

**INSTRUCTIONS FOR
FOOD & NUTRITION
USDA FOODS AGREEMENT BETWEEN CONTRACTING ENTITY
AND TEXAS DEPARTMENT OF AGRICULTURE**

The *USDA Foods Agreement Between Contracting Entity and Texas Department of Agriculture* is a permanent agreement that a contracting entity (CE) must complete to receive USDA Foods from the Texas Department of Agriculture (TDA). This agreement pertains to the National School Lunch Program, the Summer Food Service Program, and The Emergency Food Assistance Program. This agreement does not pertain to the Commodity Supplement Food Program, which has a different permanent agreement.

A CE should complete the *USDA Foods Agreement Between Contracting Entity and Texas Department of Agriculture* as a new NSLP participant; as a new participant in either the Summer Food Service Program or The Emergency Food Assistance Program; or as requested by TDA.

Notes

- Obtain the *USDA Foods Agreement Between Contracting Entity and Texas Department of Agriculture* from the TDA website at <https://www.squaremeals.org>.
- Complete an original and keep one copy.
- Submit this agreement one of the following ways:

Fax to: 888-237-4958

Email to: CommodityOperations@TexasAgriculture.gov

- Retain the *USDA Foods Agreement Between Contracting Entity and Texas Department of Agriculture* for a period of 3 years from the date that the agreement is in no longer in effect.

Exception: *If audit findings, claims, or litigation have not been resolved by the end of the retention period, keep all forms and records until all issues are resolved.*

Section I – Agreement, Termination, and Payment

Enter the CE's name.

Section II – Terms

To be completed by TDA staff only.

Section X – Signatures

The authorized representative is an employee of the CE that has a signed FND 101, Certificate of Authority for External Users form.

*In the case of the National School Lunch Program, the authorized representative is a staff member of the school food authority (public school, charter school, private school, or Residential Child Care Institution). A Food Service Management Company staff member (if applicable) **is not** authorized to sign agreements on behalf of the CE.*

Name of CE Authorized Representative — Enter the name of the person signing the agreement on behalf of the CE.

Title of CE Authorized Representative — Enter the title of the person signing the agreement on behalf of the CE.

Street Address of CE, including City, State and Zip — Enter the street address, including city, state and zip code.

Mailing Address of CE, including City, State and Zip — If the mailing address is different from the street address, enter it, including city, state, and zip code.

Signature of CE Authorized Representative — The CE's authorized representative must sign.

Date of Signature of CE Authorized Representative — Enter the date that the CE's authorized representative signed the agreement.

For TDA Use Only

Only TDA must enter information.