



**United States
Department of
Agriculture**

Food and
Nutrition Service

Des Moines
Field Office
(036)

Federal Building
210 Walnut Street
Room 641
Des Moines, IA
50309-2107

Phone
515-284-4035
Fax
515-284-4038

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,

Daniel S. Lay
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-

IOWA RETAILERS:

If you have any questions regarding the application process or the completion of the application, please contact:

Rich Coker at (515) 284-4035
FAX: (515)284-4038
Email: Rich.Coker@fns.usda.gov

Mail your completed application to the address shown on the letterhead. You may FAX your application, but be sure to also mail the original for our files.

Please be sure to read and use the checklist on the next page.

When we receive your completed application, we will send you a video tape and handbook that will explain Food Stamp Program requirements and procedures.

If your application is approved, we will contact you by phone. If it is denied, we will notify you by mail.