



United States
Department of
Agriculture

Food and
Nutrition Service

Montgomery
Field Office
(805)

Sterling Centre Office
Building
4121 Carmichael Rd
Suite 502
Montgomery, AL
36106-3614

Phone
334-272-0844

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,

A handwritten signature in cursive script that reads "Donald M. Horne".

Donald M. Horne
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

-OVER-

PLEASE NOTE: You may submit your application for a Food Stamp Permit in two different ways:

1. You can attend a training meeting conducted by Food & Nutrition Service (FNS) staff and **bring your completed application and required documents with you.** A representative from our office will conduct the Grocers Education Meeting and will:

- ✓ review the completeness of your application;
- ✓ give important information concerning program regulations and procedures;
- ✓ answer any questions you may have.

[If you operate a route business such as a produce, meat, or seafood route, you must bring your route vehicle, fully stocked, to the meeting so that our representative can evaluate your stock];

OR,

2. You can mail your completed application and required documents to the FNS Field Office location shown below. If your application is approved, a training video and guide will be mailed to you with your Food Stamp Permit.

We strongly encourage you to attend a training meeting before getting your Food Stamp permit – for the benefit of both you and your employees. You also can choose to attend a training meeting after you receive your permit.

We have scheduled meetings as follows. Please note that the meeting room will not be open until 11:45 a.m.

Location	Day	Time
Sterling Centre Office Building 4121 Carmichael Rd, Suite 502 Montgomery, Alabama 36106	1 st and 3 rd TUESDAY of each month	12 noon

Important: Directions to the Sterling Centre Office Building

Traveling south on I-85, take the Perry Hill Road exit. Go up the ramp and take a left. Go back over the interstate to the first traffic light and take a left onto Carmichael Road. The Sterling Centre Office Building is the second building on the left.

Traveling north on I-85, take the Perry Hill Road exit. Get into the middle lane on the ramp (the sign with an arrow to Carmichael Road) and take a right at the light. Get into the left lane and take the next left onto Carmichael Road. The Sterling Centre Office Building is the second building on the left.

If you need additional information, please contact our office at 334-272-0844. Our FAX number is 334-272-9940.