

## Tips for Establishing CalFresh EBT on your College Campus

Would you like to make it possible for college students to use CalFresh benefits on campus? Recipients of CalFresh benefits, known at the federal level as the Supplemental Nutrition Assistance Program (SNAP), can now use Electronic Benefit Transfer (EBT) cards to purchase food.

[At Humboldt State University \(HSU\), their dining services was able to qualify for EBT](#) transactions at College Creek Market Place, one of the HSU campus locations that sells groceries among other things. [Now HSU students can buy nutritious food with their CalFresh benefits!](#)

### STEP 1:

To get the process started, you first need to see if one of your campus markets will qualify: [Retail Store Eligibility USDA Supplemental Nutrition Assistance Program](#). Most programs will qualify under Criterion A, which requires your campus market to stock, on a continual basis, items within the required “Staple Food Categories.” You don’t need to have large volumes or sizes of the items but you should be able to demonstrate that you stock products in the categories.

### STEP 2:

If you think your campus store qualifies, the next step is submitting an online application: [Supplemental Nutrition Assistance Program \(SNAP\) Retailer Application Link](#).

#### This is a two-part process:

- A. Apply for an account. You will be issued an account number which you will need for the second step.
- B. Provide detailed information including information on your venue and organization. The section that asks for “Type of Ownership” and “Owner/Officer Information” can cause some confusion. Here’s some tips for this part of the application:
  - For Auxiliary Food Service organizations, the best approach is to answer the ownership question by checking the box for “Private Corporation”. Indicate you are a non-profit.
  - For the request for a photo ID and SS# - USDA officials have indicated they will work with organizations on this. It was suggested to have the point of contact submit their information. The board members and officers are not necessary. This is in spite of the fact that this is in conflict with the instructions. It may be good to have more than one person on your team use their information, in case of “turn-over” (i.e., Executive Director, CFO or Dining Director).
  - A quick corporate description, web link, and/or org chart can help illustrate who you are.

### In addition to the qualification as an EBT retailer, there are other questions to consider:

- Are EBT transactions compatible with your POS system?
- Can you use your existing cashiering equipment or do you need to upgrade?
- How will you integrate income from EBT sales into your accounting system?
- Training and supervision of staff to properly manage transactions at the location?

### HSU administrators are willing to answer questions about their experience:

- David Nakamura, Executive Director, HSU University Center - [dave.nakamura@humboldt.edu](mailto:dave.nakamura@humboldt.edu)
- Ron Rudebock, Director, HSU Dining Services - [ron.rudebock@humboldt.edu](mailto:ron.rudebock@humboldt.edu)