

Interested In Becoming an Authorized Food Stamp Program Retailer?

Any retailer that would like to accept and redeem food stamps or EBT benefits must be authorized to participate in the Food Stamp Program.

To Apply...

You have several ways in which to obtain an application for authorization:

- Call USDA at 1-877-823-4369 (within the Continental United States)
- Stop by your local Food and Nutrition Service (FNS) field office that services your area:

Philadelphia Field Office (613)

Food and Nutrition Service, USDA
U.S. Customs House, Room 600
200 Chestnut Street
Philadelphia, PA 19106-2986
Phone: 215-597-4338
Fax: 215-597-1540

Counties served:

Adams, Berks, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Monroe, Montour, Montgomery, Northampton, Northumberland, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, Wyoming, York

Pittsburgh Field Office (612)

Food and Nutrition Service, USDA
William S. Moorhead Federal Bldg.
1000 Liberty Avenue, Room 706
Pittsburgh, PA 15222
Phone: 412-395-6866
Fax: 412-395-6473

Counties served:

Allegheny, Armstrong, Beaver, Bedford, Blair, Bradford, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Franklin, Fulton, Greene, Huntingdon, Indiana, Jefferson, Juniata, Lawrence, Lycoming, McKean, Mercer, Mifflin, Perry, Potter, Snyder, Somerset, Sullivan, Tioga, Union, Venango, Warren, Washington, Westmoreland

- Complete the online request form at <http://www.fns.usda.gov/snap/retailers/register.htm> to have an application package mailed to you

Who can request an application?

Anyone interested in obtaining an application to participate as an authorized retailer in the Food Stamp Program can request an application package.

How long does it take to get the application package?

Customers calling our toll free telephone number or completing the on-line request form usually receive the application package within 3-4 business days. Trained personnel mail out the application and informational materials Monday through Friday, excluding Federal holidays.

What kind of information is asked for over the telephone or on the on-line request form?

Customers are asked basic information such as name, mailing address, telephone number, business name, county of business location and State of business location.

What do I do once I download or receive the application package?

Regardless if you download the application package or receive it in the mail, you will need to return the completed application form to the local USDA, Food and Nutrition Service (FNS) field office that is provided in your application package or listed on the FNS field office cover letter that you downloaded. Some FNS field offices require you to return the application when you come to a training session. Be sure to read the instructions provided in your application package carefully in order to prevent any processing delays.

An "application package" consists of three documents: (1) Form FNS-252 Food Stamp Program Application For Stores; (2) FNS field office cover letter; and (3) Information regarding Store Eligibility Criteria, and a Retailer Checklist.

The Food Stamp Program Application For Stores, Form FNS-252, should be filled out completely and accurately, as well as signed and dated. The FNS field office letter provides specific information on how and where to return the completed application along with a telephone number to call if you have any questions regarding the application process.

The majority of applicants may be asked to provide the following documentation with a completed application:

Copy of one current license required to operate your business (e.g., health permit or food inspection permit; sales tax permit; sellers permit; business license; lottery license; beer or wine license; etc.). If you do not have a license, please contact your local field office.

Photo Identification [e.g., driver's license (front and back), passport, military ID] for all owners, partners, corporate officers, shareholders and their spouses, if applicable.

Copy of Social Security card or acceptable verification of Social Security Number (e.g., tax forms, insurance card, etc.) for all owners, partners, corporate officers, shareholders and their spouses, if applicable.

Some applicants may be required to submit additional information. Your field office will let you know if you need to submit additional paperwork to be authorized.

You cannot accept any food stamp benefits until your firm is authorized by USDA, regardless if you already have a retail grocery store participating in the Food Stamp Program.

If you are just starting to learn about the Food Stamp Program or need a "refresher" on the dos and don'ts of the Program, you may want to check our Frequently Asked Questions (FAQs) section to find answers to some of the more commonly asked questions. For a complete listing of all FNS field offices, please [click here](#). Should you call one of our offices, our professional staff will be more than happy to assist you.