



3SquaresVT for Retailers: Application

Getting an application

You can request an application to accept 3SquaresVT/SNAP from the USDA Food and Nutrition Service by calling 1-877-823-4369. *You will see 3SquaresVT referred to as SNAP (Supplemental Nutrition Assistance Program), the national name for the program.* The packet will be mailed to you from the USDA office in Albany, NY. You should receive the packet within five days. You can also complete an application online at :

www.fns.usda.gov/snap/retailers/register.htm

Completing your application

The USDA provides detailed instructions with the four-page application. Follow these instructions carefully. An incomplete application will be returned to you and will delay the authorization process. If you have questions about the application, contact:

Retail Operations—North
Food and Nutrition Service, USDA
Albany, NY
Phone: 518-431-4274

Notice of approval or denial

The FNS/USDA has 45 days from the date it received your completed application to approve or deny your application. During this time, FNS will review your application and conduct a site visit of your store. FNS will notify you of its decision by mail. If your application is approved, FNS will send you an approval package that includes your store's FNS number, retailer guidebook, video, and program rules. If your application is denied, you can apply again after six months.

