

Restaurant Meal Program

Frequently Asked Questions – For Restaurants

Question	Answer
<p>How can my restaurant participate in the Restaurant Meal Program (RMP)?</p>	<p>Qualifying restaurants may fill out and submit a Memorandum of Understanding (MOU) and FNS 252-2 to: MDHHS-RestaurantMealProgram@michigan.gov at any time. The current contract period is for five (5) years.</p> <p>Once a restaurant has been approved by the Michigan Department of Health and Human Services (MDHHS), they will also need to provide application materials to the Food and Nutrition Service (FNS). MDHHS will provide instructions for this process.</p>
<p>What happens next?</p>	<p>Once a restaurant submits an MOU between the restaurant and MDHHS, the MDHHS staff will process the application for approval for the RMP program.</p> <p>Once the MOU has been signed by MDHHS, the executed MOU will be returned to the restaurant with instructions for completing the application with FNS.</p>
<p>How do I submit my application for RMP to FNS?</p>	<p>Once you have received notification from MDHHS that your MOU has been approved, you will need to mail printed copies of the following items to our federal partners at FNS:</p> <ol style="list-style-type: none"> 1. A copy of a government-issued photo ID AND a copy of the Social Security card for EACH owner/partner. 2. A copy of the valid business license. 3. A copy of the executed MOU with MDHHS. 4. The completed FNS 252-2 (ensure the Signature Page is complete for all owners/partners). <p>Mail all materials to: Retailer Service Center USDA Food and Nutrition Services PO Box 7228 Falls Church, VA 22040</p> <p>MDHHS recommends that these materials be sent via registered mail.</p>

<p>The program documents specify that a restaurant must offer “low-cost meals.” What does that mean?</p>	<p>Restaurants have the flexibility to choose how their business can meet the requirement to offer reduced-price meal options. If your restaurant already offers some type of reduced-price menu items for all, or certain groups of customers, you may already meet this requirement. Examples of how your restaurant can meet this requirement include:</p> <ul style="list-style-type: none"> • A senior menu or senior discount. • Daily lunch specials or other specials. • Offering a flat percentage discount to FAP recipients.
<p>Are there any fees that I must pay to participate in RMP?</p>	<p>There are no fees/dues that a restaurant owner must pay to participate in RMP. However, your Point-of-Sale (POS) provider may charge fees to accept EBT transactions.</p>
<p>I have more than one restaurant. Can I apply for two or more of my restaurants to participate in RMP?</p>	<p>Yes, you can apply for two or more of your restaurants to participate in RMP. Only one MOU is required for two or more restaurants under the same ownership, up to ten (10) locations. Any subsequent additions will require an amendment to the MOU. If there are several restaurants listed under one MOU, all locations must be listed.</p> <p>Each location will also need to be listed on the FNS 252-2, Application to become a FAP Authorized Restaurant.</p>
<p>How long does it take to become an authorized restaurant?</p>	<p>The entire process to become authorized to participate in RMP takes approximately 60 to 90 days, but times may vary. You can review the authorization process here.</p>
<p>What happens if a participating restaurant changes ownership or closes for business?</p>	<p>The restaurant owner must notify MDHHS by emailing MDHHS-RestaurantMealProgram@michigan.gov when a restaurant changes ownership or closes. The authorization for RMP participation is NOT TRANSFERABLE. If the new owner wants to continue to participate in RMP, he/she must sign a new MOU with MDHHS and apply for authorization with FNS.</p>
<p>How can the FAP recipient know that our restaurant is participating in the program?</p>	<p>A sign relating to EBT can be provided for placement on your business door or window.. In addition, your restaurant’s name and address will be placed on a list of participating restaurants posted on the MDHHS RMP website. Participants can check the list of participating restaurants by clicking here.</p>

How long does it take to be reimbursed for the EBT card meal purchases?	EBT meal purchases are usually reimbursed within 48 hours. If you have questions about EBT reimbursements, call the Retailer Helpline at 866-328-4212.
Will I need to purchase equipment to process EBT transactions?	<p>After you are authorized by FNS to accept EBT as a form of payment, you will need to choose a POS device that can process these transactions. If you already have POS equipment, you will need to contact your current processor about programming it to accept EBT payments.</p> <p>You should review the cost of leasing or purchasing POS equipment and services to make the best choice for your business.</p>
What do I do if a transaction is declined?	It is the responsibility of the EBT recipient to ensure they are eligible for the program and have funds to cover their transactions. If an EBT card is declined, you should ask for an alternative form of payment.
Who is eligible to participate in RMP?	<p>FAP recipients may use their benefits to purchase prepared food in certain authorized restaurants. Per FNS regulations, all group members must be either:</p> <ul style="list-style-type: none"> • Elderly (60 years of age or over). • Disabled (receives disability or blindness payments or receives disability retirement benefits from a governmental agency because of a disability considered permanent). • Homeless. • A spouse of a FAP recipient who is eligible for the program.

For questions regarding the Restaurant Meal Program authorization process, contact MDHHS-RestaurantMealProgram@michigan.gov.

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