

SNAP Retailer Inspections at Farmers Markets

Dear FAB partners,

SNAP-authorized retailers, including farmers markets, may undergo inspections to ensure compliance with program rules. To help you prepare for a potential future inspection, FAB is here to help you understand what you can expect should an inspector visit your market and what you can do to prepare.

Here's what you can expect:

- The [SNAP Retailer Training Guide](#) provides the following guidelines around cooperating with FNS and its representatives:
 - Representatives of the USDA's Food and Nutrition Service (FNS) will have identification and written authorization explaining who they are.
 - The representative will take photos inside and outside of your store; make a sketch of the store's layout, including aisles, shelves, countertops, bins, refrigerators, freezers, and storage areas; and document your current inventory.
 - *In this instance, the "store" refers to the site authorized to accept SNAP and could be replaced by the term "farmers market" to be applicable to the sites you are working with.*
 - **You are required to cooperate with FNS and its representatives and respond to all requests.** If you don't cooperate, your application may be denied or you may be withdrawn from the Program.
- Inspections will not be planned and may occur during any day or time that your market has reported it is operating to the USDA FNS. Confirm that USDA FNS has your current operation details by reviewing your site's information on the [SNAP Retailer Locator](#).
 - Any incorrect information needs to be updated with USDA FNS immediately by calling the SNAP Retailer Service Center at 877-823-4369.
- Market managers report that inspections typically are not conducted by USDA FNS staff, but instead have been completed by contractors of the [Manhattan Strategy Group](#).
- Market managers report they have been asked to sign a **consent form** that outlines some expectations and authorizes the inspector to take photos and gather information.

Please note: **Inspectors cannot answer questions or tell you whether you've passed the inspection.**

What you should do:

- If your site is inspected, notify the authorized signee for your SNAP authorization to be on the lookout for future communications from FNS.
- Take your own notes and ensure any follow-up questions are answered.
- Ensure that your [SNAP acceptance signage](#) and [SNAP fraud poster](#) are clearly visible.
- Ensure that the documentation you are recording does **NOT** record any digits of the SNAP Card.
- Be prepared to answer questions about **equipment and token security**.
- Ensure that all your staff are trained on [SNAP Rules and Regulations](#) and follow the [Do's and Don'ts](#) for SNAP/EBT Transactions.
- If you are asked to provide the square footage of your market space, you may provide the space that is under tents (typically 10ft x 10ft) or a pavilion, food truck space, and any uncovered market area (such as a pumpkin patch).

Additional Recommendations:

- Have on-hand at the site a copy of your SNAP FNS Permit information. See page 3 of the Michigan Farmers Market Association's [food access legacy binder resource](#) for a template.
- Maintain an up-to-date list of vendors accepting SNAP and ensure their signed agreements are on file.
- Ensure each SNAP-accepting vendor displays proper signage at their booth including prices.
- Review the USDA SNAP [Retailer Training Materials](#).
- Take a refresher course on SNAP rules, like [this course offered by The Texas Center for Local Food](#).
- Review the SNAP pages of the [Farmers Market Legal Toolkit](#).

Thank you for your dedication to increasing food access in your community!