



United States  
Department of  
Agriculture

Food and  
Nutrition Service

Raleigh  
Field Office  
(824)

Cedar West Building  
3109 Poplarwood Ct  
Suite 102  
Raleigh, NC  
27604

Phone  
919-790-2927

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 "Retail Food Stores."

We look forward to working with you in the future.

Sincerely,

Marilyn P. Carpenter  
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-

## FOOD STAMP PROGRAM

**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.** The owner is expected to attend the meeting. Please contact our office if the owner is unable to attend, or if you have additional questions. The meeting schedules and locations are shown below;

OR,

2. You can mail your completed application and required documents to the Raleigh 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.**

ALL meetings begin at 1:00 PM

Yr 2004

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**ASHEVILLE**

Land of Sky Regional Council  
Heritage Dr.  
Asheville, NC

Sep 27  
Nov 22

Directions to site: **From I 40**, take exit 44, north onto US 23 / 19 toward Asheville. Proceed approximately 3 miles and turn left onto Hwy. 63, Leicester Hwy. (Landmark: Ingles Supermarket on the left at the corner.) Proceed approximately 3/4 mile and turn right onto Heritage Drive (Landmarks: turn between the Go-the-Grocery Outlet and an Enmark gas station.) Building is at the crest of the hill.

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**CHARLOTTE**

Strawn Apts. Activity Center  
1224 S. Caldwell St.  
Charlotte, NC  
(South Blvd. & Caldwell)

Sep 28  
Oct 26  
Nov 30  
Dec 28

Directions to site: **From I 77**, take Exit 10A Morehead St. toward downtown Charlotte. Turn right onto Caldwell St. at the YMCA. Proceed approximately 3 blocks. Turn into parking lot on the left, just before South Blvd. (Parking lot is at the rear of the Charlotte-Mecklenburg Housing Authority which faces South Blvd.) Strawn Apts. Building is the high rise at the rear of the parking lot. The meeting is held in the Activity Bldg., which is a one-story building to the left of the high rise.

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**RALEIGH**

Cedar West Bldg, Suite 102  
3109 Poplarwood Ct.  
Raleigh, NC

Sep 01, 03, 08, 22  
Oct 06, 08, 13, 20  
Nov 03, 05, 10, 17  
Dec 01, 03, 08, 15

Directions to site: **From the Beltline (US 440)** - Take Exit 11, north onto US 1 / 401. At first traffic-light, turn left onto Highwoods Blvd.

**From US 1 N** - Proceed toward downtown Raleigh. At last traffic light before the Beltline (US 440), turn right onto Highwoods Blvd.

**On Highwoods Blvd.** - At third break in median, turn left onto Poplarwood Court (Landmark: Kindercare day care center at this corner). Proceed to the end of the street, go to the left of the Cedar East /Cedar West sign, then immediately turn right. Proceed to 3109 Poplarwood Ct., Cedar West Building.

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Contact the **USDA/FNS** Raleigh Office (919) 790-2927 for months not listed.