

How to Apply for SNAP Authorization in New Jersey

A guide from City Green's Garden State Good Food Network



There are a few steps to becoming SNAP-authorized:

1. Fill out a SNAP retailer application
2. Receive SNAP authorization approval and FNS# from the USDA
3. Obtain EBT (Electronic Benefits Transfer) equipment and services

1. Fill out SNAP Application:

You can fill out the application online through the FNS website here:

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

It is recommended that you take a look through this [application guide](#) before you start so you can be prepared for all the questions. You'll also need to submit the following documents with your application:

- Printed certification and signature statement (which you will have to download and mail)
- Photo ID
- Social Security Card

Additionally, contacts at the USDA and the state can provide guidance and assistance throughout your SNAP application process. Joni Garcia's team

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2. Receive SNAP authorization approval and FNS#

After you submit your application and supporting documents, the Food and Nutrition Service will process the application and notify you if any additional information is needed, or when your application has been approved. You'll get a **6-digit FNS#** that will serve as your authorization number. You can check the status of your application online through the online account you created when you filled out your application.

3. Obtain EBT Equipment and Services

The USDA does offer free wired EBT equipment to eligible farmers markets, as well as certain wireless and mobile options. To find more information about the free EBT equipment program from the state, start by contacting DeWanda Kelly, New Jersey's EBT Coordinator.

DeWanda Kelley

Dewanda.Kelley@dhs.state.nj.us

EBT Coordinator

State of NJ – Division of Family Development

NJ SNAP/EBT Unit

609-631-4960

If you don't qualify for free equipment, or the free equipment options don't suit your needs, you'll need to purchase your own wireless EBT card reader. (SNAP benefits are loaded onto an "EBT card," which functions as a debit card for SNAP recipients, and in New Jersey is also known as a "Families First" card.) Information about Free EBT Equipment options from the state

There are several different options for purchasing equipment. In addition to the card-reading device ("EBT Terminal"), you need to choose a Third Party Processor to be able to process transactions. (This is most easily comparable to shopping for a cell phone and wireless service provider!) You can find a list of EBT equipment providers and third-party-processors here: <https://fns-prod.azureedge.net/sites/default/files/snap/SNAP-EBT-TPP-guidance.pdf>

Most of these processors offer comparable prices and rates, but it's worth contacting a few different ones to see who has the service options that best suit your needs. At City Green, we use TSYS Merchant Solutions for both our equipment and processing service, but some of our partners use MarketLink, FIS Global, MerchantLink, PaymentSpring, or others. You can choose to only accept SNAP/EBT, or to also include credit/debit services in your contract. The Farmers Market Coalition has a great list of information to consider and a list of "Questions to Ask Prospective Service Providers" as you explore your options! <http://farmersmarketcoalition.org/education/snap/ebt-equipment-services/>

Once you're authorized and have your equipment and processing service, you're good to go and can start accepting SNAP as payment!

It will take several weeks to go through this process, but we'd love to support you in the effort, and please don't hesitate if there is anything we can do to help once you get started!

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