



United States
Department of
Agriculture

Food and
Nutrition
Service

Baton Rouge
Field Office
(202)

5304 Flanders Dr
Suite B
Baton Rouge, LA
70808-4348

Ph: (225) 757-7710
Fax: (225) 757-7718

Dear Retailer:

Thank you for your interest in the Food Stamp Program!

To participate, you must review the enclosed materials and submit a complete application form, including all required documentation. **Incomplete applications will be returned and will delay your participation in the Food Stamp Program.**

To complete your application, you must:

- Meet the basic eligibility criteria (refer to *Retail Store Eligibility* sheet),
- Completely fill out an application form, and
- Provide the required documentation (refer to *Application Checklist*).

Your field office has 45 days to approve or deny your application, once your application is complete. As part of the approval process, you may be required to review training materials provided by your field office. **You cannot accept Food Stamp benefits until your store has been approved under your ownership.**

As part of the approval process, a USDA representative or private contractor may visit your store to make sure the store is eligible to participate in the Food Stamp Program. The USDA representative or contractor should present photo identification and will look around your store. Private contractors must ask for written consent before looking at your store. The representative or contractor may take pictures, sketch the layout of the store, and look at your inventory. If your application is denied because your store does not meet the eligibility criteria, you must wait six months before you can submit a new application.

Follow the instructions on the next page to turn in your application to your field office. If you have any questions, please contact us or get more information from the USDA website at www.fns.usda.gov/fsp by clicking on "Retailers."

We look forward to working with you in the future.

Sincerely,

Charles W. Thomas
Field Office OIC

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**INSTRUCTIONS FOR SUBMITTING
YOUR APPLICATION
TO THE BATON ROUGE FIELD OFFICE**

- Mail your application to:

USDA – Food and Nutrition Service
5304 Flanders Dr. Ste. B
Baton Rouge, LA 70808

- The Baton Rouge Field Office conducts training so owners can familiarize themselves with the procedures and requirements governing the Food Stamp Program. Field office staff will contact you to schedule your training.
- If you have any questions regarding the completion of your application please call phone number 225-757-7710 ext. 0.

Driving Directions:

-Take I-10 to the Essen Lane Exit:

- Coming from New Orleans on I-10 West you will need to take a left on Essen Lane.
- Coming in on I-10 East you will need to take a right on Essen Lane.
- Coming in on I-12 West you will need to take the I-10 New Orleans Overpass, then stay in the right lane and take a right on Essen Lane.

-Once you pass *Our Lady of the Lake Hospital*, take a right at *McDonald's* onto Picardy Ave.

-Then take the first right which is Flanders Dr.

-Our office is on the left at 5304 Flanders Dr. Ste. B.