

**INSTRUCTIONS FOR
FOOD & NUTRITION
FARMERS' MARKET NUTRITION PROGRAM
SENIOR FARMERS' MARKET NUTRITION PROGRAM
PARTICIPANT VOUCHER ISSUANCE LOG**

The Texas Department of Agriculture (TDA) requires Farmers' Market Nutrition Program (FMNP) and Senior Farmers' Market Nutrition Program (SFMNP) participants sign for the vouchers they receive to use at the farmers' markets at the time FMNP vouchers are issued by the Contracting Entity (CE).

Please check the box for the appropriate program. All fields are required, unless otherwise noted.

Check the box of the program for which the participant is receiving vouchers.

Distribution Site – Enter the name of the location where the vouchers are being distributed.

Contracting Entity – Enter the name of the CE responsible for issuing and tracking the vouchers.

Participant Name – Print the name of the program participant receiving vouchers. If a proxy is receiving a voucher on behalf of a participant, the participant name must still be printed.

Participant/Proxy Signature – Have the program participant, or proxy (if applicable), sign the log to indicate receipt of the vouchers.

Participant Category (Only applicable to FMNP) – This information is for USDA Food and Nutrition reporting purposes. Record the participant category information as found on the eligibility documentation (commonly referred to as the “shopping list”) provided by the participant/proxy to receive the voucher. Record the eligibility category of each FMNP participant with the two letters indicated for each category, as follows:

PR=Pregnant *BR*=Breastfeeding *PP*=Postpartum *CH*=Child

Voucher Booklet Number – Enter the number of the voucher booklet assigned to the program participant. FMNP participants are limited to \$30.00 of vouchers per program year. SFMNP participants are limited to \$20.00 of vouchers per program year.

Name of Proxy – Required only if the program participant names a proxy to use the vouchers at the farmers' market. Print the name of the proxy.

Staff Initials – The CE's staff or volunteer person who issues vouchers to the program participant must initial on the line where the participant/proxy signs for the vouchers.

Date Issued – Enter the date the vouchers were distributed to the program participant.

The CE must keep and use this form to track voucher distribution to program participants.
