# How to Become a Nebraska Double Up Food Bucks Partner Site

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<th>Steps to Double Up Food Bucks partnership</th>
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| Become a certified SNAP retailer         | Eligibility requirements: [https://www.fns.usda.gov/snap/retailer/eligible](https://www.fns.usda.gov/snap/retailer/eligible)  
Apply here, both food stores & farmers markets: [https://www.fns.usda.gov/snap/apply-to-accept](https://www.fns.usda.gov/snap/apply-to-accept)  
Questions, visit the Retailer Service Center: [https://www.fns.usda.gov/snap/RSC](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](https://www.fns.usda.gov/snap/retailer/training) | FNS number: |
| Procure a Point of Sale (POS) machine or EBT device. | Exempt retailers like farmers markets: [https://www.marketlink.org/apply](https://www.marketlink.org/apply)  
Other equipment resources: [https://www.fns.usda.gov/snap/ebt-equipment-resources](https://www.fns.usda.gov/snap/ebt-equipment-resources) | Equipment servicer:  
*Note: not all machines can do all things (credit, debit, SNAP).* |
| Questions? Contact Cari Crosby, Nebraska EBT coordinator [Cari.crosby@nebraska.gov](mailto:Cari.crosby@nebraska.gov)  
OR Melissa Weyer, NE SNAP Program Manager [melissa.weyer@nebraska.gov](mailto:melissa.weyer@nebraska.gov) | Buy SNAP & Credit/Debit tokens (Farmers Markets) [https://www.ituit.com/](https://www.ituit.com/)  
Full List of program materials here: [https://unl.box.com/s/cik8p07huj6e0vlmok2bwxdnx3saq15](https://unl.box.com/s/cik8p07huj6e0vlmok2bwxdnx3saq15) | |
| Provide SNAP sales data to the DUFB team | 12 months of total SNAP sales AND percent qualifying items sold | |
| Certification by the Nebraska Department of Agriculture | Contact Casey Foster, Ag Promotion, at NDA: [Casey.foster@nebraska.gov](mailto: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/](https://www.nebraska.gov/apps-ag-farmers-market/) | Vendor ID#: |
| Create or update your store/market’s Nebraska MarketMaker profile | [https://ne.foodmarketmaker.com/](https://ne.foodmarketmaker.com/) | Profile URL #: |
| Read and sign a USDA GusNIP MOU to become an approved firm for Nebraska DUFB federal funding. | 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](mailto:vwielenga2@unl.edu) | Signed USDA MOU |
| Attend DUFB training (all staff) | 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](mailto:vwielenga2@unl.edu) | Contact list of staff |