

## **.05 FAA Verification of Meal Provision**

**REVISION 47**  
(01/01/19 - 12/31/19)

Before a homeless shelter or kitchen can be [FNS](#) authorized to accept NA, FAA must certify to FNS that the homeless shelter or kitchen provides meals to the homeless.

A homeless shelter or kitchen requesting FNS authorization must complete the following:

- Contact the [FAA Region Office](#) that serves the county in which the homeless shelter or kitchen is located.
- Complete the Request for Verification of Meal Provision to the Homeless (FAA-0127A) form. This form is available in the [Document Center](#).

Once the FAA-0127A is completed by the shelter or kitchen, the Region Office determines whether the shelter or kitchen provides meals to the homeless. There is no minimum number of daily meals required. The Region Office completes the following:

- When the Region Office is unfamiliar with the shelter or kitchen, an on-site visit must be completed to ensure that the shelter or kitchen provides meals to the homeless.

One visit is enough unless the Region Office learns that the shelter or kitchen no longer provides meals to the homeless. In this situation, another visit must be completed. The second visit determines whether the FAA certification should be withdrawn.

- When the Region Office is familiar with the shelter or kitchen and knows that the shelter or kitchen provides meals to the homeless, an on-site visit is not required.
- When the shelter meets all qualifications, add the shelter or update the end date to the shelter in the HEAplus Institution list. (See [Maintaining Institutions in HEAplus](#))

Region staff must complete the region portion of the FAA-0127A ensuring that the shelter or kitchen provides meals to the homeless.

The Region Office maintains a copy and gives the original to the homeless shelter or kitchen.

Refer the homeless shelter or kitchen to the following website to apply for FNS authorization:

<https://www.fns.usda.gov/snap/retailer-apply>.

ARCHIVED (Valid until 02/01/21)