



United States  
Department of  
Agriculture

Food and  
Nutrition Service

Oklahoma City  
Satellite Office  
(262)

Old Post Office Bldg  
215 Dean A McGee  
Avenue Room 823  
Oklahoma City, OK  
73102-3426

Ph: 405-231-4788  
Fax: 405-231-5230

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](http://www.fns.usda.gov/fsp) by clicking on “Retailers.”

We look forward to working with you in the future.

Sincerely,

Evelyn Bates-Lee  
OIC—Oklahoma City Satellite Office and  
Little Rock Field Office

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# INSTRUCTIONS FOR SUBMITTING YOUR COMPLETED APPLICATION

## **Your Application:**

Mail your completed application to the following address:

**USDA, Food and Nutrition Service  
700 W. Capitol, Room 3319  
Little Rock, AR 72201**

## **Retailer Training:**

You will need to attend a retailer training session. A letter will be sent to you with detailed information on the date, place and time of the session.

No training session is provided on Federal Holidays.

### **IMPORTANT:**

**Training is conducted in English. You may bring a translator.**

**Please allow adequate time for heavy traffic, construction and finding a parking space.**

***If you are late, you will not be allowed in the training session.***

***Please contact us at (501) 324-5858 for any additional questions or information.***