food category if less than 10. Select "10+" if the number of varieties for each staple food category is equal to or greater than 10.
 - b. Answer questions regarding stocking units of staple food varieties that you have currently and on a continuous basis in your market.

c. Answer questions regarding perishable foods that you have currently and on a continuous basis in your market.

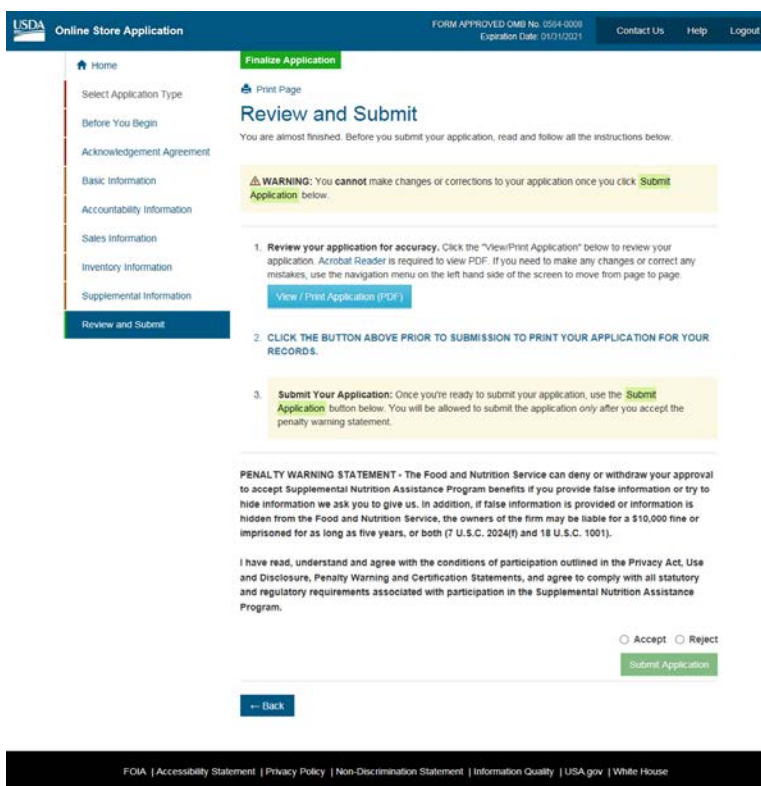
2. Click on the **Next** button at the bottom of the page, and you will be taken to the following page:

The screenshot shows the 'Supplemental Information' section of the USDA Online Store Application. The page header includes the USDA logo, 'Online Store Application', and 'FORM APPROVED OMB No. 0594-0038 Expiration Date: 01/31/2021'. A navigation menu on the left lists various application steps, with 'Supplemental Information' highlighted. The main content area contains three questions with radio button options: 'Are optical scanners used at this market?', 'Is the market open year round?', and 'Is the market open 7 days a week, 24 hours per day?'. Below these are form fields for 'Financial Institution Name', 'Street Number', 'Street Name', 'Additional Address Line', 'City', 'State' (a dropdown menu), 'Zip Code', and 'Country'. Further down, there are fields for 'Equipment Provider Name' and 'Equipment Provider Telephone Number', followed by a question about knowing the EBT equipment provider's address. A text area for 'market website' and a larger text area for 'additional information or comments' are also present. At the bottom, there is a green 'Save and Continue Later' button and blue 'Back' and 'Next' buttons. A footer bar at the very bottom contains links for 'FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House'.

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

1. **Optical Scanners [Required]:** You will be asked “*Are optical scanners used at this market?*” Answer “yes” or “no”.
2. **Store Open Year Around [Required]:** You will be asked “*Is the market open year round?*”
 - a. If so, select “yes.”
 - b. If not, select “no,” and you will be prompted to indicate the months the market is open.

3. **Store Hours [Required]:** You will be asked *“Is your store open 7 days a week, 24 hours per day?”*
 - a. If so, select “yes.”
 - b. If not, select “no,” and you will be prompted for more information regarding the days and hours of operation for your market. For days where your market is closed, you should leave the field blank.
4. **Financial Institution [Required]:** You will be asked to enter the name and address of the financial institution (bank) that the market will use for SNAP deposits.
5. **Electronic Benefit Transfer (EBT) Equipment Provider [Optional]:** If known, please enter the name, phone number, and mailing address of the company that is providing the EBT point-of-sale device for your market (in other words, the device that you will use for performing SNAP transactions). *Note: A “yes” or “no” response is required for the address information.*
6. **Market Website [Optional]:** Please provide the website URL for your market, if you have one.
7. **Additional Information/Comments [Optional]:** You will be asked *“If you have additional information or comments you would like to provide to FNS (such as any special circumstances that FNS should know).”* If so, you may do so in that field (775 character limit).
8. Click on the **Next** button at the bottom of the page, and you will be taken to the following page:



After entering the application information described above, but prior to submitting the application, you can click on **View/Print Application (PDF)** to review a PDF version of your application for accuracy and/or print a copy for your records.

If you find any errors in your application, exit out of the PDF and use the navigation menu on the left-hand side of your internet browser to move from page to page to make corrections. After making corrections, you can click through the application, and print a corrected copy of the application for your records. The printed application is for your records only, and should *not* be submitted to FNS.

1. After reviewing and/or printing the application, read the **Penalty Warning Statement** at the bottom of the page.
 - a. If you click on **Reject**, you will not be permitted to continue your application.
 - b. If you click on **Accept**, you will be allowed to continue to your application.
2. Click on **SUBMIT APPLICATION** in order to transmit the application to FNS. *Once the application is submitted, it is no longer available to view or print.* Also, once you click on **SUBMIT APPLICATION**, you will be taken to a page entitled:

Documents to Submit

1. After you submit your application, you will see a page:
 - a. Confirming that your application was submitted,
 - b. Providing you with your FNS number.
 - i. Please record this number in a safe place, so you can refer back to it when needed.
 - c. Describing **additional** documents (described below) that you must submit to FNS to complete your application and
 - d. Giving options on submitting these additional documents electronically, or mailing them to:
 - i. USDA, Food and Nutrition Service, PO BOX 7228 (USPS Only), Falls Church, VA 22040
 - ii. If you are mailing your documents, please print a Document Cover Sheet (by selecting “Print Cover Sheet” at the bottom of the page). The Document Cover Sheet includes basic information about the market, and is necessary so we can match your documents with your online application.
 - iii. 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. Follow instructions on Cover Sheet for how to prepare and send your documents.

Your application will NOT be considered complete until we receive these documents, and we cannot begin our review of your application until it is complete. Those documents are:

1. **Certification and Signature Statement [Required]**: Click on *Print Required Certification and Signature Statement*. You must print, sign, and mail us a copy of the *Statement*. An original signature is not required (i.e., copies are acceptable, provided they are legible). You should keep a copy for your records. The *Statement* must be signed by a *Responsible Official*.
 - a. **NOTE**: If the market is owned by a *Nonprofit Organization* or is *Government Owned* you must provide a letter – on appropriate letterhead – confirming that the person signing the **Certification and Signature Statement** is the *Responsible Official* for that organization/entity, and has authority to sign on its behalf.
2. **Photo Identification (ID) [Required]**: Submit a color copy of **Photo Identification (ID)** for the *Responsible Official*.
 - a. **Exception**: **Photo Identification (ID)** is not required if the market is *Government Owned*.

3. **Social Security Card [Required, as applicable]**: Submit a color copy of the **Social Security Card** for the *Responsible Official*.
 - a. **Exceptions**: A **Social Security Card** is not required if the market is owned by a government agency, nonprofit organization, or publically-owned corporation.
4. **Business License [Required Only if Available]**: If your farmers market has a business license that was issued to the current owner(s) **AND** for the market's current location, you may provide a copy. However, if your market does not have such a license, it is not necessary to obtain one.
5. **IRS 501(c)(3) Determination Letter [Required Only for Nonprofit Organizations]**: Submit a copy of the **Determination Letter** sent by the IRS when your organization's status as a 501(c)(3) entity was established. *This requirement is not yet reflected in the OSA. Nevertheless, Nonprofit Organizations MUST provide this information.*
6. **Government Ownership Letter [Required Only for Government Owned Markets]**: You must submit a letter – on appropriate letterhead – proving the government entity owns or sponsors the market. *This requirement is not yet reflected in the OSA. Nevertheless, Government Owned markets MUST provide this information.*

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 will process a complete application and notify you of a decision in writing. If you have questions, call: (877) 823 – 4369.