


How to Become a Nebraska Double Up Food Bucks Partner Site



Steps to Double Up Food Bucks partnership	Relevant resources	Required documentation
<p>Become a certified SNAP retailer</p> 	<p>Eligibility requirements: https://www.fns.usda.gov/snap/retailer/eligible Apply here, both food stores & farmers markets: https://www.fns.usda.gov/snap/apply-to-accept Questions, visit the Retailer Service Center: https://www.fns.usda.gov/snap/RSC or call 1-877-823-4369 Training guides and videos: https://www.fns.usda.gov/snap/retailer/training</p>	<p>FNS number:</p>
<p>Procure a Point of Sale (POS) machine or EBT device.</p> <p>Questions? Contact Cari Crosby, Nebraska EBT coordinator Cari.crosby@nebraska.gov 402-471-6357 OR Melissa Weyer, NE SNAP Program Manager melissa.weyer@nebraska.gov</p>	<p>Exempt retailers like farmers markets: https://www.marketlink.org/apply https://mailchi.mp/marketlink/interest Non-Exempt retailers must have a third party processor (TPP): https://fns-prod.azureedge.net/sites/default/files/resource-files/SNAP-EBT-TPP-guidance.pdf Other equipment resources: https://www.fns.usda.gov/snap/ebt-equipment-resources</p>	<p>Equipment servicer:</p> <p><i>Note: not all machines can do all things (credit, debit, SNAP).</i></p>
<p>Buy SNAP & Credit/Debit tokens (Farmers Markets)</p>	<p>https://www.ituit.com/ Full List of program materials here: https://unl.box.com/s/cik8p07huj6e0vlmok2bwxdoxe3saq15</p>	
<p>Provide SNAP sales data to the DUFb team</p>	<p>12 months of total SNAP sales AND percent qualifying items sold</p>	
<p>Certification by the Nebraska Department of Agriculture</p>	<p>Contact Casey Foster, Ag Promotion, at NDA: Casey.foster@nebraska.gov If you already participate in Senior or WIC farmers market nutrition programs, find your profile here: https://www.nebraska.gov/apps-ag-farmers-market/</p>	<p>Vendor ID#:</p>
<p>Create or update your store/market's Nebraska MarketMaker profile</p>	<p>https://ne.foodmarketmaker.com/</p>	<p>Profile URL #:</p>
<p>Read and sign a USDA GusNIP MOU to become an approved firm for Nebraska DUFb federal funding.</p>	<p>Ability to implement adequate technology specifications and evaluation required for the program. Contact Vanessa Wielenga, Extension Educator, at the University of Nebraska-Lincoln to learn more about the types of reporting and evaluation required: vwielenga2@unl.edu</p>	<p>Signed USDA MOU</p>
<p>Attend DUFb training (all staff)</p>	<p>Prior to store training session, ask all staff to watch this introduction video. Provide a list of manager and cashier names and emails who watched the training to vwielenga2@unl.edu</p>	<p>Contact list of staff</p>