

**INSTRUCTIONS FOR
COMMODITY SUPPLEMENTAL FOOD PROGRAM
AGREEMENT BETWEEN CONTRACTING ENTITY
AND TEXAS DEPARTMENT OF AGRICULTURE
FORM H1502**

This agreement documents the terms and conditions under which the contracting entity (CE) and the Texas Department of Agriculture (TDA) agree to operate the Commodity Supplemental Food Program (CSFP). The *Commodity Supplemental Food Program Agreement Between Contracting Entity and Texas Department of Agriculture (CSFP Agreement)* is a permanent agreement that a CE must complete to receive CSFP USDA Foods from TDA. This agreement pertains to the CSFP only. This agreement does not pertain to The Emergency Food Assistance Program (TEFAP), which has a different permanent agreement.

A CE should complete the *CSFP Agreement* as a new applicant or as requested by TDA.

Notes

- Obtain the *CSFP Agreement* from the TDA website at <https://www.squaremeals.org>.
- Complete an original and keep one copy.
- Submit this agreement one of the following ways:
 - Fax:* 888-203-6593
 - Email:* CommodityOperations@TexasAgriculture.gov
- Retain the *CSFP Agreement* for a period of 3 years from the date that the agreement is no longer in effect.
 - Exception:*** *If audit findings, claims, or litigation have not been resolved by the end of the retention period, keep all forms and records until all issues are resolved.*

Section I — Agreement, Termination, and Payment

Enter the CE's name.

Section II — Term

To be completed by TDA staff only.

Section XI — Signatures

The authorized representative is an employee of the CE that has a signed FND 101, *Certificate of Authority for External Users* form, or other document created by the CE granting authority on file.

Name of CE — Enter the name of the CE. Ensure this matched the CE name entered in Section I.

Address of CE — Enter the street address, including city, state and zip code of the CE.

Name of CE Authorized Representative — Enter the name of the person signing the agreement on behalf of the CE.

Title of CE Authorized Representative — Enter the title of the person signing the agreement on behalf of the CE.

Signature of CE Authorized Representative — The CE's authorized representative must sign.

Date of Signature of CE Authorized Representative — Enter the date that the CE's authorized representative signed the agreement.

Remaining fields to be completed by TDA staff only.
