

Process for Setting Up Market-Wide EBT Program & Obtaining 2013 EBT Wireless Funds from USDA in Maryland

STAGE 1

1. Confirm if your market is ready to accept SNAP (see page 3) http://www.mdhungersolutions.org/pdf/md_snap_farmmarket_guide.pdf

STAGE 2

Submit SNAP application online to USDA

1. Confirm you meet USDA's definition of farmers market: http://www.fns.usda.gov/snap/ebt/fm-scrip-what_is_fm.htm
2. Set up USDA online account : <http://www.fns.usda.gov/snap/retailers/register.htm>
<https://pws.sc.egov.usda.gov/login/login.aspx?TYPE=33554433&REALMOID=06-20280185-536f-4099-b95b->
3. Use your online account to submit an application: [d11391a2dc61&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-rQLNkvjRzfMwYT7B4TGGWrcTPAnpD%2fiwEChF4%2fvzcH8suFOSH3F3%2FNZEG7mbszeM&TARGET=-SM-https%3a%2f%2fstars.fns.usda.gov%2fosaweb%2f](http://www.fns.usda.gov/snap/retailers/register.htm)
4. Check status of your application by signing into your account <http://www.fns.usda.gov/snap/retailers/register.htm>
5. Receive confirmation from USDA of SNAP authorization

STAGE 3

Submit application & request for reimbursement to DHR (if applicable)

[2013 Project Information & Funding Guidelines](#)

1. Project Application <http://www.dhr.state.md.us/blog/wp-content/uploads/2013/03/Wireless-POS-Project-Application-FINAL-3-5-13.pdf>
2. POS Equipment Invoice Form Form Solicitation <http://www.dhr.state.md.us/blog/wp-content/uploads/2013/03/Wireless-POS-equipment-invoice-form-FINAL-2013-Solicitation.pdf>

Set up EBT program in preparation for market season

1. Obtain tokens <http://www.wooden-nickel.net>
2. Obtain machine *list of current Maryland service providers can be provided upon request*
3. Work out details of implementation & administration http://www.mdhungersolutions.org/pdf/md_snap_farmmarket_guide.pdf

STAGE 4

Receive grant agreement from DHR & return executed agreements

1. Sign & return 2 copies of grant agreement <http://www.dhr.state.md.us/blog/wp-content/uploads/2013/03/Wireless-POS-Grant-Agreement-FINAL-3-5-13.pdf>
2. Provide W-9 or SSN

STAGE 5

Receive notice of grant award from DHR and submit current reimbursement form

1. Submit Reimbursement Form (same form as Stage 3 #2 with current date) <http://www.dhr.state.md.us/blog/wp-content/uploads/2013/03/Wireless-POS-equipment-invoice-form-FINAL-2013-Solicitation.pdf>

Receive payment from DHR

Begin Program at Market