

PROCEDURES FOR CERTIFICATION OF COMMUNAL DINING
OR MEAL DELIVERY SERVICE

Site Responsibility:

Any site that wishes to enter into a contract with the county must submit to FNS an Application for Authorization to Participate in the CalFresh Program for Communal Dining Facilities (FNS-252-2) and the site must notify the county when it receives authorization of its application. Further information is available at www.fns.usda.gov/snap. See Attachment 2 to access the Form (FNS-252-2) facilities must submit or to get an application call:

Kent Wells, Section Chief-Team 1, Retailer Operations Branch
USDA-Food and Nutrition Service
77 W. Jackson Blvd, 20th FL
Chicago, IL 60604
Phone: (312) 353-6609
Fax: (312) 886-4660
KENT.WELLS@fns.usda.gov

Documentation required:

Proof of tax-exempt status as recognized by the Internal Revenue Service.

Send Completed Application to:

USDA, FNS
801 "I" Street, Room 179
Sacramento, CA 95814

Application will be processed by: Kent Wells

Meal Delivery Service

These include any public or private non-profit organization that prepares and delivers meals to elderly persons and their spouses, and/or to the physically or mentally handicapped and persons otherwise disabled and their spouses if they are unable to adequately prepare meals.

The State Agency:

- Must have procedures in place to provide the necessary identification to eligible recipients.

The meal delivery service:

- SNAP benefits may only be accepted from recipients who have been approved by the State Agency as qualified to receive prepared meals.
- Clients must meet the definition of an elderly or disabled individual
- *Payment for delivered meals is voluntary and SNAP recipients cannot be required to utilize SNAP benefits to receive meals.*
- Meal services may accept SNAP benefits at intervals not exceeding one month for delivered meals.
- If non-SNAP clients have the option to eat free or make a monetary donation, the same option must be made available to a SNAP client.
- Only one authorization is required if a sponsor has multiple sites.
- Documentation of tax exempt status must be provided along with the completed Form FNS-252-2

Communal Dining Facility

This is any public or private non-profit establishment that prepares and serves meals for elderly persons and their spouses, or for SSI recipients and their spouses.

The State Agency:

- Must have procedures in place to provide the necessary identification to eligible recipients.

The communal dining facility:

- May only accept SNAP benefits from recipients who have been approved by the State Agency as qualified to receive prepared meals.
- Clients must meet the definition of an elderly or disabled individual.
- Cannot require that SNAP benefits be used to receive meals; payment for meals is voluntary and individuals participating may determine whether and how much they can contribute toward the cost of their meals.
- Individuals participating in Title III nutrition programs may determine whether and how much they can contribute toward the cost of their meals; *Payment for meals is voluntary and SNAP recipients cannot be required to utilize SNAP benefits to receive meals.*
- Must collect for meals at the time meals are served, or at the end of a specified period not to exceed one month, for the meals served during that period. May accept SNAP benefits at intervals not exceeding one month.
- Only one authorization is required if a sponsor operates multiple sites; however, if the sponsor is also operating a nonprofit meal delivery service, a separate authorization is required for the delivery service.
- Documentation of tax exempt status must be provided along with the completed Form FNS-252-2.

Electronic Benefit Transfer (EBT) Point Of Sale (POS) Equipment

Meal Delivery Services and Communal Dining Facilities have the option of using either their own integrated POS equipment or state-provided, EST-only POS equipment. Upon authorization by FNS to accept CalFresh benefits, the retailer will be contacted by the State's EBT vendor, Xerox (formerly known as ACS). Xerox will send the Meals Delivery Service or the Communal Dining Facility a Retailer Agreement form. When Xerox receives the completed Retailer Agreement form from the retailer, they have two weeks to provide that retailer with wired POS equipment. The State will pay for wired POS equipment and transaction costs, so long as the equipment is used for CalFresh EBT transactions in addition to meeting all participating requirements. If a **wireless** POS device is requested, the retailer may lease the wireless device from Xerox at a monthly lease fee of \$21.50. Xerox does not sell POS devices directly to retailers; however retailers may choose to purchase their own POS device. The average cost of purchasing a POS device is \$265.00 and requires the retailer to sign-up with a third party processor (TPP) for transmission service. Typically, there is a one-time fee plus an ongoing subscription charge.

Paper EBT Vouchers

The retailer must complete the voucher, have the customer sign it, and then call Customer Service at the time of purchase to get an approval for the purchase. This guarantees that the funds will be held for the purchase.

The retailer should always keep a copy of the voucher in case of disputes. The retailer must electronically clear the voucher within 15 days or send the voucher to the State by a set expiration date in order to be paid for the transaction. Some retailers do not qualify for equipment. For these retailers, the paper voucher is the only way to take EBT cards. See your EBT retailer manual for details. The EBT retailer manual is supplied by Xerox upon authorization. Xerox will be able to instruct the retailer on how to process the manual vouchers. The EBT helpline is (866) 328-4212.

Never Keep the PIN or the Card

Never ask your customer for the PIN and do not watch the PIN being entered. Do not enter the PIN for the customer. Store cashiers may have to swipe EBT cards for the customer, depending on where the POS is located. Give the card back immediately. Never keep the card or the card number.