

**Instructions for
Commodity Supplemental Food Program
Applicant Notification (H1515)**

This form provides an applicant their rights and obligations for participation in the Commodity Supplemental Food Program (CSFP) and an applicant's right to a fair hearing.

Notes

- To obtain the *Applicant Notification* form, 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.
 - Maintain this form in client files for review.
 - Keep this form 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.*
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Participant – Enter the name of the participant.

Date – Enter the date the *Application Notification* was provided to the participant.

Address (Street, City, ZIP Code) – Enter the home address of the participant.

Denial or Termination – Indicate the reason for the denial or termination.

Right to Fair Hearing – Enter the contracting entity name and contact information.

Signature and Title of the Official Making Eligibility Determination – The official making the eligibility determination signs the form and provides their title.