



Dear Retailer:

**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

Portland  
Field Office  
(420)

2029  
Lloyd Center  
Portland, OR  
97232-1314

Ph: (503) 326-5971

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,

A handwritten signature in black ink that reads "Brenda Wyatt". The signature is written in a cursive, flowing style.

Brenda Wyatt  
Field Office OIC

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs or disability. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410

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- Please mail your completed application with attachments to the Portland Field Office, 2029 Lloyd Center, Portland, OR 97232.
- Please make sure that all attached photocopies (business license, Social Security cards or other verification, photo identification) are clear and can be read.
- Before your application is approved, we will contact you about training on the Program regulations.
- Please make sure that you have answered all questions on the application.
- If you have any questions, please call the Portland Field Office at (503) 326-5971.