

Application Notification
Senior Farmers' Market Nutrition Program

03-2016

PURPOSE

To provide notification to program applicants of their approval or disapproval in the SFMNP. This form also provides information for requesting a fair hearing if an applicant is denied program benefits.

PROCEDURE

When to Prepare

Form H1435S is completed when the eligibility status of the applicant has been determined.

How to Obtain Forms

To obtain Form H1435S, visit the Texas Department of Agriculture (TDA) website at: www.squaremeals.org.

Number of Copies

The distributing agency keeps one copy.

Transmittal

Maintain in files for review.

Form Retention

Keep Form H1435S for three years from the end of the fiscal year. **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.

DETAILED INSTRUCTIONS

Applicant Information

Participant— Enter the name of the applicant/participant.

Date — Enter the date the Notification is completed.

Address (Street, City, State, Zip Code) — Enter the address of the applicant.

State - Texas

Your application to receive food... Check the Approved box if the applicant has been approved to receive SFMNP benefits. Check the Approved – Placed on Waiting List box if the applicant is eligible to receive SFMNP benefits but has been placed on a Waiting List to receive benefits. Check the Denied box if the applicant was ineligible to receive SFMNP benefits.

If you disagree with this determination... Enter the name of the food bank contractor that will handle the appeal.

Signature – Eligibility Specialist – The Eligibility Specialist (ES) who determined the applicant status of approved, approved and placed on a waiting list, or denied, signs the form.

Site – The ES enters the name of the distribution site.