

**Form H1506-A
Instructions**

**Additional Assurances for Camps, Conditional Non-Congregate Sites, and
Other Enrollment Programs
that Charge Separately for Meals (Page 1)**

**Collection of Payment Options for Programs
that Charge Separately for Meals (Page 2)**

PURPOSE

To provide information to sponsors who charge separately for meals about the method for collecting payments and establishing a fair hearings procedure.

PROCEDURE

When to Prepare

Complete when applying for participation in the Summer Food Service Program (SFSP).

How to Obtain Form

To obtain Form H1506-A, visit the Texas Department of Agriculture (TDA) website at <https://squaremeals.org/Programs/Summer-Meal-Programs/Administration-Forms>.

Number of Copies

Complete an original and a copy for each site.

Transmittal

Send the original to TDA and keep one copy for your files.

Form Retention

Keep Form H1506-A for three years after the end of the program year. **Exception:** If audit findings, claims, or litigation have not been resolved, all forms and reports must be retained beyond the required time period until all issues are resolved.

DETAILED INSTRUCTIONS

Self-explanatory