



**United States  
Department of  
Agriculture**

Food and  
Nutrition Service

Wichita  
Field Office  
(048)

1861 N Rock Rd  
Suite 380  
Wichita, KS  
67206-1264

Phone  
316-691-9912

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 "Retailers."

We look forward to working with you in the future.

Sincerely,

Daniel Chambers  
Field Office OIC

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-OVER-

In Kansas, the government issues food stamp benefits to eligible individuals and households via an electronic debit-instrument -- the State of Kansas **Vision** card.

We emphasize that retailer authorization in the FSP is a *two-part process*. First, USDA's Food and Nutrition Service (**FNS**) evaluates a firm's eligibility based upon the enclosed application and any supporting information and documentation. Second, if FNS approves a firm, we immediately notify the FSP debit-card contractor for Kansas – '**eFunds Government Services**'. The contractor then mails a merchant-agreement to the retailer, to explain administrative and operational procedures regarding the debit-card process. A retailer must complete the required merchant-agreement with **eFunds**, and follow the company's instructions for returning the form.

Please mail your completed FSP application form to:

**FNS, USDA**  
**1861 N. Rock Road, Suite 380**  
**Wichita, Kansas 67206-1264**

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 you have any questions or require any assistance in completing the form, please telephone our office between 7:30 a.m. to 3:30 p.m., Monday through Friday, at:

**(316) 691-9912**

You may also contact us by electronic mail at:

**[daniel.chambers@fns.usda.gov](mailto:daniel.chambers@fns.usda.gov)** or **[marylou.smith@fns.usda.gov](mailto:marylou.smith@fns.usda.gov)**