PURPOSE

To provide contractors with the income guidelines that must be used when determining the eligibility of women, infants and children applying to participate in the Commodity Supplemental Food Program (CSFP).

When to Prepare

Texas Department of Agriculture (TDA) provides you with Form H1665 when the United States Department of Agriculture (USDA) issues new income eligibility guidelines. Use Form H1665 when a woman, infant or child applicant applies to participate in CSFP.

How to Obtain Form

To obtain Form H1665, visit the TDA website at www.snptexas.org.

Number of Copies

Use one copy as a reference.

Transmittal

None.

Form Retention

Keep Form H1665 for three years from the end of the program 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

Compare the applicant's household size and income with the income limits on the chart to determine eligibility.