

**Instructions for
Commodity Supplemental Food Program
Certification Expiration Notice**

This form is used to notify Commodity Supplemental Food Program (CSFP) participants that their certification will expire.

Notes

- To obtain the *Certification Expiration Notice*, visit the Texas Department of Agriculture (TDA) website at: www.squaremeals.org. Go to Programs, Commodity Supplemental Food Program, CSFP Administration and Forms, then enter the form name into the correct field.
 - CEs must provide this information to participants in writing at least 15 days before certification expires.
 - **Tear or cut** the form at the dotted line. Give the bottom portion to the participant.
 - Maintain top portion of form in the participant's file for review.
 - Keep the *Certification Expiration Notice* for three years from the end of the certification period.
 - Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.*
 - This form addresses 7 CFR §247.16(d).
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Your Commodity Supplemental Food Program benefits – Give the date the CSFP benefits will expire.

Participant's Information – Fill in the participant's information. The participant or proxy must sign the form.

Certification Extension or Recertification? – This section helps the CE decide if certification extension is appropriate. Ask the participant the three questions and make the decision either for certification extension, for certification expiration, or for recertification.

1. Has your address changed? If yes, recertify the participant. If no, go to item 2.
2. Do you still want to receive CSFP benefits? If yes, go to item 3. If no, stop here and file this form with the Participant Application.
3. Does the eligibility specialist believe that participant still meets income eligibility requirements? If yes, extend the certification by completing the certification extension on the Participant Application. If no, recertify the participant by completing the recertification portion of the Participant Application.

Recertification – If recertification is necessary, inform the applicant to bring one document from each column. See the appropriate section on the *Participant Application* (Form H1504).

CE's Information – Fill in the CE's information. The CE must sign and date the form.