

The background features a light green and yellow color palette with stylized illustrations of various fruits and vegetables. On the left, there are tomatoes, yellow bell peppers, a carrot, a purple eggplant, a purple radish, and a head of broccoli. At the bottom left, a brown basket is filled with green leafy vegetables, a large orange pumpkin, a yellow bell pepper, and a tomato. A corn cob is also visible. On the right, there are clusters of red grapes, strawberries, and cherries. At the bottom right, a woven basket is overflowing with pink peaches, and a whole watermelon with green stripes sits next to it.

# PY '25 ANNUAL SENIOR & WIC FARMERS MARKET NUTRITION PROGRAM TRAINING

BY  
TEXAS DEPARTMENT OF  
AGRICULTURE

# TDA CONTACTS

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[Cristina.Rodriguez@TexasAgriculture.gov](mailto:Cristina.Rodriguez@TexasAgriculture.gov)

&

**Michelle Mitchell**  
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# BEFORE WE BEGIN:

**YOU UNDERSTAND THAT THE TRAINING YOU ARE ABOUT TO RECEIVE DOES NOT COVER THE ENTIRE SCOPE OF THE PROGRAM. YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING ALL HANDBOOKS, MANUALS, ALERTS, NOTICES, AND GUIDANCE, AS WELL AS ANY OTHER FORMS OF COMMUNICATION THAT PROVIDE FURTHER GUIDANCE, CLARIFICATION OR INSTRUCTION ON OPERATING THE PROGRAM.**

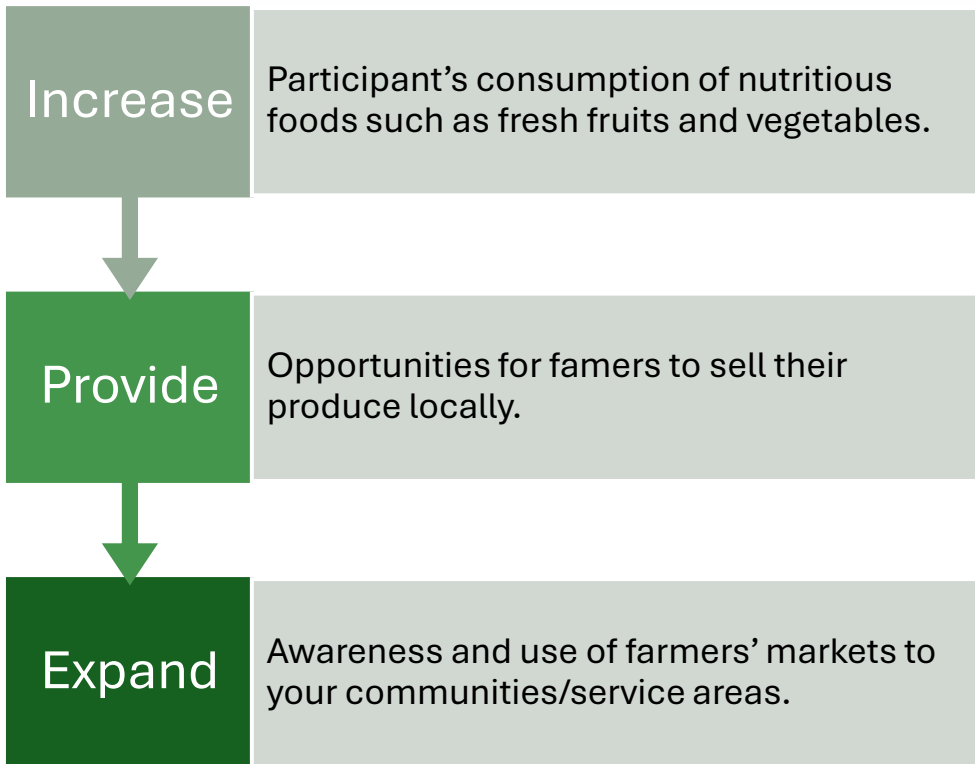


# OUTLINE

- I. AGREEMENTS/CONTRACT PACKET RENEWALS**
- II. S/FMNP PROGRAM OPERATIONS**
- III. VOUCHER ISSUANCE**
- IV. VOUCHER REDEMPTION**
- V. TRAINING & MONITORING**
- VI. CLAIMS FOR REIMBURSEMENT**
- VII. OTHER**



# Purpose of the S/FMNP:



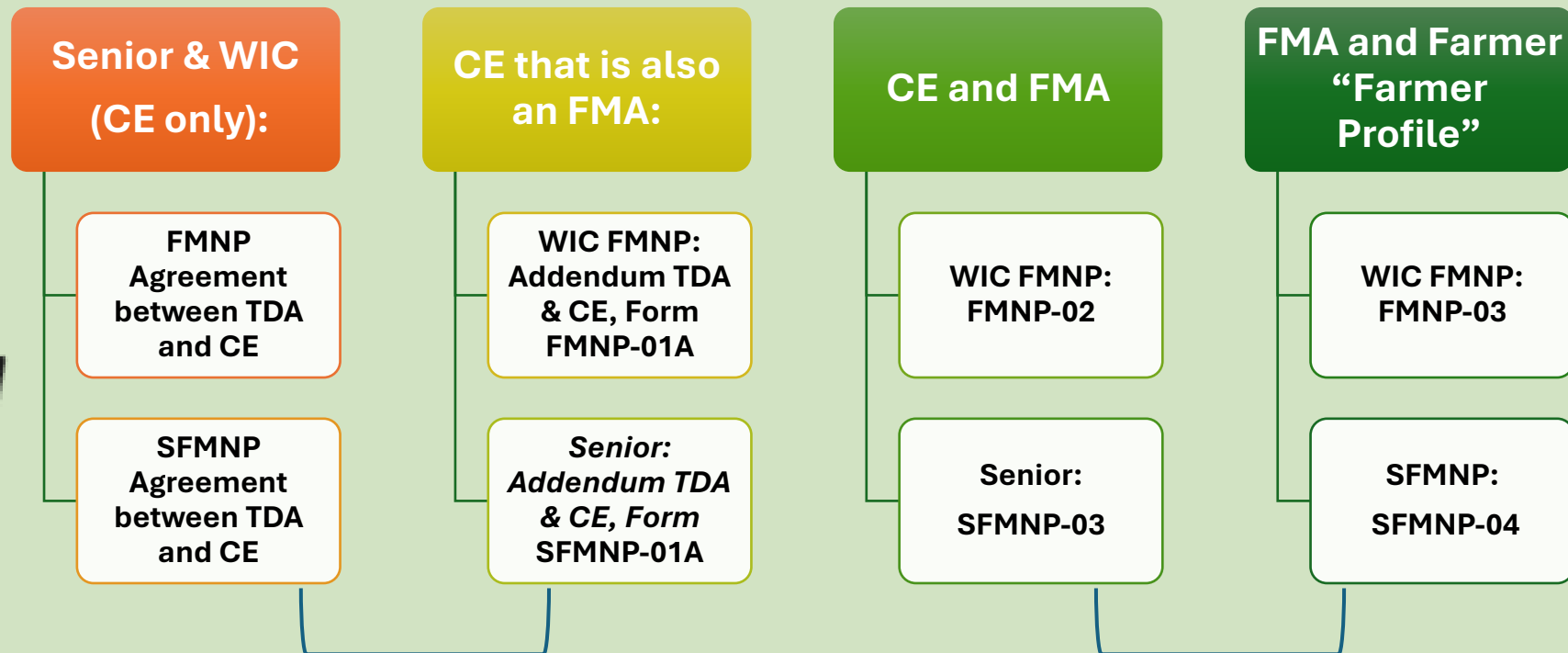
# I. AGREEMENTS/ CONTRACT PACKET RENEWALS



# S/FMNP Agreements

The following agreements are executed every 3 years, unless there is a new CE, FMA, and/or farmer:

*\*New 3-year cycle begins PY 25-PY 27*



\*These agreements are submitted to TDA for review for approval & signature.

\*These agreements are not submitted to TDA but are reviewed during Administrative Reviews.

*\*If you are a CE & FMA, please enter that information in the chat.*



# S/FMNP Annual Contract Renewals in TXUNPS



**1/16/25: CE's due date to submit agreements and contract packets to PES and TXUNPS.**

**1/31/25: PES team will review and approve S/FMNP Contract Packets in TXUNPS**

**A CE may not receive their new PY vouchers until TDA approves required documents.**

**\* If not submitted on time, PES will request for a corrective action plan.**



## II. S/FMNP PROGRAM OPERATIONS



# Authorizing Farmers' Markets, Associations & Farmers



**Mandatory: CEs, Farmers' Markets Associations (FMAs), and farmers must be certified and trained by the Texas Department of Agriculture annually.**



**Farmers must sell eligible foods & meet merchantable quality.**



**Markets must consist of (2) or more farmers selling most of their own produce.**

**75% of agriculture products sold at markets, must be grown in Texas.**

***\* You may also sell produce from New Mexico, Oklahoma, Arkansas and/or Louisiana.***

***\* Produce from Mexico is not allowed***





# Farmers' Market Certification Application

**Annually, markets must be TDA certified to participate in the S/FMNP.**

- PY 24 FM certificates expire December 31
- Now accepting PY 25 applications

**PY 25 TDA Application**

- TDA FM Application is now online via JotForm at: <https://form.jotform.com/241835716350153>

**E-Certificate**

- The application will be reviewed & an invoice will be emailed to CE/FMA
- An E-Certificate will be emailed once TDA processes your payment.

**TDA Contact**

- **Casey Corley**  
**Casey.Corley@TexasAgriculture.gov**

# Farmers' Markets Posters



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 725-2666 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at [www.usda.gov/files/default/files/documents/usda-program-discrimination-complaint-form.pdf](http://www.usda.gov/files/default/files/documents/usda-program-discrimination-complaint-form.pdf), from any USDA office, by calling (866) 632-6892, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1420 Independence Avenue, SW  
Washington, D.C. 20250-6810; or  
fax:  
(833) 256-1465 or (202) 696-7442;  
email:  
program.intake@usda.gov  
This institution is an equal opportunity provider.

The poster features a central illustration of fresh produce: a carrot, a strawberry, a yellow bell pepper, and a pea pod, set against a blue and white sunburst background. The text is arranged as follows:

- Top: **ASK ABOUT VOUCHERS HERE** in large, bold, maroon letters with a white outline.
- Middle: **FRESH FRUITS AND VEGETABLES AVAILABLE FOR WOMEN AND CHILDREN** in yellow, bold, sans-serif letters.
- Bottom left: **FARMER'S VENDOR #** in white, bold, sans-serif letters on a dark red background.
- Bottom right: **XXXXXXXXXXXX** in black, bold, sans-serif letters on a white background.

## Posters

- Individual farmers must prominently display 'vendor poster' advertising that they will accept S/FMNP vouchers.
- Must have their vendor ID number clearly displayed.
- TDA will send these out digitally for CEs to print on their own.

## And Justice For All "AJFA"

- Posters should also be displayed in prominent areas during S/FMNP market hours.
- No USDA updates on poster; May continue to print.

# WIC FMNP Eligible Foods

Only eligible produce may be purchased/redeemed with S/FMNP Vouchers.

Apples	Cantaloupes	Figs	<b>Limes</b>	Pears	Strawberries
Apricots	<b>Carambola/Star Fruit</b>	Garlic	Melons	Peas (Shelled)	Sweet Potatoes
Artichokes	Carrots	Grapefruit	<b>Micro Greens</b>	Peppers	Swiss Chard
Asparagus	Cauliflower	Green Onions	Mushrooms	Persimmons	Table Grapes
Beans	Celery	Greens/tops	Mustard Greens	Plums	Tomatoes
Beets	Collard Greens	Head Lettuce	Nectarines	Potatoes	Turnips
Blackberries	Corn	Herbs (fresh cut)	Okra	Pumpkins	Watermelons
Blueberries	Cucumbers	Kale	Onions	Radishes	
Broccoli	Dates	Kohlrabi	Oranges	Raspberries	
Brussels Sprouts	Dewberries	Leaf Lettuce	Papaya	Spinach	
Cabbage	<b>Dragon Fruit</b>	Leeks	Parsnips	<b>Sprouts</b>	
<b>Cactus/Nopales/ Prickly Pear</b>	Eggplants	Lemons	Peaches	Squash	

# WIC FMNP

## Disallowed/Not Eligible Foods:

Following items may be sold at markets but must not be redeemed by S/FMNP vouchers.

<b>Dried Fruits</b>	<b>Flowers</b>	<b>Processed Foods</b>
<b>Aloe Vera</b>	<b>Honey, raw or processed</b>	<b>Roasted Peppers</b>
<b>Baked Goods</b>	<b>Jams</b>	<b>Seafood</b>
<b>Cheese</b>	<b>Meat</b>	<b>Seeds</b>
<b>Cider</b>	<b>Non-food items</b>	<b>Sun-dried Tomatoes</b>
<b>Decorative Gourds</b>	<b>Nuts of any kind</b>	<b>Syrup</b>
<b>Dried Chili Peppers</b>	<b>Pecans</b>	<b>Wild Rice</b>
<b>Dried/Potted Herbs</b>	<b>Picante Sauce</b>	
<b>Dried Fruits/Vegetables</b>	<b>Potted Fruits or vegetable plants</b>	
<b>Eggs</b>	<b>Preserves</b>	

\* For WIC FMNP Participants: Honey is not allowed to be purchased with FMNP Vouchers

# Senior FMNP Eligible Foods

Only eligible produce may be purchased/redeemed with S/FMNP Vouchers.

Apples	Cantaloupes	Figs	Lemons	Peaches	Squash
Apricots	<b>Carambola/Star Fruit</b>	Garlic	<b>Limes</b>	Pears	Strawberries
Artichokes	Carrots	Grapefruit	Melons	Peas (Shelled)	Sweet Potatoes
Asparagus	Cauliflower	Green Onions	<b>Micro Greens</b>	Peppers	Swiss Chard
Beans	Celery	Greens/tops	Mushrooms	Persimmons	Table Grapes
Beets	Collard Greens	Head Lettuce	Mustard Greens	Plums	Tomatoes
Blackberries	Corn	Herbs (fresh cut)	Nectarines	Potatoes	Turnips
Blueberries	Cucumbers	<b>Honey</b>	Okra	Pumpkins	Watermelons
Broccoli	Dates	Kale	Onions	Radishes	
Brussels Sprouts	Dewberries	Kohlrabi	Oranges	Raspberries	
Cabbage	<b>Dragon Fruit</b>	Leaf Lettuce	Papaya	Spinach	
<b>Cactus/Nopales/ Prickly Pear</b>	Eggplants	Leeks	Parsnips	<b>Sprouts</b>	

\* For Senior Participants: Honey is allowed to be purchased with SFMNP Vouchers only.



# SFMNP: Disallowed Foods

Following items may be sold at markets but must not be redeemed by S/FMNP vouchers.

<b>Dried Fruits</b>	<b>Flowers</b>	<b>Roasted Peppers</b>
<b>Aloe Vera</b>	<b>Jams</b>	<b>Seafood</b>
<b>Baked Goods</b>	<b>Meat</b>	<b>Seeds</b>
<b>Cheese</b>	<b>Non-food items</b>	<b>Sun-dried Tomatoes</b>
<b>Cider</b>	<b>Nuts of any kind</b>	<b>Syrup</b>
<b>Decorative Gourds</b>	<b>Pecans</b>	<b>Wild Rice</b>
<b>Dried Chili Peppers</b>	<b>Picante Sauce</b>	
<b>Dried/Potted Herbs</b>	<b>Potted Fruits or vegetable plants</b>	
<b>Dried Fruits/Vegetables</b>	<b>Preserves</b>	
<b>Eggs</b>	<b>Processed Foods</b>	



# Operating S/FMNP Farmers' Markets & Roadside Stands Reminders

1

Develop and provide instructions on how the S/FMNP operates, including the process for redeeming vouchers.

2

Display and clearly label prices for S/FMNP Eligible Foods.

3

Best Practice: Separate the ineligible produce and mark those items as non- S/FMNP.

4

Encourage S/FMNP participants to return to the markets and utilize any unused vouchers.



# Operating S/FMNP Farmers' Markets & Roadside Stands Reminders

Instruct participants on how to use S/FMNP Vouchers at markets.

## How to use your WIC FMNP Vouchers

- 1** BRING YOUR WIC SHOPPING LIST
- 2** RECEIVE 5 FMNP VOUCHERS. VALUE OF \$30.00
- 3** CHOOSE ELIGIBLE PRODUCE
- 4** PAY WITH VOUCHERS
- 5** COME BACK TO PARTICIPATING FARMERS' MARKETS & REDEEM VOUCHERS

1 VOUCHER=	\$6.00
2 VOUCHERS=	\$12.00
3 VOUCHERS=	\$18.00
4 VOUCHERS=	\$24.00
5 VOUCHERS=	\$30.00

TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**  
Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)  
This product was funded by USDA.  
This institution is an equal opportunity provider.

# III. Voucher Issuance



# Ordering Vouchers & Posters

S/FMNP voucher sheets & posters will be ordered via SquareMeals.org

TDA will review the CE's Order Request before approving.

Once approved, fulfillment vendor will FedEx vouchers, to include tracking number.

Voucher Issuance begins February 1 – September 30<sup>th</sup>. Season varies between CEs.

Each CE has an allocated amount of vouchers they may order.

3E'S OF HEALTHY LIVING  
EDUCATION, EXERCISE AND EATING RIGHT Nutrition Program

Programs > Farmers Market Nutrition Program

Farmers Market Nutrition Program

Administration/Forms  
ALN and FAIN  
Farmers' Markets Map  
Get Started  
Income Eligibility Guidelines  
Latest News  
Newsletter  
Policy/Handbook  
Resources  
Statistics  
Training

**Promoting the routine consumption of fresh fruits and vegetables from farmers' markets as part of the daily diet of women and children**

The Farmers Market Nutrition Program (FMNP) allows qualified participants to buy nutritious fresh fruits and vegetables using FMNP vouchers from participating farmers' market associations to improve their diets. FMNP:

- is not a statewide program;
- provides resources to low-income women and children in the form of fresh, nutritious, unprepared, locally grown fruits, vegetables, and culinary herbs from farmers' markets; and
- increases the domestic consumption of agricultural commodities by helping develop or expand domestic farmers' markets.

**Order Form Open Now**

Click [here](#) to place an order for FMNP materials.

[Bi-Monthly Meeting Recordings](#)

\*Note: For the SFMNP, there are less vouchers printed due to the funding of program

# FMNP: Voucher Issuance

For PY 25, each eligible FMNP participant will receive a dark hunter green perforated sheet of (5) vouchers & 1 cover sheet

FMNP- Total value \$30.00/ \$6.00 each voucher

\*Participant Signature line has been removed. Please have the participant enter the date of redemption.

Farmer must enter their Vendor ID number and/or stamp

2025

## FARMERS' MARKET NUTRITION PROGRAM

<<Vouch# - Vouch#>>

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

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FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.  
Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor MUST have an official SFMNP Number
- NOT valid at grocery stores

Date Voucher Redeemed

\*End date of use may be sooner based on your location

REDEMPTION DATE  
02/01/25 - 10/31/25  
Participants MUST Redeem Vouchers by 10/31/25

VOUCHER AMOUNT  
**\$6.00**

---

FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.  
Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor MUST have an official SFMNP Number
- NOT valid at grocery stores

Date Voucher Redeemed

\*End date of use may be sooner based on your location

REDEMPTION DATE  
02/01/25 - 10/31/25  
Participants MUST Redeem Vouchers by 10/31/25

VOUCHER AMOUNT  
**\$6.00**

---

FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.  
Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor MUST have an official SFMNP Number
- NOT valid at grocery stores

Date Voucher Redeemed

\*End date of use may be sooner based on your location

REDEMPTION DATE  
02/01/25 - 10/31/25  
Participants MUST Redeem Vouchers by 10/31/25

VOUCHER AMOUNT  
**\$6.00**

---

FARMERS' MARKET NUTRITION PROGRAM

VENDOR NUMBER HERE <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.  
Any other use constitutes fraud.

- Pay to the order of authorized Farmers' Market Vendor
- Vendor MUST have an official SFMNP Number
- NOT valid at grocery stores

Date Voucher Redeemed

\*End date of use may be sooner based on your location

REDEMPTION DATE  
02/01/25 - 10/31/25  
Participants MUST Redeem Vouchers by 10/31/25

VOUCHER AMOUNT  
**\$6.00**

SAMPLE

# Voucher Issuance: SFMNP

PY 25, Each eligible SFMNP participant will receive a turquoise blue perforated sheet of (5) vouchers & 1 cover sheet

SFMNP- Due to the ARPA Grant :  
Total value \$50.00/ \$10.00 each voucher.

\*Participant Signature line has been removed. Please have the participant enter the date of redemption.

Farmer must enter their Vendor ID number and/or stamp

**2025**

**SENIOR FARMERS' MARKET NUTRITION PROGRAM**

VENDOR NUMBER HERE: <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.

REDEMPTION DATE: 02/01/25 - 10/31/25

VOUCHER AMOUNT: \$10.00

Date Voucher Redeemed

\*End date of use may be sooner based on your location

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COMMISSIONER SID MILLER

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**SENIOR FARMERS' MARKET NUTRITION PROGRAM**

VENDOR NUMBER HERE: <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.

REDEMPTION DATE: 02/01/25 - 10/31/25

VOUCHER AMOUNT: \$10.00

Date Voucher Redeemed

\*End date of use may be sooner based on your location

**SENIOR FARMERS' MARKET NUTRITION PROGRAM**

VENDOR NUMBER HERE: <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.

REDEMPTION DATE: 02/01/25 - 10/31/25

VOUCHER AMOUNT: \$10.00

Date Voucher Redeemed

\*End date of use may be sooner based on your location

**SENIOR FARMERS' MARKET NUTRITION PROGRAM**

VENDOR NUMBER HERE: <<Vouch#>>

No Change Issued

This voucher is good for the purchase of fresh, nutritious, unprepared, locally grown vegetables, fruits, and herbs for human consumption from SFMNP certified farmer.

REDEMPTION DATE: 02/01/25 - 10/31/25

VOUCHER AMOUNT: \$10.00

Date Voucher Redeemed

\*End date of use may be sooner based on your location

PY 25: Last PY to operate the SFMNP ARPA GRANT. Value will go back to \$20/\$4.00 per voucher.



# Voucher Issuance

## Allocation of S/FMNP Vouchers

- TDA determines the number of vouchers each CE may order within a PY.
- TDA communicates amount to each CE
- Voucher Redistribution may occur if a CE cannot utilize their allocated amount. Another CE may place an order for the remaining vouchers.

## WIC Participants (FMNP):


- Annually, 1 FMNP Sheets is given per eligible participant in the household (Pregnant, breastfeeding, postpartum women, children (1-5 years of age), **Infants (over 4 months)** on a first come, first serve basis.
- Must show proof of WIC eligibility to receive vouchers (shopping list).
- No Dual Participation – Complete Voucher Issuance Log
- May use a Proxy and list them under the voucher issuance log

## Senior Participants (SFMNP):

- **Application Process:** Annually, senior applicants must complete the SFMNP Application, H1430
- **Eligibility Criteria:** Must be 60 years of age or older, must meet income guidelines, must show proof of ID, must reside in the CE's service area
- **Voucher Distribution:** 1 SFMNP sheet per eligible participant in the household, distributed annually on a first-come, first-serve basis.
- **No Dual Participation**– Complete Voucher Issuance Log
- May use a proxy, but must be designated in writing via application form or signed statement

# WIC Shopping List Slide Example Paper vs Electronic

3/20/24, 9:33 AM Family Benefit Issuance: Family Benefit Issuance: 5077171036003155025\_05/01/2024-05/31/2024 - Dynamics 365



**Texas WIC Shopping List**

Parent/Guardian: Emily TXDLWMarch Date: Mar 20, 2024  
 PAN: 5077171036003155025 Time: 2:27 PM  
 Next Appointment: TXDLWMarch- Reload Card After Online Class Clinic: Fallbrook WIC Center  
 Appointment Date/Time: May 30, 2024, 6:00 PM

To report a Lost or Stolen card, call: 1-800-942-3678  
 For questions about benefits, or if your card does not work in the store, call your clinic: (713) 407-5800  
 For Texas WIC information: Go to TexasWIC.org

**BENEFITS ISSUED FOR THE MONTHS OF:**

SHOPPING LIST ITEMS	March 2024	April 2024	May 2024
BREAD/TORTILLAS/RICE/OAT/PASTA	3.00 lb	3.00 lb	3.00 lb
CEREAL	72.00 ounce	72.00 ounce	72.00 ounce
CHEESE	2.00 lb	2.00 lb	2.00 lb
DRY OR CAN BEANS/PEANUT BUTTER	3.00 item	3.00 item	3.00 item
EGGS SM/MED/LG/XLG/JUMBO	2.00 dozen	2.00 dozen	2.00 dozen
FRUITS and/OR VEGETABLES	73.00 value	73.00 value	73.00 value
JUICE 48 OZ and/OR 12 OZ FRZ	3.00 can	3.00 can	3.00 can
JUICE 64 OZ and/OR 16 OZ FRZ	2.00 can	2.00 can	2.00 can
LOW/NONFAT YOGURT OR MILK SKIM 1%	1.00 quart	1.00 quart	1.00 quart
WHOLE FAT YOGURT OR MILK	1.00 quart	1.00 quart	1.00 quart
WHOLE MILK ONLY	3.00 gal	3.00 gal	3.00 gal

DROP SHIP ITEMS	March 2024	April 2024	May 2024
Dropship-238-DUOCAL PWD 400G	6.00 can	13.00 can	13.00 can

**FOR STAFF USE ONLY**

https://txuat2.crm9.dynamics.com/main.aspx?appid=99005c731-ecfa-ea11-a813-001dd8305dde&pagetype=entitydetail&setn=mis\_familybenefitissuanc... 1/2

3/20/24, 9:33 AM Family Benefit Issuance: Family Benefit Issuance: 5077171036003155025\_05/01/2024-05/31/2024 - Dynamics 365



**WICCAT/PRI/FOOD PKG/FORMULA/QTY**

CLIENT/CID	March 2024	April 2024	May 2024
Client TXDLWMarch / 00002275567	Child/3/2000	Child/3/2000	Child/3/2000
Ellie TXDLWMarch / 00002275216	Infant/4/1000/238/6.00	Infant/4/1000/238/13.00	Infant/4/1000/238/13.00
Emily TXDLWMarch / 00002275200	Pregnant/4/2002	Pregnant/4/2002	Pregnant/4/2002

Name of WIC Participants  
Eligibility Dates

**Welcome to myWIC!**

With myWIC you can schedule upcoming appointments, upload documents, view benefits, and much more.

**myWIC**  
Scan to learn more or search myWIC Mosaic in your app store.

- Manage your appointments**  
Schedule, change, and view your appointments
- Current and future benefits**  
View your monthly benefits and track your purchases
- Tailored shopping experience**  
Use the shopping guide and scanner to get the most out of your benefits
- Guided certifications**  
Use a step-by-step process for uploading documents before your WIC appointment

TEXAS Health and Human Services | TEXAS WIC  
 Visit our website at [TexasWIC.org](https://TexasWIC.org).  
 This institution is an equal opportunity provider.  
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QR Code to download MY WIC APP



# Voucher Issuance

Each participant must receive instructions on how to redeem vouchers, to include:

## WIC & Senior participants:

- Locations and hours of operations for participating Farmers' markets and roadside stands.
- List of participating farmers, farmers' markets & roadside stands where vouchers may be redeemed.
- Description of Eligible Foods.
- Prohibition of cash exchange for vouchers.
- Complaint Procedures.
- Procedures to designate a proxy

## SFMNP Only:

- Participants shall read or be read to, the Participant Rights & Responsibilities (can be found on the Participation Application Form).

## LOCATIONS

### Pica Pica Plaza

910 SE Military Dr  
San Antonio, TX 78214  
Every Friday thru Oct  
(except 5/24/24)  
9 AM - 1 PM

### San Antonio Food Bank

5200 Historic Old Hwy 90  
San Antonio, TX 78227  
Every 2nd Saturday  
thru Oct (start 6/8/2024)  
Every 3rd Monday  
thru Sept (start 6/17/24) (except 7/15/24)  
10 AM - 1 PM

### New Braunfels Food Bank

1620 S. Seguin Ave  
New Braunfels, TX 78130  
Every 1st Monday thru Aug,  
Last Chance 9/3/24  
10 AM - 1 PM

### Callaghan WIC

4412 Callaghan  
San Antonio, TX 78228  
Every 4th Thursday thru Oct  
9 AM - 1 PM

Questions?  
Call 210-431-8346

## WHO IS ELIGIBLE?

### WIC PARTICIPANTS

- Each **WIC participant** (eligible women and children) can receive \$30 in vouchers to spend at participating Farmers' Markets.
- **Bring your "SHOPPING LIST"** to the markets listed. Vouchers **distributed** until **30 Sept 2024**.
- **ONE PER PERSON PER YEAR**, while supplies last.
- Vouchers can be used until **31 Oct 2024**.

### SENIOR PARTICIPANTS

- Adults **60 and older** who meet the income guidelines can receive \$50 in vouchers to spend at participating Farmers' Markets.
- **Bring your ID** to the Farmers Market listed.
- Vouchers **distributed** until **30 Sept 2024**.
- **ONE PER PERSON PER YEAR**, while supplies last.
- Vouchers can be used until **31 Oct 2024**.
- Seniors may use vouchers for honey.

## ALLOWED FOODS

Apples	Cactus	Dragon fruit	Leaf Lettuce	Oranges	Radishes
Apricots	Cantaloupes	Eggplants	Leeks	Papaya	Raspberries
Artichokes	Carrots	Figs	Lemons	Parsnips	Spinach
Asparagus	Carambola	Garlic	Limes	Peaches	Sprouts
Beans	Cauliflower	Grapefruit	Melons	Pears	Squash
Beets	Celery	Green onions	Microgreens	Peas (shelled)	Strawberries
Blackberries	Collard Greens	Green/tops	Mushrooms	Peppers	Sweet potatoes
Blueberries	Corn	Head Lettuce	Mustard Greens	Persimmons	Swiss Chard
Broccoli	Cucumbers	Herbs (fresh cut)	Nectarines	Plums	Table grapes
Brussels Sprouts	Dates	Kale	Onions	Potatoes	Tomatoes
Cabbage	Dewberries	Kohlrabi		Pumpkins	Turnips
					Watermelons

\*Seniors may use vouchers for Honey\*

### Participant Rights and Responsibilities

- Participants have the right to a fair hearing.
- It is not allowed to participate in the FMNP with more than one CE.
- Participants must be provided a complete list of all locations of participating Farmers' Markets.
- **No cash/change will be given for the voucher.** Lost, stolen or expired vouchers will not be replaced.
- You may assign a proxy on your behalf.

This institution is an equal opportunity provider

\*\*Last updated on 06/22/2024\*\*

# SFMNP Only: Voucher Issuance

## Eligibility Determinations

- CEs must determine an applicant's status as either Eligible, Eligible & on a waiting list, or Ineligible within 15 days from the date of application.
- If placed on a waiting list, the CE must document the applicants: name, address/phone number, & date placed on a waiting list.
- Applicants must be notified in writing if they do not meet eligibility criteria, including their right to a fair hearing.
- *May utilize the Participant Application form.*

## Proxy

- A person designated by the participant to act on their behalf throughout the SFMNP process.
- Responsibilities: May apply for certification, receive and redeem SFMNP vouchers at authorized farmers' market and/or roadside stands.
- Designation: May occur at any time during the PY but must be done in writing via the Participant Application (Form H1430) or a signed statement (written note).

# Participant Voucher Issuance Log\*

Voucher Log  
Revised  
September 2024

- Excel Spreadsheet
- Drop down box for participant category
- Includes Senior

CE/FMA

- Ensure booklet serial numbers are recorded on log
- Protect participant confidentiality

Record Keeping

- Reviewed during Administrative Reviews
- Utilize for data collection

You may create  
you own voucher  
issuance log

- Meet minimum federal criteria

Texas Department of Agriculture		Participant Voucher Issuance Log			September 2024
Contracting Entity:					Date Vouchers Issued:
Program:					
Market/Site Name:					
Participant Name	Proxy Name	Participant Category	Voucher Serial Numbers	Staff Initials	Other Contact Info
		<div style="border: 1px solid black; padding: 2px;">                     Pregnant                      Breastfeeding                      Post Partum                      Infant (4 months+)                      Child (1 yr-5 yr)                      Senior                 </div>			



# Voucher Management & Security

**Responsibility:** CEs, FMAs, and farmers are responsible for the management and security of vouchers throughout the Program Year.

## Security Protocol:

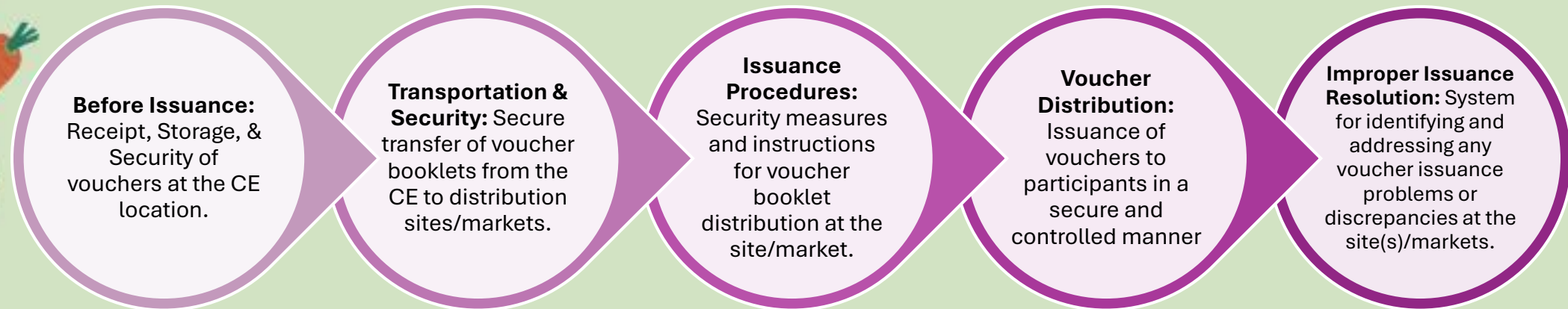
Vouchers must be securely stored at all times:

- At the CE location
- During transfers to markets
- Throughout market hours
- After redemption

**Delegation:** CEs may delegate voucher management and distribution responsibilities to FMAs.

# Voucher Management & Security

The CE must maintain written procedures for voucher management & security to include the following:



*\*Process reviewed during Administrative Review*

# IV. Voucher Redemption



# Voucher Redemption

## Program Period:

- Runs from February 1 to October 31 of each program year.

## Voucher Redemption:

- Participants may only redeem vouchers for eligible S/FMNP produce.

## Farmer Requirements:

- Farmers must include their vendor numbers on each voucher.
- A stamp containing the vendor number may be used.









# Voucher Redemption Reminders

## Price Consistency:

- Must not charge more to S/FMNP customers than to non-S/FMNP customers for the same foods.

## Voucher Redemption:

- Do not redeem S/FMNP vouchers for less than their full value.

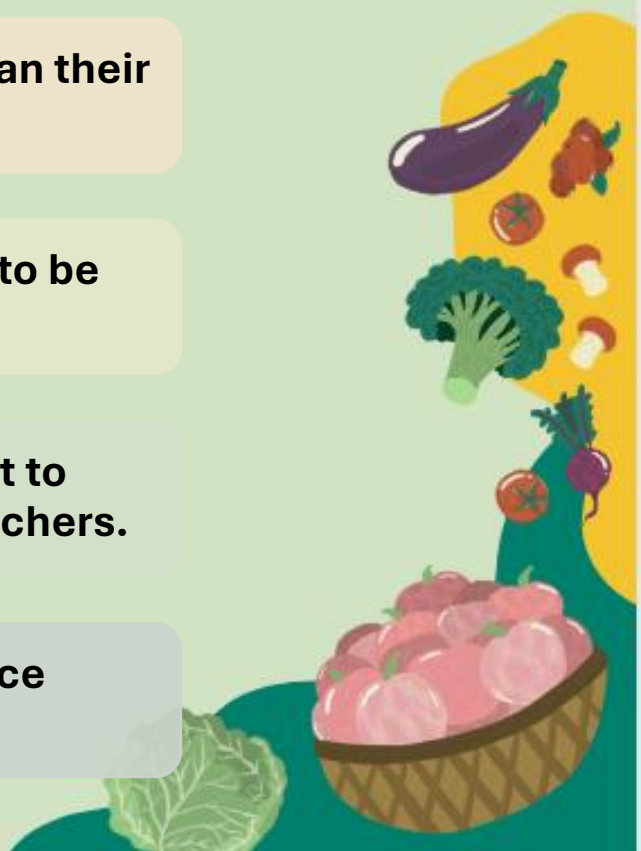
## Cash Transactions:

- Do not provide cash change or require cash to be paid for S/FMNP eligible foods.

## Unredeemed or Lost Vouchers:

- Do not seek restitution/do not bill or attempt to collect payment for lost or unredeemed vouchers.

## Sales Tax:

- Must not collect sales tax on S/FMNP produce purchases.
- 

# Voucher Redemption Reminders

**Do not accept Invalid Vouchers and report lost vouchers to TDA.**

Missing farmer's  
vendor  
identification  
number

Missing  
Redeemed/sale  
date

Vouchers  
redeemed after  
"Dates of Use"

Forged/altered or  
from another PY

Vouchers from the  
county/different  
programs

Lost or stolen  
vouchers

# Voucher Redemption

The CE must maintain written procedures for the reconciliation & redemption of vouchers to include:

## Voucher Validity Determinations

- The CE must verify the validity of each voucher by checking:
  - Lost or stolen vouchers through tracking systems
  - Expired vouchers by comparing issue and expiration dates.
  - Inconsistencies with issuance log or redemption list by cross-referencing voucher details

## Error Reduction in Transactions

- The CE must implement measures to reduce S/FMNP voucher discrepancy errors:
  - Regularly updating and reconciling transaction records
  - Utilizing automated systems to flag discrepancies or invalid vouchers
  - Providing training and guidance to staff to ensure proper handling and processing

# Voucher Redemption

The CE must maintain written procedures for the reconciliation & redemption of vouchers to include:

## Handling Redeemed Vouchers without Issuance Records

- Investigate the discrepancy, checking for errors in the issuance system/logs.
- Contact participants or farmers to clarify voucher details.
- Mark the voucher as invalid if no issuance record can be located.

## Disposal of Invalid or Unused Vouchers at End of PY

- TDA will communicate to CEs at the end of the PY on how to dispose unused vouchers.
- CEs will collect and destroy expired, or unused vouchers to prevent future misuse.
- Follow established procedures for destroying invalid vouchers.

# V. Training & Monitoring



# Training

01

TDA conducts an annual training for participating S/FMNP CEs.

02

CEs will annually conduct training for their staff, FMAs, and farmers on required topics.

03

Any CE, FMA, and farmer that is participating for their first year must be trained by TDA. \*

*\*Note: Trainings may be interactive (face-to-face or via teams/zoom meetings).*

# S/FMNP Training

- Identification of eligible foods

- Record keeping and document retention requirements.

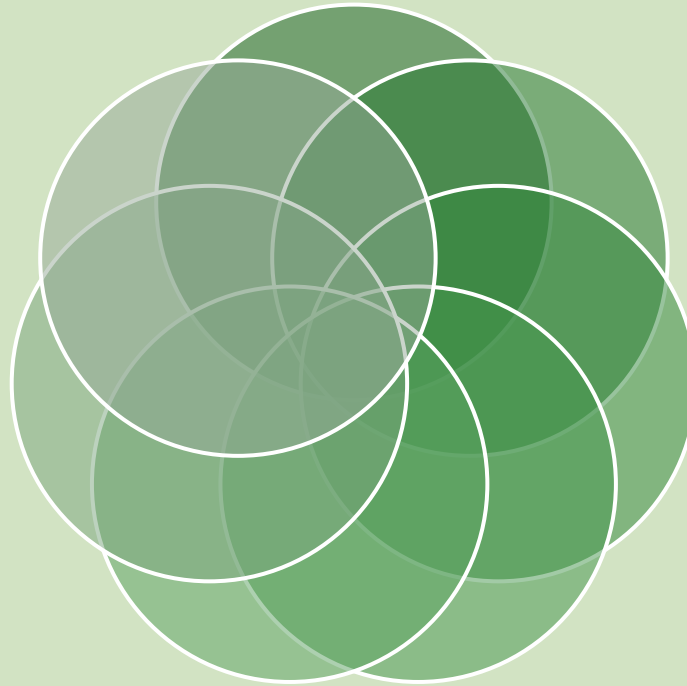
- Proper voucher redemption procedures, including deadlines for submission of vouchers

- Civil rights compliance and guidelines; Complaints & grievances process

- Equal treatment of participants

- Voucher cancellation procedures

- Voucher security, storage, and distribution



# Civil rights compliance and guidelines; Complaints & grievances process

- CEs must train staff and volunteers before they initially assume any S/FMNP duty and each program year thereafter.
- Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be written or verbal. If the complainant makes a verbal complaint, the person to whom the allegation is made must write up the elements of the complaint and should make every effort to obtain the following information:
  - Name, address, and telephone number or other means of contacting the complainant;
  - The specific location and name of the organization participating in S/FMNP;
  - The nature of the incident or action that led to the complaint of discrimination;
  - The basis on which the complainant believes discrimination exists (race, color, national origin, age, disability or sex);
  - The names, telephone numbers, titles, and business or personal address of persons that may have knowledge of the alleged discriminatory action; and
  - The date(s) during which the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).
- If a civil rights complaint is filed, the CE must forward it to USDA immediately. The complaints should be sent to:

USDA Food and Nutrition Service  
Attn: Regional Civil Rights Director  
1100 Commerce St.  
Dallas, Texas 75242
- In addition to notifying USDA, all civil rights complaints must also be forwarded to TDA immediately. CEs may submit TDA's complaint form on behalf of the complainant via TDA's Complaints form (<https://app.smartsheet.com/b/form/063062f61d4d42e590290cbddb4ea35b>) located on the S/FMNP Administration/Forms page on SquareMeals.org. Finally, CEs, subdistributing agencies, and distribution sites are also required to provide the complainants with contact information for USDA for filing a civil rights complaint<sup>3</sup> and explain that a complaint of a violation of their civil rights may be made directly to USDA.



# Monitoring

CEs must conduct on-site reviews of a minimum of 10% of farmers & 10% of farmers markets **to include the highest risk farmers and markets.**

The CE must develop a system to identify high risk farmers and markets. \*Will be reviewed during Administrative Reviews.

**High-Risk Indicators:** High volume of FMNP voucher redemptions by one farmer in a market, participant complaint(s), and/or first year participation

# Monitoring

Annually, CEs are required to monitor 10% farmers, markets, and/or roadside stands.

Update: S/FMNP Market, Farmer & Roadside Stand Review Tool – Revised November 2023

Compliance buys, or test buys, may be performed to make sure vendors are observing all regulations regarding sales to S/FMNP participants.

## S/FMNP Market, Farmer, and Roadside Stand Review

### Section I. Review Information

Contracting Entity (CE)/CE ID:		Date of Review:
Program(s) Reviewed: <input type="checkbox"/> Farmers' Market Nutrition Program (FMNP) <input type="checkbox"/> Senior Farmers' Market Nutrition Program (SFMNP)		
Name of Reviewer:		Title:
Name of Market or Roadside Stand Reviewed:		Type of Site ( <i>Redemption only, Voucher Issuance &amp; Redemption, etc.</i> ):
Name(s) of Farmer(s) Reviewed (include Farmers' Market Association):		

### Section III. Interviews

Provide a record/brief summary of interviews with recipients, market managers and/or farmers that took place during this review.

### Section II. Market Review & Voucher Redemp

2.1	Was a farmers' market/roadside stand observed for S/FMNP?
2.2	Is the "And Justice For All" Poster prominently displayed?
2.3	Does each farmer have a vendor poster displayed and are they authorized to redeem S/FMNP vouchers to include vendor ID number?  If no, list the farmers that did not have the poster displayed and/or their vendor ID number:
2.4	Are individual farmers displaying prices for S/FMNP Foods during market hours?  If no, list the farmers not displaying prices for S/FMNP foods:
2.5	Are vouchers kept secure during issuance and/or redemption? Describe:
2.6	Were vouchers redeemed by participants valid? If not, describe:

### Section IV. Findings and Corrective Action

Were any areas of noncompliance identified during this review? If Yes, list the findings and corrective action.	Yes	No
---	-----	----

Signature of Reviewer

Date

Signature of Market Manager

Date

# Monitoring

Areas of non-compliance/findings are referred to as “infractions”

Point system per “infraction”

If the market and/or farmer reaches “15 points”, the CE may sanction/disqualify them from participating in the S/FMNP

	Infraction	Explanation/Example	Points
1	Redemption of invalid vouchers: <ul style="list-style-type: none"><li>• Redeemed after end date</li></ul>	Must not exceed 5% of redeemed vouchers	1 Point
2	Providing unauthorized food or goods, except for firearms, ammunition, or controlled substances as defined in 21 USC 802 (including alcohol and tobacco), which have a higher points penalty. See #9 below.	Nuts or Clothing	5 Points
3	Charging FMNP customers more than other customers	\$6.00 worth of food for a participant is less than for a non-participant	5 Points
4	Requiring cash to be paid by FMNP participants in addition to voucher		5 Points
5	Asking FMNP participants to pay for vouchers not redeemed by TDA		5 Points
6	Falsifying information on vouchers	Date redeemed	5 Points
7	Charging for food items not received	Rain checks	5 Points

# Monitoring

**Sanctions: The CE may disqualify any farmer or farmers' market from participation in the S/FMNP by PY if the sanction score reaches 15+ points.**

Total Number of Points	Disqualification Period	
15 Points	1 Year	May not accept vouchers for the current program year
20 Points	2 Years	May not accept vouchers for the current program year and the next program year
25 Points	3 Years	May not accept vouchers for the current program year and the next two program years

**CEs must develop and follow written monitoring procedures that describe how the CE will monitor farmers' markets and farmers, and administer sanctions when infractions are found:**

# Monitoring

Monitoring and evaluation including development of a review schedule that uses high risk factors

Compliance buys

Sanctioning

Corrective Action

Written Notice

Appeals

# VI. Claims for Reimbursement



# Claims for Reimbursement & Deadlines

**Monthly, CEs must submit S/FMNP claims for reimbursements into TXUNPS.**

CEs may submit claims from February-December 15 of each PY.

**Ensure accurate data/numbers are being entered into TXUNPS.**

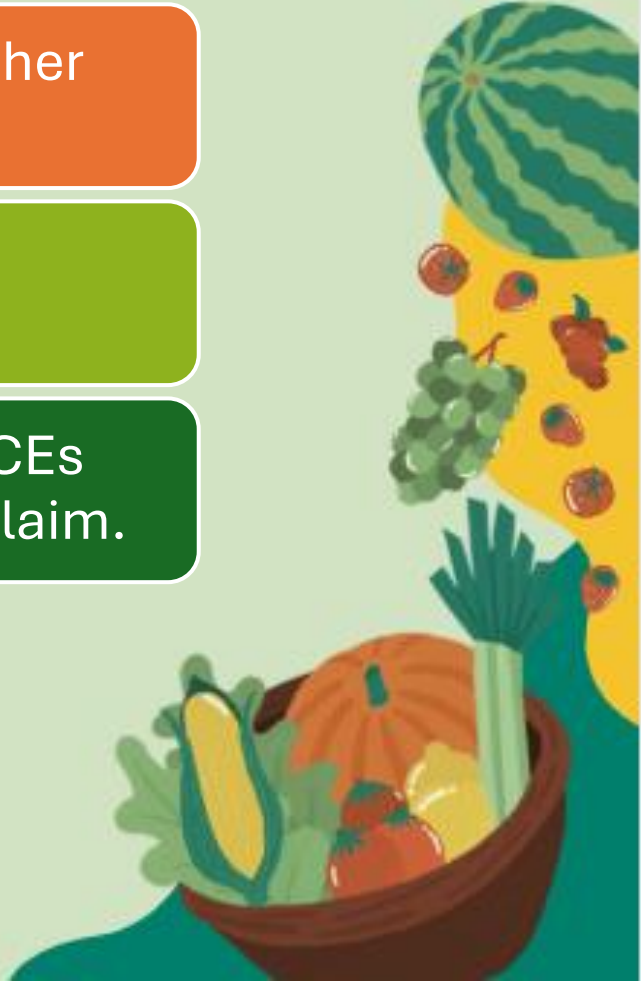


# FMNP Administrative Funding

Each CE receives \$.90 of Administrative Funding per voucher redeemed.

CE's will also receive the total dollar amount of vouchers redeemed per claim period (\$6.00/voucher)

Any leftover Administrative monies will be reallocated to CEs per the CE's claim for reimbursement, refer to #10-18 of claim.





# FMNP Administrative Funding

## Farmers' Market Nutrition Program (FMNP)

### Claim Information

1. Total number of sub-agencies reporting this claim period (if applicable):	1
2. Total number of farmers' markets reporting this claim period:	1
3. Total number of farmers redeeming claims represented this claim period:	5
4. Total number of vouchers distributed to participants this claim period:	1,245
5. Total number of vouchers disallowed this claim period. (Includes: unsigned vouchers, undated vouchers, vouchers not dated for current year, vouchers without the farmer's ID number.)	0
6. Total number of vouchers redeemed by farmers:	752
7. Total Administrative Expenses based on number of vouchers redeemed this claim period (# vouchers redeemed x \$0.90):	\$676.80
8. Total dollar amount of vouchers redeemed [total number of vouchers redeemed during this claim period x \$6.00 (value of individual voucher)]:	\$4,512.00
9. Total Voucher Reimbursable Expenses (add \$ amounts of items 7 and 8)	\$5,188.80
Approved Reimbursement Amount:	\$4,512.00



# SMNP Administrative Funding

CE's will receive the total dollar amount of vouchers redeemed per claim period (\$10.00/voucher)

*If any remaining SFMNP administrative monies are remaining, it will get allocated to CEs.*



# SFMNP Administrative Funding

## Senior Farmers' Market Nutrition Program (SFMNP)

### Claim Information

1. Number of Sub-Agencies:	0
2. Number of Farmers' Markets:	3
3. Number of Farmers Redeeming Claims:	2
4. Number of Vouchers Distributed:	1,520
5. Number of Participants Receiving Bulk Purchased Foods: (bulk purchase distribution must equal \$20 in value per recipient)	0
6. Total Number of Vouchers Disallowed: (Includes: unsigned vouchers, undated vouchers, vouchers not dated for current year, vouchers without the farmer's ID number)	0
7. Number of Vouchers Redeemed By Farmers:	1,262
8. Value of Voucher:	\$10.00
9. Total Value of Vouchers Redeemed:	\$12,620.00
Approved Reimbursement Amount:	\$12,620.00

### Claim Information - Administrative Expenses (Costs of Certifying/Verifying Applicants and Distributing

For SFMNP- CEs do not receive the \$.90 admin. funding per redeemed voucher



# Allowable VS. Unallowable Costs

CE's expenses for  
planning, organizing, &  
managing the S/FMNP  
(salaries, transportation,  
outreach)

Must be reasonable &  
necessary

Be verifiable/adequately  
documented



# Allowable VS. Unallowable Costs

Unallowable Costs may never be claimed for reimbursement

Cannot be counted towards the State matching requirement

*\*Do not enter any State Matching on claims for reimbursements*

# Allowable & Unallowable Costs examples

## Allowable

- Tents
- First Aid Kit
- Tablets
- Outreach/Nutrition Education materials
- Conferences
- Mileage to markets

## Unallowable

- Vehicle
- Lunch and snacks purchased for staff and attendees
- Coffee & Cups for staff in breakroom
- Claiming travel reimbursement without supporting documentation such as mileage form.

# VI. Claims for Reimbursement & Deadlines

**1/13/25:** USDA FNS 683 A&B

**1/16:** S/FMNP Agreements & Renewal Packets due to TDA

**1/17:** TDA S/FMNP Annual Training

**1/31:** TDA approves S/FMNP Contract Renewal Packets

**Last day for Voucher Issuance to participants**

**11/10:** State Plan data due

**11/15:** Farmers submit redeemed vouchers to FMA

**11/30:** FMA submit redeemed vouchers to CE

Feb

Oct. 31

Dec.

Jan.

Sept. 30th

Nov.

**2/1:** CE to begin ordering vouchers from TDA/FMA

**2/1:** Begin voucher issuance & Redemption, if applicable

**2/1:** CEs to begin their annual training with staff, FMA, and farmers

**Last day participants may redeem vouchers**

**12/15:** Last day to submit claims for reimbursement to TDA

*\* FMA should be submitting redeemed vouchers to CE monthly*

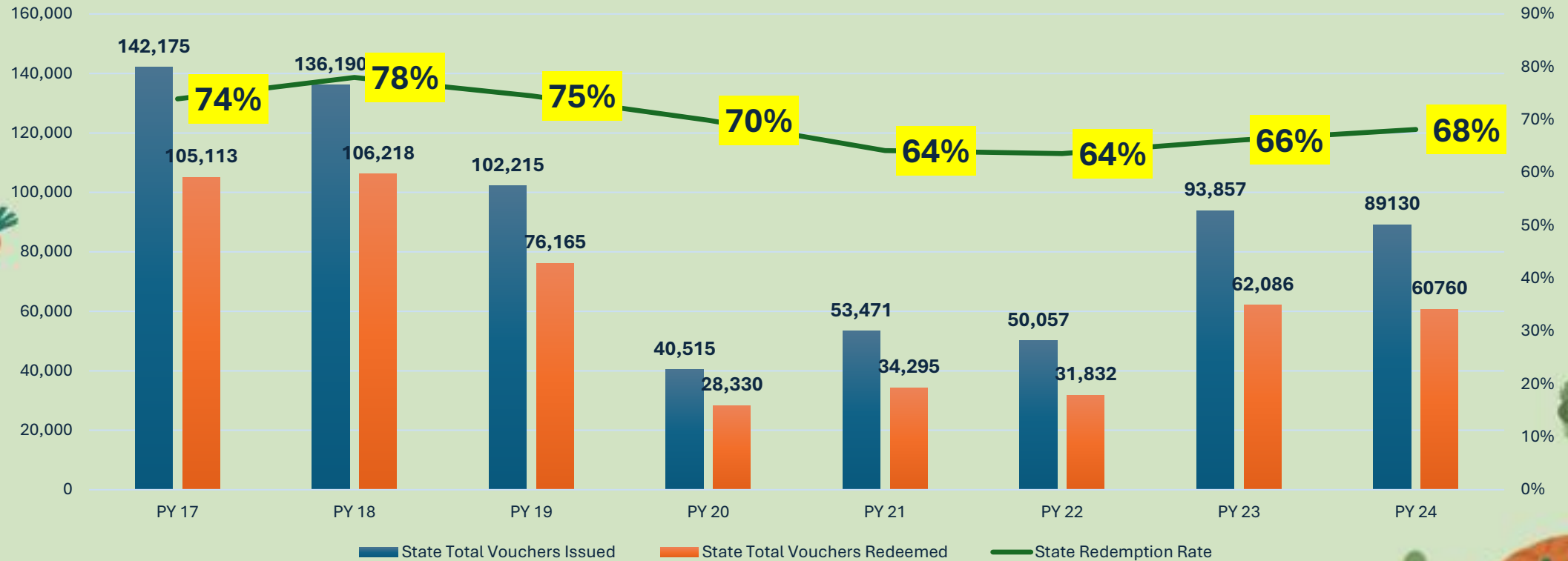
# VII. Other:





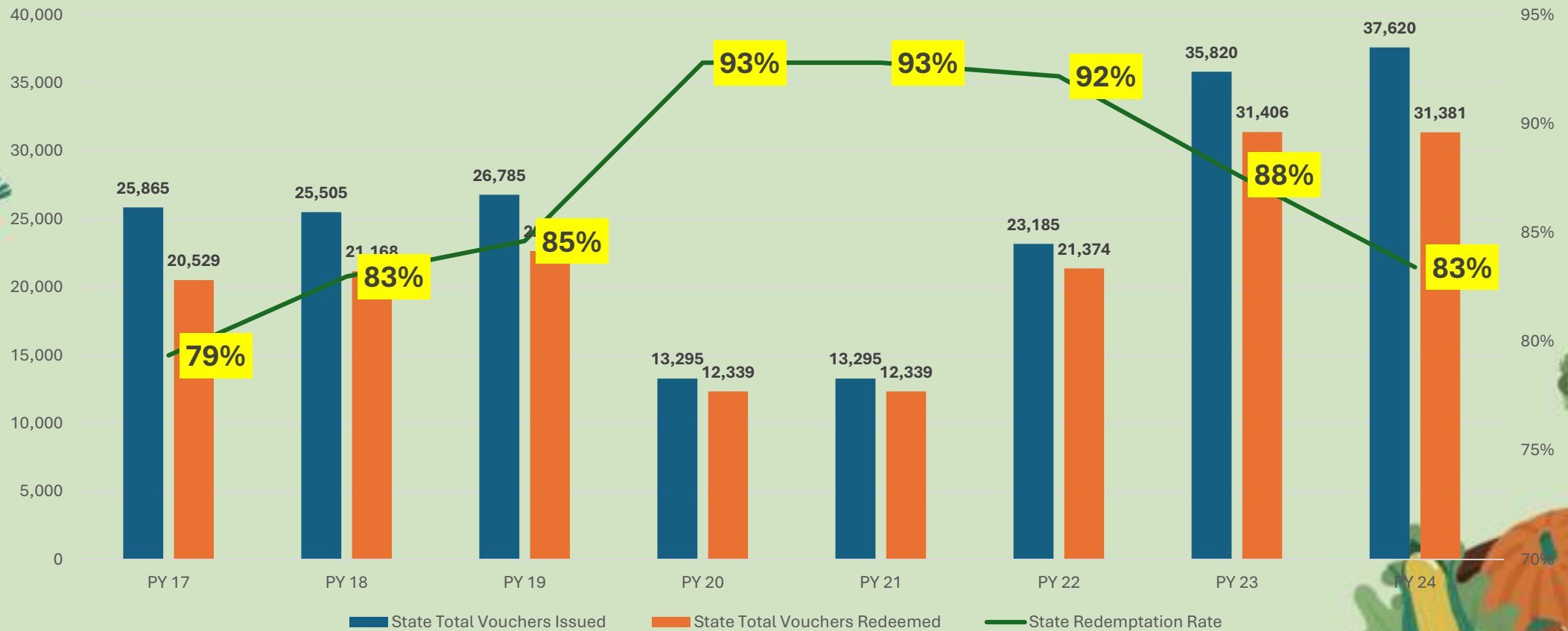
# Issuance and Redemption FMNP:

## FMNP Issuance & Redemption



# Issuance & Redemption SFMNP:

SFMNP Issuance & Redemption



# Updates/Reminders



# AJFA Posters

State and local agencies may continue to display the 2019 *And Justice for All* poster **OR** the current *And Justice for All* posters for *SNAP and FDPIR* (AD-475-B Blue) and for *All Other Nutrition Assistance Programs* (AD-475-A Green). The current posters can be found on the FNS website at: [And Justice for All Posters \(Guidance and Translations\) | Food and Nutrition Service](#)

State agencies can download and print the posters in the required 11x17 size and 14 Point font if they have the capability to do so.



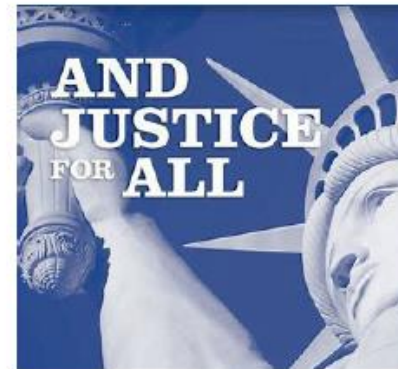
## **All Other FNS Nutrition Assistance Programs (AD-475A)**

This is the Special Nutrition and Safety (SNAS) and Child Nutrition (CN) Programs version that should be used in offices, schools, and other sites that administer Special Nutrition Programs (including WIC).

# AJFA Posters

## Which versions of the posters are not acceptable for use/out of compliance

- There will be a finding of noncompliance if a state or local agency has an *And Justice for All* poster displayed with the Statue of Liberty (see images below).
- These AJFA posters should not be printed from other sites or images available on the Internet.



# Review the PY 24 End of Year Survey Results & create outreach Material as needed.



# Memorandum of Understand (MOU)



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), number 551-8-13117 (MOU), is entered into by and between the Texas Health and Human Services Commission (HHSC), an agency of the State of Texas, and the Texas Department of Agriculture, (TDA) (collectively, the Parties).

### 1. Purpose of the MOU.

In previous years, HHSC has been the state agency responsible for administering the federal Special Supplemental Food Program for Women Infants and Children (WIC) Farmers Market Nutrition Program (FMNP) in Texas. In 2012, TDA assumed the role of state agency overseeing administration of this program in Texas. TDA and HHSC have identified the need and opportunity to work collaboratively on specific aspects of the program to maximize positive results.

TDA and HHSC executed an MOU in 2012, effective from May 21, 2012 through May 21, 2014, (and subsequent Interagency Grant Agreement which replaced MOU and expired May, 2016).

The purpose of this MOU is to reiterate the specific roles and responsibilities of HHSC and TDA in the cooperative effort of providing FMNP vouchers to eligible WIC clients.

The Parties agree as follows:

### 2. Roles and Responsibilities of HHSC.

- Provide clients with a participants' shopping list.
- Provide clients with nutrition education as required for FMNP participants under 7 Code of Federal Regulations 248.9, as amended.
- Distribute to participating WIC clinics posters and other printed materials describing FMNP program benefits, as provided by TDA.
- Facilitate communication between WIC clinics and TDA, as appropriate for program administration.
- Report any observed program irregularities to TDA promptly.
- Work with TDA to facilitate an automated process for agency collaboration, if needed.

### 3. Roles and Responsibilities of TDA.

- Identify clinics where clients are to be served by FMNP.

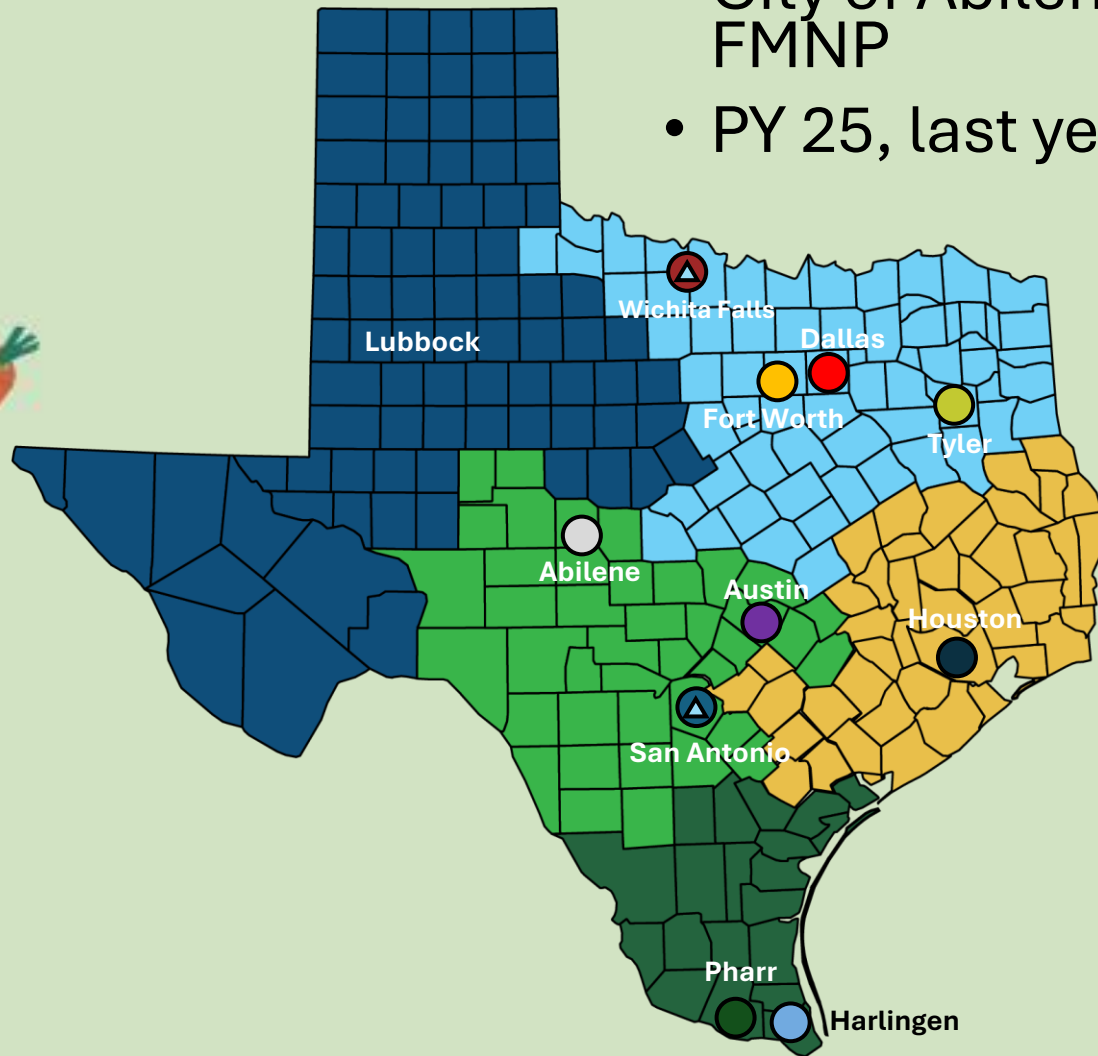
TDA has an MOU with WIC's state department Texas Health & Human Services Commission (HHSC)

WIC Clinics must assist with CEs on distributing posters and other outreach materials describing the WIC FMNP program and benefits.

TDA will be contact WIC HHS to update on PY 25

# CE Updates

- City of Abilene is no longer participating in the FMNP
- PY 25, last year for the SFMNP ARPA Grant







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# Forms/ Handbook Updates

- PY 2025-2027 Agreements
  - Voucher Log
  - S/FMNP Handbooks
  - S/FMNP Farmers' Market, Roadside Stand, & Certification/Issuance Site Information Form, H1420
  - Farmers Market Review
  - Foods Calendar – no longer applicable
  - SFMNP Addendum (CE & FMA) FMNP Redemption Reminder Resource
  - Other Resources > [SquareMeals.org](https://SquareMeals.org)
  - S/FMNP Map on [SquareMeals.org](https://SquareMeals.org)
- 

# Reminders



Reach out to your WIC clinics and senior centers



Outreach/advertise programs



Create Pop Up Markets

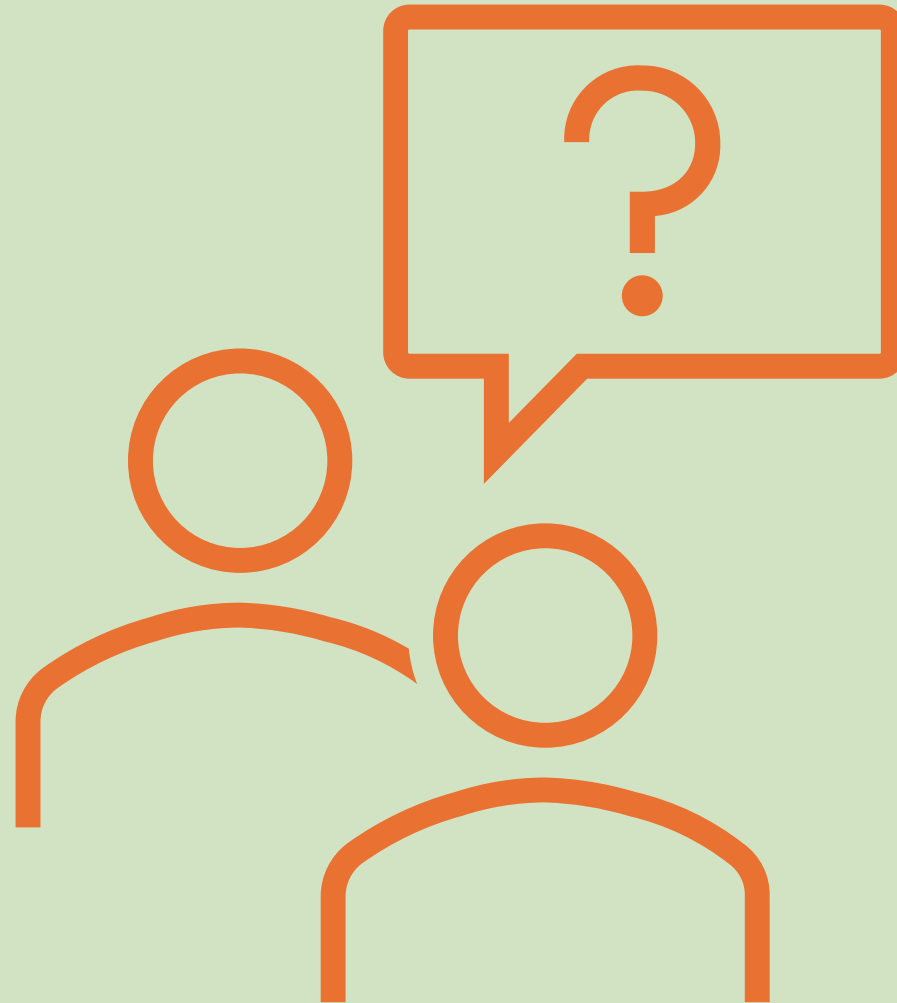


Redemption, Redemption, Redemption!



Update your website information with current PY farmer locations and hours of operation

# Questions



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. Mail:**

*U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or*

**2. Fax: (833) 256-1665 or (202) 690-7442; or**

**3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).**

This institution is an equal opportunity provider.



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.

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Food and Nutrition Division  
Commodity Supplemental Food Program



Updated 1/27/2025  
[www.SquareMeals.org](http://www.SquareMeals.org)