Frequently Asked Questions
FMSSG Project

When is the application deadline?
There is no deadline, we will review applications on a rolling basis. Priority is given to markets who do not offer SNAP/EBT services at their markets yet (Cycle #1). In fall 2016, we will review applications from markets that currently accept SNAP sales or are intending to accept SNAP in 2017 or 2018 (Cycle #2). The project end date is August 31st, 2018.

Why is the average award anticipated to be $2300.00?
The goal of the SNAP Support Project is to help as many farmers markets as possible offer SNAP/EBT services. Based on our calculations, and taking into consideration the growing number of farmers markets in Massachusetts, we believe that $2300.00 could cover your labors costs for a season.

Are the funds awarded for only one calendar year?
You are not limited by a one calendar year timeframe. In your application you will specify what items are needed for the duration of your project. The project end date is August 31st, 2018.

What if I have more than one farmers market?
Non-profit organizations, individuals and other types of business entities can operate more than one SNAP-authorized farmers market as a parent or umbrella organization. However, the parent organization must obtain a SNAP authorization number for each additional farmers market that wants, or is required, to operate its own EBT equipment. The parent organization does not need separate bank accounts for each market.

Please include information for each market in your application. Keep in mind that a separate project requires a separate application.

What if I can't open the application?
If you are downloading the application documents directly from our website, we recommend using Internet Explorer, Firefox or Safari browsers. If you need to use Chrome, you need to turn on the Chrome PDF viewer by going to chrome://plugins and under 'Chrome PDF Viewer,' click 'Always allowed to run.' Chrome will now open PDFs automatically when you click on them.

The attachments can be downloaded as a PDF document (except *3_Budget_SNAP Support Project* which is an Excel document). Whether you're using a Mac or a PC, follow these instructions:
1) Save the form to your Desktop
2) Right click and select "Open With"

3) Choose the program that can open Adobe documents (i.e. for a PC with Windows 10, you can use "Reader," not to be confused with Adobe Acrobat Reader.)
*If you simply double click the PDF document, your computer will use the default document viewer (i.e. Adobe Acrobat Reader) which will not open forms.
4) Fill out the application and save it.

Below are a few alternative options:
- If you only have Adobe Acrobat Reader (or a similar read-only program) you may still be able to fill out the electronic application but in order to save it, you must click Print, then "Save as a PDF."
- If you do not have the "Save as a PDF" option, you can download a program called "CutePDF Writer" online. This program allows you to save any type of document as a PDF document. Once you install CutePDF Writer it will appear in your list of available printers. Select this option, click Print and a new Save window will open. Our office has PCs and we all use CutePDF Writer; it's simple to use.
- Fill out the electronic application, print it and then scan it.

If you are having any problems opening documents please call our office at 781-893-8222.

I need help with acronyms!
We've created a Glossary that lists commonly used terms including acronyms.

What if I don't have a DUNS number?
Obtaining a DUNS number is free for all entities doing business with the Federal government. This includes current and perspective Contractors, Grantees, and Loan recipients. Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process. You will need a DUNS number in order to receive funding. If you have a fiscal sponsor, you can use their DUNS number on the application.

http://fedgov.dnb.com/webform

How do I apply for an FNS number?
You will need to first set up a USDA eAuthentication account in order to access the SNAP Retailer application which takes approximately one hour to complete. You will receive an email immediately after with your FNS number and other pertinent documents in about 30 days. There is no cost to get an FNS # and no harm is done if you apply but aren't ready to launch a SNAP program immediately.
If you are awarded funding, you will need to send a copy of your SNAP permit to MFM. Find the application here: http://www.fns.usda.gov/snap/store-farmers-market-application

What if I don't have or can't remember my FNS number?
You will need a FNS number in order to receive funding. Please let us know if your FNS application is pending. If you need help applying for your FNS number, follow these guidelines: https://www.fns.usda.gov/sites/default/files/snap/Farmers-Market-Application-Guidance.pdf and/or call the toll-free number for assistance: 1 (877) 823-

4369. Also call the USDA-FNS SNAP retailer service center for our region at 312-353-6609 for additional assistance.

Do vendors need an FNS number to receive funding?
Only the farmers market itself is required to have a FNS number which authorizes its vendors to process SNAP sales.

How do I submit progress reports?
It is critical you collect data and keep accurate records for your project. You will be required to submit this information on a quarterly basis. The information you will collect is on page 5 of *Application Information: Farmers Market SNAP Support Project.* This list is subject to change but we will notify awardees as soon as possible. More information about Progress Reporting will be provided in the award documents. Note that the time you spend compiling progress reports is considered a labor cost and is eligible for SNAP Support Project funding.

I am new to the entire process of SNAP operations at farmers markets, where do I begin?
There are a lot of resources available to educate interested applicants about SNAP/EBT services. USDA Food and Nutrition Service website http://www.fns.usda.gov/ and the Farmers Market Coalition website https://farmersmarketcoalition.org/ may be a good place to start. Also feel free to contact us with any questions or concerns you may have. We want to help as many markets as possible establish or improve SNAP programming and are happy to provide assistance with the application process. We have created accounting templates and a glossary that are helpful to new markets. "Estimated Costs" on page 6 of *Application Information: Farmers Market SNAP Support Project* may be helpful when you are putting together a budget.

Why can't I use funds to buy an EBT terminal?
The Farmers Market Coalition offers free EBT terminals through a special program. For more information go to https://farmersmarketcoalition.org/programs/freesnapebt/

How much money is deposited in a SNAP shopper's account?
SNAP shoppers are allocated funds on the same day each month into their public assistance benefits account. The dollar amount depends on various factors including but not limited to household size, income, medical costs, etc. Most EBT terminals have an option that does a balance inquiry on EBT cards.

Can I use my smart device for SNAP sales?
The use of mobile technology for benefit redemption is increasingly common at farmers markets. There are a limited number of options and some can be costly although there are discounts for eligible markets. Visit http://www.fns.usda.gov/ebt/smartphones-and-tablets

What items are SNAP eligible?

The Food and Nutrition Act of 2008 (the Act) defines eligible food as any food or food product sold for home preparation and consumption (it also includes seeds and plants that produce food for consumption by SNAP households). Prepared food or drinks that are hot at the point-of-sale or food that will be consumed on the premises of the store are not eligible for purchase with SNAP benefits. Products that carry a supplement facts label are classified by FDA as supplements and are therefore NOT eligible under SNAP. For more information visit the FNS website http://www.fns.usda.gov/ebt/snap-and-farmers-markets .

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