Instructions for
Commodity Supplemental Food Program
Certification Expiration Notice

This form is used to notify the 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 the certification expires.
- Keep a copy of 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 the requirements in 7 CFR §247.16(d).

Your Commodity Supplemental Food Program benefits – Give the date the CSFP benefits will expire.

Participant’s Information – Fill in the participant’s information.

Reapplication? – Provide the participant with the CE name and contact information.

See the Participant Application (Form H1504) and instructions for additional information.

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