Instructions for
Commodity Supplemental Food Program
Applicant Notification (H1515)

This form provides an applicant their rights and obligations for participation in the Commodity Supplemental Food Program (CSFP) and an applicant’s right to a fair hearing.

Notes

- To obtain the Applicant Notification form, 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.
- Maintain this form in client files for review.
- Keep this form 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.

Participant – Enter the name of the participant.

Date – Enter the date the Application Notification was provided to the participant.

Address (Street, City, ZIP Code) – Enter the home address of the participant.

Denial or Termination – Indicate the reason for the denial or termination.

Right to Fair Hearing – Enter the contracting entity name and contact information.

Signature and Title of the Official Making Eligibility Determination – The official making the eligibility determination signs the form and provides their title.