



United States
Department of
Agriculture

Food and
Nutrition Service

Jackson
Field Office
(836)

Federal Building
100 West Capitol St
Suite 1233
Jackson, MS
39269-1499

Phone
601-965-4562

Fax
601-965-4426

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 "Camille F. Tharpe".

Camille F. Tharpe
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 Program 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.** [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 Jackson FNS Field Office location shown on the left side of the cover letter. **NOTE: APPLICATIONS RECEIVED PRIOR TO FIVE DAYS BEFORE THE STORE OPENS WILL BE RETURNED TO THE APPLICANT.**

Mail-in applicants will receive a training video and guide along with their Food Stamp Program Permit contingent upon FNS approval and contract store visit. For the benefit of you and your staff, we **strongly encourage you to attend a training meeting either before or after receiving your Food Stamp Program permit.**

IF YOU HAVE PURCHASED THE STORE FROM A PREVIOUSLY AUTHORIZED OWNER, PLEASE PROVIDE US WITH THE NAME OF THE PREVIOUS OWNER AND STORE NAME.

If you need additional information, please contact our office by calling 601-965-4562. All staff members are available to answer questions or provide assistance.

Following is information you will need if you choose to attend a training meeting:

CITY	LOCATION	DAY/TIME
JACKSON	FEDERAL BUILDING ROOM NUMBER TO BE POSTED 100 WEST CAPITOL STREET (Park on street or in parking garage)	1ST & 3RD WEDNESDAY OF EACH MONTH (AT 1:00 PM)

.....

Our office is located downtown at 100 W Capitol Street, Suite 1233, on the 12th floor of the A.H. McCoy Federal Building. Parking is limited to the parking garage across the street from the federal building or metered street parking.

Driving instructions:

- From I-20 and I-55, exit at the Pearl Street exit (which is a one-way street) and travel approximately six blocks to Farish Street. Take a right onto Farish and travel one block to Capitol Street. The entrance to the parking garage will be to your immediate left if you turn right on Capitol Street. The McCoy Federal Building is directly across the street from the parking garage.
- From Hwy 49 N to Hwy 80, exit onto State Street and travel several blocks to Pearl Street. Take a left onto Pearl Street and proceed to Farish Street as indicated above.
- From Hwy 49 S into Jackson (which turns into Medgar Evers Blvd), travel to Woodrow Wilson and take a left turn. Remain in the right lane to take a quick right turn onto Bailey Avenue. Follow Bailey Avenue to Capitol Street and take a left. Travel two blocks to the federal building on the left.