

Apply to Accept CalFresh for Your CSA and/or Farm Stand!

~ Increase Access to Fresh Produce in Your Community ~
~ Expand Your Customer Base ~

Your CSA Farm and/or Farm Stand may be eligible to accept SNAP (Supplemental Nutrition Assistance Program), formerly known as food stamps! SNAP, also known as CalFresh in CA, offers nutrition assistance to low-income individuals and families across the country. Given that millions of dollars in benefits may be dispensed to SNAP recipients on a monthly basis in a single county, becoming authorized to accept SNAP can be a large economic opportunity for CSA farms and Farm Stands.



Is This Right For You and Your Farm? Things to Consider:

- A customer's EBT card must be physically swiped by an authorized staff member or volunteer. If this is not possible (as in the case of CSA box delivery) a farm may be able to use a voucher system.
- EBT customers cannot pay the full amount of a CSA upfront. They can pay for food up to 14 days in advance, requiring you to take payments throughout the season.
- If you participate in a farmers market that already accepts CalFresh, you may not use your own machine to accept individual purchases at your stall. You must use the market's system.

SNAP recipients use an Electronic Benefit Transfer (EBT) card like a debit card to spend their monthly benefits. Wireless EBT machines offer the simplest way for a farm to process EBT transactions and are available at no cost to eligible farmers.

Apply for authorization today!

Application Process Overview

(See Reverse for Detailed Instructions)

1. Gather your supporting documents.
2. Apply to become authorized by the USDA Food and Nutrition Services (FNS).
3. Once your application is approved, complete the form provided to receive your wireless machine.
4. Get the word out that you accept EBT!

Questions? Contact erin@caff.org



1. Gather Supporting Documents

a. You must provide a copy of your:

- **Business license***
- **SS card and driver's license** (or other photo ID) for all owners, partners, and spouses if community property

b. You will also need to provide your **EIN number** and **total retail sales** from your most recent IRS tax return.

* You may be exempt from needing a business license, depending on where you are located and how you market your product. If this is the case with your farm, you can just provide documentation explaining that exemption.

2. Apply for Authorization with FNS

a. Set up a USDA eAuthentication account. Do this by hitting the "set up an account" button on this page:

<http://www.fns.usda.gov/snap/retailers-0>

It takes about 15 minutes for the system to send you an email with instructions to activate your account. Remember to keep your User ID and password!

b. Once your account is activated you can proceed with the application. Hit the "Fill Out Application" button at:

<http://www.fns.usda.gov/snap/retailers-0>

It should take less than one hour to complete.

Helpful Hints for the Application:

- **Business Designation:** CSAs and Farm Stands should choose "Farm Stand/Stall/U-Pick."
- **Wholesale:** When answering the question "Do you sell products wholesale to other businesses such as hospitals or restaurants," farmers should answer NO. The temptation is to think of the entire farm operation but the application is for the CSA and or Farm Stand operation only.
- **Total Retail Sales:** Only enter the sales from the part of your business for which you will be accepting EBT. For example, if you are going to accept EBT for your CSA, you will only report sales from your CSA (do not include farmers market, wholesale, or other revenue).
- **Hours of Operation:** Enter your CSA distribution times and/or when your Farm Stand is open.

3. Complete Form for EBT Machine

When your application is approved, FNS will send you an email notification of your authorization and a form to complete and return for your wireless POS device.

You'll receive your wireless EBT machine along with phone contact from the provider; they will schedule a 30-min phone training with you.

CA Farmers: Forward your email notification to Dianne Padilla-Bates so she can expedite the delivery of the machine:
dianne.padilla-bates@dss.ca.gov

4. Get the Word Out!

Get the word out to help build EBT participation at your farm!

- Send out a press release to local media.
- Work with local agencies who enroll people in the SNAP program (Human Services, Family Resource Centers, Food Banks etc.) to advertise you as an EBT access point.
- Hang signs and posters at your farm saying you accept EBT (these materials should be available for free from your state Department of Social Services).
- Spread the word through social media.