

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

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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,

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