

**INSTRUCTIONS FOR  
FOOD & NUTRITION  
FARMERS' MARKET NUTRITION PROGRAM &  
SENIOR FARMERS' MARKET NUTRITION PROGRAM  
H1420 SITE INFORMATION**

Contracting entities (CEs) are required to submit site information for certification and/or voucher distribution locations as part of the application for the Farmers' Market Nutrition Program (FMNP) and/or the Senior Farmers' Market Nutrition Program (SFMNP).

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**Check applicable program**

Check the appropriate box to indicate participation in the FMNP or the SFMNP.

**CONTRACTING ENTITY (CE) INFORMATION**

**Name of Contracting Entity (CE)** – Enter the name of the contracting entity.

**Area Code and Telephone Number** – Enter the area code and telephone number of the CE.

**Address** – Enter the complete address of the CE, including street, P.O. Box, City, State and Zip Code.

**Name of Contact Person** – Enter the name of the person responsible for the Program.

**Contact Person Telephone** – Enter the telephone number of the contact person responsible for the Program.

**Contact Person E-mail** – Enter the e-mail address of the contact person responsible for the Program.

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**SITE INFORMATION**

**Name of Site** – Enter the name of the site for which you are requesting approval.

**Address** – Enter the site's address, including street or P.O. Box, City, State and Zip Code.

**Area Code and Telephone Number** – Enter the area code and telephone number of the site.

**Name of Site Coordinator** – Enter the name of the site coordinator.

**Name of Site Eligibility Specialist** – Enter the name of the site eligibility specialist, if applicable.

**Date that Site Eligibility Specialist Completed Training** – Enter the date of training.

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**CERTIFICATION**

**Read the Certification Statement.** An authorized representative of the contracting entity signs, dates and prints their name and title.

NOTE: CEs must conduct a visit of each site to verify that it will operate in full compliance with the requirements mandated in the Agreement Between the Texas Department of Agriculture and Contracting Entity (CE). The CE must certify that all sites have been or will be visited prior to the start of operations.

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## SUBMISSION

Submit to TDA using one of the following methods:

**Email to:**

[CommodityOperations@TexasAgriculture.gov](mailto:CommodityOperations@TexasAgriculture.gov)

**Mail to:**

Texas Department of Agriculture

Food and Nutrition

Attn: Commodity Operations

P.O. Box 12847

Austin, Texas 78711-2847

**Fax to: 888-237-4958**

**Overnight to:**

Texas Department of Agriculture

Food and Nutrition

Attn: Commodity Operations

1700 North Congress Avenue, Suite 1125E

Austin, Texas 78701-1496