

SNAP Compliant Farms & Markets Checklist



An educational resource for NJ Farms and Markets from City Green, Inc.'s Good Food Bucks program

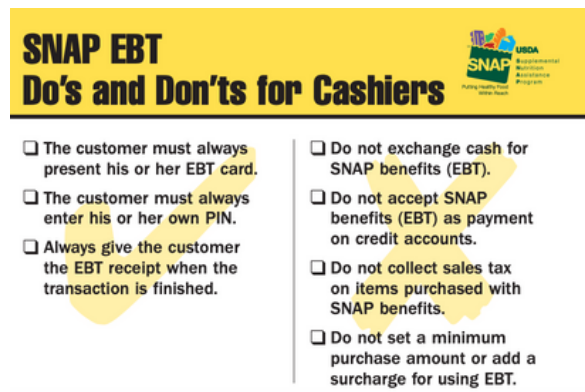
Every market should comply with SNAP retailer regulations, including:

- Display “We Welcome SNAP” signage in a conspicuous location. Display the “SNAP Fraud and Abuse” poster. The retailer must post the sign in a “suitable and conspicuous location,” that is, the sign must be easy for market personnel, vendors, customers, and other market participants to see.



Note: For multi-vendor markets, maintain a list of vendors accepting SNAP and ensure each SNAP-accepting vendor displays proper signage at their stall.

- Have your SNAP Retailer certificate available and easily accessible to show inspectors.
- Make sure all staff and SNAP-accepting vendors are following the SNAP Cashier “Do’s and Don’ts”



- Ensure your SNAP EBT card-reader equipment is charged and functioning, and that every cashier understands SNAP eligible foods and how to process a SNAP transaction. Visit goodfoodbucks.com/resources to download SNAP eligible food guides.
- Provide SNAP shoppers with a copy of their receipt, and destroy merchant-copies of SNAP receipts. Make sure the market does not retain any identifying information or card numbers of SNAP users.

Official SNAP rules, training guides, resources, and poster downloads can be found at fns.usda.gov/snap/retailer/training

SNAP Retailer Inspections at NJ Farms & Markets



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FNS may conduct (unannounced or undercover) on-site investigations. It may also gather evidence of SNAP violations from monitoring redemption data and EBT transaction reports. Investigators may be from FNS, or from a contracted vendor such as Manhattan Strategy Group.

Here's what to do if FNS visits the market for an investigation:

Inspectors will arrive with an official letter from the USDA's Food and Nutrition Service. Your market or site's cooperation in the inspection is mandatory and is one of the requirements for being a SNAP retailer. Please note inspectors cannot answer specific questions or tell you whether you've passed the inspection.

- ☐ If you are inspected, notify the authorized signee for your SNAP authorization to be on the lookout for future communications from FNS.
- ☐ Take your own notes about what the inspectors do, say, and ask during their visit. Write down the inspector's contact information and any other details they share about the visit.
- ☐ Operate as usual, ensuring the market is in compliance with all SNAP retailer regulations. Answer any questions the inspector has about how you accept and process SNAP, the market's operational details, and who they should contact (i.e. market manager, farm owner, etc.). Be prepared to answer questions about equipment, as well as the security protocols your market has around SNAP currency (tokens or bucks).
- ☐ Inspectors may take notes and photographs, or create sketches of your market, signage, or equipment.
- ☐ If you are also accepting Good Food Bucks SNAP incentives, be prepared to explain the discount, token, or currency system and record keeping procedures. Do NOT retain identifying information, card numbers, PIN #s, or receipts of SNAP shoppers.
- ☐ Ask the investigator when you can expect to receive the inspection report, and how it will be delivered to your market.

Penalties for SNAP retailers might include: Temporary or permanent disqualification as a SNAP retailer; Application denial or authorization withdrawal; Financial penalties, known as a civil monetary penalty; Criminal charges and prosecution resulting in fines and/or prison time.