

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: November 15, 2022

To: All Holders of the Senior Farmers' Market Nutrition Program (SFMNP) Handbook

Revision No: 22-03

Effective: **Immediately**

Subject: Revision to the SFMNP Handbook

The SFMNP Handbook has been updated and revised to reflect recent changes in policy. Please review the revised handbook carefully. Items that have specific policy changes are listed below.

Section 2000. Eligibility and Application Requirements

- Edit made to reflect UEI procedure replaces DUNS number procedure.
- Edits made to add reference to new *User Access Manager Form* and to clarify that an authorized representative must be an employee.

Section 4000. Managing the Program

- Edits made to remove directions to require participant signatures on vouchers.
- Edit made to reflect applicant signature can be provided electronically.
- Edit made to clarify new CE or farmer training can be provided interactively.

Section 5000. Administrative Reviews and Audits

- Edit made to remove reference to required signatures on vouchers.

Section 11000. Resources

- Edit made to remove reference to required signatures on vouchers.

This release replaces all previous versions of the sections listed above.

The SFMNP Handbook is available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>; select Senior Farmers' Market Nutrition Program, then SFMNP Policy & Handbook.

If a CE has downloaded a copy of the SFMNP Handbook on their computer(s), they should delete the sections indicated above and replace them with a downloaded copy of the revised

sections available through the TDA website. Each section will need to be downloaded and saved individually.

CEs are not required to print out a copy of the SFMNP Handbook. During a review, TDA will not check to verify that CE personnel have a printed copy of the Handbook; only that they know how to access the Handbook online.

TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: August 3, 2022

To: All Holders of the Senior Farmers' Market Nutrition Program (SFMNP)
Handbook

Revision No: 22-02

Effective: **Immediately**

Subject: Revision to the SFMNP Handbook

The SFMNP Handbook has been updated and revised to reflect recent changes in policy. Please review the revised handbook carefully. Items that have specific policy changes are listed below.

Section 6000. Civil Rights

- Edit made to reflect that discrimination based on sex also includes discrimination based on gender identity and sexual orientation.
- Edits made to insert the new Non-Discrimination Statement provided by USDA, in English and Spanish.

This release replaces all previous versions of the section listed above.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: February 3, 2022

To: All Holders of the Senior Farmers' Market Nutrition Program (SFMNP)
Handbook

Revision No: 22-01

Effective: **Immediately**

Subject: Revision to the SFMNP Handbook

The SFMNP Handbook has been updated and revised to reflect recent changes in policy. Please review the revised handbook carefully. Items that have specific policy changes are listed below.

Section 4000. Managing the Program

- Edits made to clarify claims for reimbursement should be submitted within thirty days of the end of the month in which the expense was incurred.
- Edit made to clarify definition of a certified farmers' market.
- Other minor edits made for clarity.

This release replaces all previous versions of the section listed above.

The SFMNP Handbook is available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>; select Senior Farmers' Market Nutrition Program, then SFMNP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: March 16, 2021

To: All Holders of the Senior Farmers' Market Nutrition Program (SFMNP)
Handbook

Revision No: 21-01

Effective: **Immediately**

Subject: Revision to the SFMNP Handbook

The SFMNP Handbook has been updated and revised to reflect recent changes in policy. Please review the revised handbook carefully. Items that have specific policy changes are listed below.

Section 11000, Resources

- Revised Allowed and Disallowed Foods lists.

This release replaces all previous versions of the section listed above.

The SFMNP Handbook is available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>; select Senior Farmers' Market Nutrition Program, then SFMNP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: December 16, 2020

To: All Holders of the Senior Farmers' Market Nutrition Program (SFMNP) Handbook

Revision No: 20-01

Effective: **Immediately**

Subject: Revision to the SFMNP Handbook

Section 6000, Civil Rights

- Revised outdated web links in the Nondiscrimination Statement

This release replaces all previous section versions.

The SFMNP Handbook is available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>; select Senior Farmers' Market Nutrition Program, then SFMNP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: June 25, 2019

To: All Holders of the Senior Farmers' Market Nutrition Program (SFMNP) Handbook

Revision No: 19-02

Effective: **Immediately**

Subject: Revisions to the SFMNP Handbook

Section 1000, Introduction

- Rearranged and/or reworded information to provide consistency and clarity

Section 2000, Eligibility and Application Requirements

- Renamed the Section
- Rearranged and/or reworded information to provide consistency and clarity
- Provided more detailed information about eligibility
- Provided more detailed guidance about application requirements
- Moved SFMNP Agreements guidance to Section 3000, Program Agreements

Section 3000, Program Agreements

- Renamed the Section
- Rearranged and/or reworded information to provide consistency and clarity
- Moved SFMNP Agreements guidance from Section 2000
- Moved financial related information to Section 7000

Section 4000, Managing the Program

- Rearranged and/or reworded information to provide consistency and clarity
- Removed items and included the information in other items for clarity
- Provided more detailed guidance on voucher management, distribution, and redemption
- Updated the table on voucher redemption/submission deadlines
- Provided additional detail on training and monitoring requirements
- Clarified guidance on sanctioning

This release replaces all previous section versions.

The SFMNP Handbook is available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>; select Senior Farmers' Market Nutrition Program, then SFMNP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: June 7, 2019

To: All Holders of the Senior Farmers' Market Nutrition Program (SFMNP)
Handbook

Revision No: 19-01

Effective: **Immediately**

Subject: Revisions to the SFMNP Handbook and SFMNP Farmers and Farmers' Market
Handbook

SFMNP Handbook:

The entire SFMNP Handbook is being updated and revised to reflect recent changes in language and policy. Please review the following revised handbook sections carefully. Items that have specific policy changes are listed below.

Section 5000, Administrative Review and Audits

- Renamed the Section
- Rearranged and/or reworded information to provide consistency and clarity
- Updated, clarified, and enhanced audit guidance
- Enhanced guidance on administrative reviews by TDA

Section 6000, Civil Rights

- Rearranged and/or reworded information to provide consistency and clarity
- Provided more detailed guidance on Civil Rights requirements

Section 7000, Financial Management

- Rearranged and/or reworded information to provide consistency and clarity
- Provided enhanced guidance on financial controls, conflicts of interest, procurement, contract provisions, and cost principals (allowable costs)

Section 8000, Denials, Terminations, and Appeals

- Rearranged and/or reworded information to provide consistency and clarity

Section 9000, Terms, Definitions, and Acronyms

- Rearranged and/or reworded information to provide consistency and clarity

Section 10000, Email Notification and FMNP Handbook Online

- Renamed the Section
- Made minor editorial changes

Section 11000, Resources

- Rearranged and/or reworded information to provide consistency and clarity

This release replaces all previous section versions.

SFMNP Farmers and Farmers' Market Handbook:

The SFMNP Farmers and Farmers' Market Handbook has been updated and revised in it's entirely to reflect changes in language and policy.

The SFMNP Handbook and SFMNP Farmers and Farmers' Market Handbook are available through the Texas Department of Agriculture (TDA) Internet site. Visit <http://www.squaremeals.org/>; select Senior Farmers' Market Nutrition Program, then SFMNP Policy & Handbook.

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TEXAS DEPARTMENT OF AGRICULTURE
REVISION NOTICE

Date: March 29, 2016

To: All Holders of the Senior Farmers' Market Nutrition Program (SFMNP) Handbook

Revision No: 16-02

Effective: **Immediately**

Subject: Revisions to the SFMNP Handbook, SFMNP Farmers and Farmers' Market Handbook, and Forms

SFMNP Forms: The following SFMNP forms have been revised to reflect the changes as indicated below:

- Senior Farmers' Market Nutrition Program Application Notification (form H1435) and Programa Nutricional del Mercado Agrícola para Personas Mayores Resultado de la Solicitud (form H1435-S) – Added “Approved – Placed on Waiting list” eligibility determination. The 30-day notification of eligibility determination is revised to 15-day notification. Instructions for each form are also updated to reflect the form updates. The March 2016 revision replaces the December 2015 version.
- Senior Farmers' Market Nutrition Program Participant Application (form H1430) and Programa Nutricional del Mercado Agrícola para Personas Mayores Solicitud del Participante (form H1430-S) – Added “Eligible – Waiting List” as an eligibility determination category. Instructions for each form are also updated to reflect the form updates. The March 2016 revision replaces the December 2015 version.
- Participant Voucher Issuance Log – Added column which is used for FMNP only. Updated instructions. The March 2016 revision replaces the June 2012 revision.

SFMNP Farmers & Farmers' Market Handbook: The SFMNP Farmers & Farmers' Market Handbook has been revised to reflect the changes as indicated below.

Section 4000, Managing the Program

- 4212, Determination – Updated eligibility determination categories to include “eligible, placed on waiting list” and added information on the eligibility notification period, which is 15 days. The March 2016 revision replaces the December 2015 version.

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