

Instructions for Commodity Supplemental Food Program Certification Expiration Notice

This form is used to notify the Commodity Supplemental Food Program (CSFP) participants that their certification will expire.

Notes

- To obtain the *Certification Expiration Notice*, visit the Texas Department of Agriculture (TDA) website at: www.squaremeals.org. Go to Programs, Commodity Supplemental Food Program, CSFP Administration and Forms, then enter the form name into the correct field.
 - CEs must provide this information to participants in writing at least 15 days before the certification expires.
 - Keep a copy of the *Certification Expiration Notice* for three years from the end of the certification period.
Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.
 - This form addresses the requirements in 7 CFR §247.16(d).
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Your Commodity Supplemental Food Program benefits – Give the date the CSFP benefits will expire.

Participant's Information – Fill in the participant's information.

Reapplication? – Provide the participant with the CE name and contact information.

See the *Participant Application* (Form H1504) and instructions for additional information.

CE's Information – Fill in the CE's information. The CE must sign and date the form.