

## 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 can now use Electronic Benefit Transfer (EBT) cards to purchase food. (CalFresh is also known as the Supplemental Nutrition Assistance Program (SNAP); or formerly referred to as "food stamps.")

[At Humboldt State University \(HSU\), HSU Dining Services was able to qualify for EBT](#) transactions for one of the HSU campus locations that sells groceries (College Creek Market Place). [Students can now 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. This means you must 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 the store qualifies, the next step is submitting an online application: [Supplemental Nutrition Assistance Program \(SNAP\) Retailer Application Link](#)

This is a two-step process. First you must apply for an account. You will be issued an account number which you will need for the second step. The second step involves more 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 are 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 Social Security Number, USDA officials have indicated they will work with organizations on this. It was suggested to have the point of contact submit their information and that all of 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 a couple of people do it in case one of the people leaves their position (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 qualification as an EBT retailer, there are other questions to consider:

- Do you have campus partners and/or programs that can help with outreach to get qualifying students signed up for SNAP benefits?
- 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?
- How will you handle training and supervision of staff to properly manage transactions at the location?

At HSU, campus administrators responsible for making EBT available are willing to answer questions about their experience. David Nakamura, Executive Director of HSU University Center, can be reached at [dave.nakamura@humboldt.edu](mailto:dave.nakamura@humboldt.edu) and Ron Rudebock, Director of HSU Dining Services, can be reached at [ron.rudebock@humboldt.edu](mailto:ron.rudebock@humboldt.edu).

Visit [Humboldt State University Oh SNAP!](#) Student-to-Student Support for a Healthier College Experience for ideas about how to increase access to healthy foods for college students!