NOTICE

Date: July 16, 2004
Reference: # SFSP 2004-16
To: Summer Food Service Program (SFSP) Contractors
Subject: Revised Process for Obtaining Special Nutrition Programs (SNP) Program Forms

OBTAINING PROGRAM FORMS

Purpose
This is an advance notice of a change to the way Special Nutrition Program (SNP) contractors obtain program forms.

Background
In order to improve business practices, state agencies are requiring organizations and individuals that contract with them to move into the electronic business environment. As part of this transition, SNP is changing the process for contractors to obtain copies of forms.

Revised Policy
Beginning April 1, 2005, SNP will no longer provide paper copies of program forms. You will be required to obtain program forms by accessing the SNP web site on the internet and downloading the forms you need to print for your use. SNP will notify you via Policy Alert when a form has been revised and will post the revised forms and instructions on the SNP web site at: http://www.dhs.state.tx.us/programs/snp/index.html.

Note: There may be forms that SNP will not be able to make available on the internet. If so, SNP will continue to provide paper copies of those forms to contractors.

Implementation
SNP will continue to provide you with paper copies of revised forms and instructions through March 2005. After that, you must obtain program forms and instructions via the SNP internet web site as directed. You will receive specific guidance in the future regarding how to use the internet to access and obtain SNP program materials.