



**United States
Department of
Agriculture**

Food and
Nutrition Service

Little Rock
Field Office
(211)

Federal Building
700 W. Capitol Ave
Room 3319
Little Rock, AR
72201-3297

Phone:
501-324-5851

Fax:
501-324-5923

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,

Evelyn Bates-Lee
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-

INSTRUCTIONS FOR SUBMITTING YOUR COMPLETED APPLICATION

Your Application:

Mail your completed application to the following address:

USDA, Food and Nutrition Service
700 West Capitol, Room 3319
Little Rock, AR 72201

Retailer Training:

You will need to attend a retailer training session. You will receive a letter informing you of the date, time, and place of the training session.

IMPORTANT:

Please bring a photo ID -you cannot enter the federal building without showing a photo ID.

Training is conducted in English. You may bring a translator.

Please allow adequate time for heavy traffic, construction and finding a parking space.

If you are late, you will not be allowed in the training session.

Please contact us at (501) 324-5851 for any additional questions or information.