SNAP Retailer Notice - Training Expectations

Important Reminder
SNAP Training Expectations

When you applied to accept Supplemental Nutrition Assistance Program (SNAP) benefits you acknowledged your responsibility to train all the owners and

employees (paid or unpaid, full-time or part-time, including family members) working in your store.

The Food and Nutrition Administration (FNA) expects Supplemental Nutrition Assistance Program (SNAP) authorized stores to have an established, operational compliance policy and program in place to prevent SNAP violations from occurring. Our goal is to ensure that all store owners fully understand and appreciate this responsibility and are aware of training resources.

SNAP Putting Healthy Food Within Reach
USDA Supplemental Nutrition Assistance Program

At a minimum, an acceptable SNAP training program includes the following:

1. Thorough review of FNA training materials and program rules

The SNAP training guide and videos can be found on the SNAP Retailer Training webpage.

2. Documented Initial Training

Store owners and employees must be trained within 30 days of SNAP authorization and/or store employment. This training must be documented. Documentation must include:

- The name of the owner(s) and employee(s).
- Date of employment, and date of training.

- A record of the SNAP training materials reviewed.
- The signature of the owner(s) and employee(s) attesting to their SNAP training.

3. Documented Refresher Training

Refresher training is required at least once each calendar year. Refresher training documentation must include:

- The name of the owner(s) and employee(s),
- Date of employment,
- The date of initial training,
- The date of refresher training, and
- A record of the materials reviewed,
- The signature of the owner(s) and employee(s) attesting to their SNAP refresher training.

Store owners are responsible for ensuring that SNAP violations, such as exchanging SNAP benefits for cash or selling ineligible items, are not committed by employees. SNAP violations can result in criminal prosecution, fines and/or removal from SNAP and WIC.

You can prevent violations with a strong operational compliance policy and training program.

View more training information and important reminders.

If you have questions, please contact the Food and Nutrition Administration, SNAP, at RPMDHQ-Web@fns.usda.gov

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