

**To:** USDA/FNS SNAP Online team via email ([sm.fn.snaponline@usda.gov](mailto:sm.fn.snaponline@usda.gov))

**From:** (Business name, contact email address, phone number)

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**Re:** Letter of Intent for SNAP Online Purchasing

**Date:** \_\_\_\_\_

Please accept this letter of intent to participate in the U.S. Department of Agriculture Food and Nutrition Service (USDA FNS) SNAP Online Purchasing program.

<b>Business Name and Mailing Address</b>	
<b>DBA (if applicable)</b>	
<b>FNS Number for Authorized Physical Location (SNAP authorization #)</b>	
<b>Corporation Number (if applicable)</b>	
<b>Ecommerce Provider</b>	
<b>Ecommerce website address (url)</b>	
<b>PIN Solution/Third Party Processor (TPP) for Online SNAP</b>	
<b>States where we'll offer Online SNAP</b>	
<b>SNAP Online Host State (State where you will first go live with SNAP Online)</b>	

\_\_\_\_\_ attests that our ecommerce solution website can be updated to meet the following requirements to operate SNAP online purchasing:

	<b>Requirement</b>
<b>a</b>	Integration of the secure online PIN-entry via an FNS approved Third Party Processor's (TPP) Application Programming Interface (API)
<b>b</b>	Error handling – including messaging displayed to customer as appropriate to the situation
<b>c</b>	Matching refunds back to the original purchase
<b>d</b>	Handling of estimated pricing for items that are variably priced based on weight
<b>e</b>	Allowing only one SNAP card provisioned per customer account
<b>f</b>	Ensuring only eligible foods can be purchased with SNAP benefits
<b>g</b>	Not charging sales tax on SNAP purchases
<b>h</b>	Allowing split tender transactions for the payment of non-SNAP eligible items and delivery fees
<b>i</b>	Allowing SNAP customers to choose the amount of benefits that they will use for each purchase
<b>j</b>	<p>In order to mitigate fraudulent online EBT balance inquiries, implement one of the following two options, or similar velocity controls proven to be effective upon consultation with FNS:</p> <ol style="list-style-type: none"> <li>1. Removal of the EBT Balance Inquiry option from eCommerce Site (this will require an additional waiver.)</li> <li>2. No guest checkout and limits to balance inquiries and EBT card changes. This includes:               <ol style="list-style-type: none"> <li>i. Removal of “guest checkout” from retailer site</li> <li>ii. Limit the number of times an account holder can change their EBT card to a minimal number within a specified time period.</li> <li>iii. Limit use of balance inquiry feature to 2 times per customer session.</li> </ol> </li> </ol>
<b>k</b>	Meeting additional requirements found in the Online Purchasing Request for Volunteers (Sections 2.4 and 2.5)