Restaurant Meals Program Application Process

**CalFresh Restaurant Meals Program:** California’s Restaurant Meals Program (RMP) allows eligible homeless, elderly, and/or disabled participants receiving CalFresh (Federally known as SNAP) benefits to purchase hot, prepared foods at participating restaurants using their Electronic Benefits Transfer (EBT) cards.

**Disclaimer:** The Restaurant Meals Program (RMP) Application Process below is useful for campuses in the following RMP counties: Alameda, Los Angeles, Orange, Riverside, Sacramento, San Diego, San Francisco, San Luis Obispo, Santa Clara, and Santa Cruz. The California State University, Office of the Chancellor is currently developing an RMP application process for CSU campuses in non-RMP counties (Those not listed above).

1. **Call USDA Food and Nutrition Services (FNS) at (877) 823-4369**
   - A. Listen to the menu of options and select “SNAP retailer and have questions or need assistance applying.”
   - B. Proceed by selecting needing help with assistance to talk to a representative.
   - C. Once on the line, let the representative know you would like to apply for the Restaurant Meals Program and ask for them to email or mail you the necessary documents. They may also be able to connect you with your county representative as well.

2. **Call Your County Office (If FNS was not able to connect you)**
   - A. Each county office can have a slightly different process but all will require you to sign or complete a Memorandum of Understanding (MOU) with the County. Make sure to complete this MOU with your county. Additional documents may also be required.
   - B. To find your county Restaurant Meals Program contact information visit the [California Department of Social Services website (opens in new window)](https://www.cdss.ca.gov) and select your county.

3. **Complete FNS 252-2 USDA SNAP Application for Meal Services Form**
   - A. Download the form by [clicking here](https://www.fns.usda.gov/sites/default/files/252-2_ssnapp_form.pdf) or use the form sent from USDA FNS.
   - B. Under Meal Service types, check Private For-Profit Restaurant. For colleges and universities this would be the Meal Service type, even if you are a nonprofit. Answer the questions in Part 2 and 3 regarding your business and site information. You can list up to three sites per application. In Part 4, Ownership Information, check Privately-Held Corporation. Choose an Owner (Such as Director). You must provide color copies of California ID and Social Security card. Other documentation requirements include: Current Public Health Operating Permit and Business License/Seller Permit.

**Please Continue to Step 4 on Page 2 of this Document →**

For technical assistance or if you have questions about how to implement this Basic Needs strategy on your campus, contact the Center for Healthy Communities at (530) 898-5343 or chc@csuchico.edu
4. Review All Completed Documents with USDA FNS Agent
   A. Call FNS at (877) 823-4369 or use other contact information if given by FNS in prior communications (Such as email and or specific contact phone number).
   B. If revisions or changes are needed, complete these changes before step 5.

5. Submit All Completed Documents with Countersigned County RMP-MOU
   A. Mail to USDA-Food and Nutrition Service (FNS) 3500 Wabash Avenue Springfield, IL 62711 Attn: Cheryl Betty (321) 354-6609.
   B. USDA FNS has 45-day certification process. Contact FNS if you have concerns or you have not heard from them during this 45-day process at (877) 823-4369.

6. Get RMP Up and Running At Your Establishment
   A. A dedicated FNS certification number will be assigned for each approved restaurant.
   B. Give this number to your EBT service provider (Such as your bank).
   C. Install separate EBT equipment or use your current point of sales equipment if compatible.
   D. EBT funds are received within 48 hours.

For technical assistance or if you have questions about how to implement this Basic Needs strategy on your campus, contact the Center for Healthy Communities at (530) 898-5343 or chc@csuchico.edu