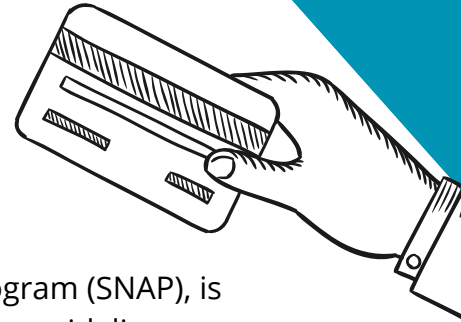




MARKET OWNER'S GUIDE TO ACCEPTING CALFRESH EBT



What is CalFresh EBT?

CalFresh, also known as the federal Supplemental Nutrition Assistance Program (SNAP), is a program for low-income families and individuals that meet certain income guidelines. CalFresh benefits help supplement food budgets and allow families and individuals to buy nutritious food.

CalFresh issues monthly benefits on an Electronic Benefit Transfer (EBT) card. An EBT card is used the same way as a debit card and can be used to purchase food at your market.

Does my market qualify?

In order to qualify to accept EBT, your market must meet **at least one of two requirements** from list below.

1

Staple food stocking

Must have 3 stocking units of 3 different varieties of each staple food category. Must also offer perishable food in at least 2 of the staple food categories.

STAPLE FOOD CATEGORIES

1. **Breads or cereals**



2. **Fruits or vegetables**



3. **Meat, poultry or fish**



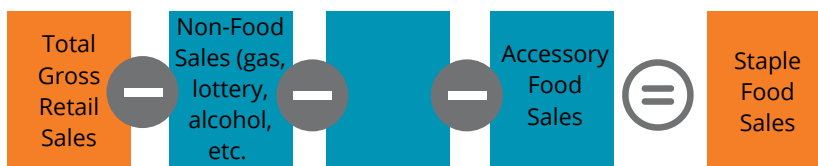
4. **Dairy products**



2

Sales of staple foods

Must have more than 50% of its total sales from staple foods.



For more information about CalFresh EBT eligibility, visit:

<https://www.fns.usda.gov/snap/retailer/eligible>

How do I apply?



1. Get a USDA account

- Register for a USDA eAuthentication account before you can start your application. Register here: <https://www.eauth.usda.gov/mainPages/index.aspx>

2. Complete online application

- Using your USDA eAuthentication account information, complete the application: <https://www.fns.usda.gov/snap/retailer/application-status>
- You will need the following documents to complete the application:
 - Copy of a current license in your name required to operate your business. This can include a business license, health permit, food inspection permit, sales tax permit, etc.
 - Copy of your Photo ID
 - Copy of Social Security card or acceptable verification of Social Security Number for all owners, partners, corporate officers, and shareholders. For example, tax forms, an insurance card, etc.

3. Submit supporting documents

- The application is not complete and will not be processed until all documents required in the application have been received.
- Mail complete packet to:

SNAP Retailer Service Center USDA – Food and Nutrition Service
PO BOX 7228
Falls Church, VA 22040
1-877-823-4369

4. Check application status

- Check your application status: <https://www.fns.usda.gov/snap/retailer/application-status>

5. Post-Approval

- Check out the USDA SNAP Training Guide for Retailers: <https://fns-prod.azureedge.net/sites/default/files/media/file/Retailer-Training-Guide.pdf>

QUESTIONS WITH THE APPLICATION?

Contact the SNAP Retailer Service Center:
1-877-823-4369

This work supports Live Well San Diego, the County's vision for a region that is Building Better Health, Living Safely, and Thriving. For CalFresh information, call 2-1-1. Funded by the USDA SNAP, an equal opportunity provider and employer. Visit www.calfreshhealthyliving.org for healthy tips.



WIC VENDOR APPLICATION GUIDE

A GUIDE TO HELP MARKET OWNERS SUBMIT A WIC APPLICATION

What does it mean to be an authorized WIC vendor?

Grocers that have been authorized by the The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) are referred to as WIC authorized vendors. WIC authorized vendors are a vital contributor to the WIC Program by providing nutritious foods to women, infants and children within their community.

Does becoming an authorized WIC vendor make sense for this market?

Before starting the application, make sure the market owner is familiar with the with stocking and eligibility requirements and laws and regulations to ensure WIC authorization is a good fit for the market.

- **Eligibility Requirements and Regulations:**

<https://www.cdph.ca.gov/Programs/CFH/DWICSN/CDPH%20Document%20Library/LawsandRegulations/FinalAdoptedWICBulletinRegulations.pdf>

- **Stocking Requirements:**

<https://www.cdph.ca.gov/Programs/CFH/DWICSN/CDPH%20Document%20Library/Grocers/AuthorizedVendors/StockingRequirementCertification.pdf>



QUESTIONS WITH THE APPLICATION?

Email: WICVendorInfo@cdph.ca.gov or
Call: (855) 942-7867



LIVE WELL
SAN DIEGO
COMMUNITY
MARKET
PROGRAM

WIC VENDOR PROCESS OVERVIEW

1. Market owner completes the application packet in full.
2. The application undergoes initial review that verifies the application is complete and accurate.
3. After the initial review, the market and market owner(s) will be reviewed for business integrity. This will include a background check for each market owner.
4. After the background checks, the market owner will schedule a face-to-face vendor training. After the training, the market owner will need to pass a short exam based on the content of the training.
5. State WIC staff will conduct an unannounced on-site inspection. WIC staff will obtain shelf prices of WIC authorized foods, collect data on the quantity and variety of WIC authorized foods in the market, count the number of registers, and ensure necessary permits and licenses are properly displayed.
6. If the market's shelf prices are competitive with other similar retailers in the area and the other requirements are met, the market owner will receive a signed executed vendor agreement and may start accepting WIC from customers.



BEFORE STARTING THE APPLICATION

Gather all of the necessary documents:

- Health Permit
- Parent Company Information (if applicable)
- Additional Vendor Ownership Disclosure Information (if applicable)
- California Sales and Use Tax Forms (From 401-A2 and/or CDTFA eFile return). If the owner has owned the store for less than one year, provide and estimate of annual food sales.
- SNAP CalFresh permit number (FNS)



COMPLETING THE APPLICATION

Download and complete the Application for Authorization of Vendor Store:

<https://www.cdph.ca.gov/Programs/CFH/DWICSN/Pages/Grocers/NewVendors.aspx>

Be prepared to answer the following:

- Market information: market name, market phone number, market physical address, market telephone number, market email address and regular market hours
- Date of vendor ownership
- Federal Tax/Employee Identification Number (EIN) [Box B of W-2 form- 9 digit number]
- Valid California Seller's Permit #
- Most recent date the store passed a City or County health inspection
- Infant Formula Supplier (Where you purchase or will purchase formula and their CA sellers permit #)
- Current shelf prices for WIC eligible foods

For more instructions on completing the application, visit:

<https://www.cdph.ca.gov/Programs/CFH/DWICSN/CDPH%20Document%20Library/Grocers/NewVendors/Application%20Instructions.pdf>

SUBMITTING THE APPLICATION

To submit application packet electronically:

- Save the completed application as a PDF with the street address of the market as the name of the document (For example: 123 Main Street).
- Print page 7 (the signature certification page) and sign it. Scan the signature certification page.
- Complete, print, sign, scan and save the vendor agreement form.
- Attach the saved application PDF, the signed signature certification page, and the signed vendor agreement to one email and send to wicvendorinfo@cdph.ca.gov



To submit a hard-copy application, send the application package (application w/signature page, and Vendor Agreement Form) to:

California WIC Program
3901 Lennane Drive
Sacramento, CA 95834
Attn: Vendor Applications

POST-AUTHORIZATION TIPS

- Make sure all staff are trained on WIC protocols, rules, and regulations. For videos on training staff, visit: <https://www.cdph.ca.gov/Programs/CFH/DWICSN/Pages/Grocers/VendorEd.aspx>
- Market owners should frequently log in to their Vendor WIC Information eXchange (VWIX) System for notifications and to submit shelf price submissions. For more information on shelf price submissions, visit: <https://www.cdph.ca.gov/Programs/CFH/DWICSN/CDPH%20Document%20Library/Grocers/VendorEducation/ShelfPriceSubmissionFAQs.pdf>
- If market owner is having trouble with stocking requirements, consider using a distributor who specializes in WIC items. (e.g., Quality Distributors, San Diego, CA: http://qualitydistributorsd.com/WIC_c_62.html)



RESOURCES

- Contract Formula Information: <https://www.cdph.ca.gov/Programs/CFH/DWICSN/CDPH%20Document%20Library/WICFoods/FormulaFlyerEn.pdf>
- Complete list of specified brands of WIC authorized products: <https://www.cdph.ca.gov/Programs/CFH/DWICSN/CDPH%20Document%20Library/WICFoods/WAFLShoppingGuide.pdf>
- WIC Material Order Form: <https://www.cdph.ca.gov/Programs/CFH/DWICSN/CDPH%20Document%20Library/Grocers/AuthorizedVendors/OSP-508-Form-2017.pdf>



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