

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

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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.

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**Notes**

- To obtain the *Applicant Notification* form, visit the Texas Department of Agriculture (TDA) website at: [www.squaremeals.org](http://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 Discontinuance** – Circle whether the participant is being denied or being terminated with an effective date for each.

- Note that if denying a participant, this notice must be submitted within 10 days of receipt of the application.
- If proposing discontinuance of participation, this notice must be submitted at least 15 days prior to the proposed effective date.

Circle the reason for denial or discontinuance.

**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.