Food & Nutrition Service

Office of Retailer Operations and Compliance

Associate Administrator Bob Pitulej

Braddock Metro Center II

1320 Braddock Place

Alexandria, VA  22314

RE: SNAP & Farmers Market Retailers

\_\_\_\_\_\_\_\_\_\_\_\_

To the Office of Retailer Operations and Compliance:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , am the SNAP responsible official of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and my seven-digit registration number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

It has come to my attention that the Food and Nutrition Service (FNS) may deauthorize retailers’ SNAP

registration numbers for accounts that do not process SNAP transactions for a certain period of time (please see attached). Due to COVID-19, I am unable to process SNAP transactions because

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Please inform me of any steps I need to take to ensure my registration number will not be deauthorized. Thank you in advance for your guidance on this matter.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_