

**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).

All fields are required, unless otherwise noted.

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

Program – Insert the name of the program for which the participant is receiving vouchers.

Date Vouchers Issued – Enter the date the vouchers listed were distributed to the program participants.

Market/Site Name – Enter the name of the location where the vouchers are being distributed.

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's name must still be printed.

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

Participant Category – This information is for USDA Food and Nutrition reporting purposes. For FMNP: Select the appropriate category from the drop-down box. Participant category information is found on the eligibility documentation (commonly referred to as the "shopping list") provided by the participant/proxy receiving the voucher.

Voucher Serial Numbers – Enter the serial number range of the vouchers assigned to the program participant. FMNP participants are limited to \$30.00 of vouchers per program year per eligible household member. SFMNP participants are limited to \$20.00 of vouchers per program year per eligible household member.

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.

Other Contact Info – The CE may collect additional contact information for participants such as an email address or phone number to assist with providing program updates, information, market times, etc.

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