



United States
Department of
Agriculture

Food and
Nutrition Service

Lexington
Field Office (843)

BBB Building
1460 Newtown Pike
Room 204
Lexington, KY
40511-1282

PH: (859) 233-2411
Fax: (859) 233-2603

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,

Jane K. Lewis
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;**

OR,

2. You can mail your completed application and required documents to the FNS Field Office location shown on the left side of the cover letter. 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.

KENTUCKY GROCER EDUCATION MEETINGS (GEM)

WHEN: 3RD WEDNESDAY OF EACH MONTH (EXCEPT FEDERAL HOLIDAYS)

TIME: 1:30 p.m. (Eastern Time)* (Applicants may attend any Wednesday—no appointment is necessary. Be prompt—late arrivals may not be admitted.)

LOCATION: BOARD ROOM, **1ST FLOOR**
BETTER BUSINESS BUREAU (BBB) BUILDING
1460 NEWTOWN PIKE
LEXINGTON, KY 40511

The offices of the Better Business Bureau (1st floor) and the Food and Nutrition Service (2nd floor) are located in the **Better Business Bureau Building**. The building is found on Newtown Pike/Hwy 922 in north Lexington between New Circle Road and Interstate 75. It is behind the American Red Cross Building, opposite from the Happy Dragon Restaurant, and across Olivia Lane from the Griffin Gate Shopping Center. Enter through the front doors of the building and then through the BBB office doors. **Check in with the receptionist on the FIRST FLOOR, then wait in the reception area for FNS personnel to arrive.**

From Bluegrass Parkway: Take Versailles Road/Hwy 60 in toward Lexington for 6 miles until you reach New Circle Road. Go approximately 6 miles to the New Circle Road/Newtown Pike Interchange. You will pass Leestown Road/Hwy 421, Old Frankfort Pike, and Georgetown Road/Hwy 25 before coming to the Newtown Pike Interchange. Exit **RIGHT** just past the overpass on to Newtown Pike. You should now be headed toward Interstate 75. **Go approximately 1 mile.** Turn **RIGHT** on to Olivia Lane just past the American Red Cross Building and just before the Happy Dragon Restaurant. The BBB building is located on your right behind the American Red Cross Building and is clearly marked.

From I-64 Eastbound From Louisville, Frankfort, Midway: Take I-64 **East/ I-75 South** toward Lexington. Exit **RIGHT** at Exit 115/Newtown Pike/Hwy 922. **Go RIGHT toward Lexington 1 mile.** Turn **LEFT** immediately beyond the Happy Dragon Restaurant on to Olivia Lane. The BBB building is located on your right behind the American Red Cross Building and is clearly marked.

From I-64 Westbound From Winchester: Exit **RIGHT from I-64** and take I-64 West/I-75 North. Go past Exit 113 (Hwy 68/N. Broadway) to Exit 115. Exit **RIGHT** from the Interstate at **Exit 115/Newtown Pike/Hwy 922**. Turn **LEFT** at the stoplight. **Go 1 mile in toward Lexington.** Turn **LEFT** just past the Happy Dragon Restaurant on to Olivia Lane. The BBB building is located on your right **after you turn left** just behind the American Red Cross Building and is clearly marked.

From I-75 Southbound from Cincinnati: Exit **RIGHT** at **Exit 115/Newtown Pike/Hwy 922** from I-64E/I-75. **Go Right in toward Lexington 1 mile.** Turn **LEFT** immediately beyond the Happy Dragon Restaurant on to Olivia Lane. The BBB building is located on your right, behind the American Red Cross Building and is clearly marked.

From I-75 Northbound From Richmond: Exit **RIGHT** at **Exit 115/Newtown Pike/Hwy 922** from I-75. Turn **LEFT**. Go 1 mile. Turn **LEFT** immediately beyond the Happy Dragon Restaurant onto Olivia Lane. The BBB building is located on your right, behind the American Red Cross Building and is clearly marked.