

**INSTRUCTIONS FOR
FOOD & NUTRITION
SENIOR AND FARMERS' MARKET NUTRITION PROGRAM
H1420 FARMERS' MARKET LOCATIONS AND SITE INFORMATION**

Contracting entities (CEs) are required to submit their farmers' market locations and site information for certification and/or voucher distribution locations as part of the application for the Farmers' Market Nutrition Program (FMNP) and/or the Senior Farmers' Market Nutrition Program (SFMNP).

On first tab for the Farmers' Market Locations, please provide the following information:

Contracting Entity (CE) – Enter the name of the contracting entity.

Program – Enter FMNP or SFMNP.

CE Representative – Enter the name of the person responsible for the Program.

Phone Number – Enter the area code and telephone number of the contact person responsible for the Program.

Email – Enter the email address of the contact person responsible for the Program.

In the corresponding fields below:

Enter CE's **Farmers Market Associations**, the **Farmer's Market Name** where the participating farmers are selling, the **Physical Address, City, Zip Code, County, Phone Number**, and the **Days/Hours of Operation**.

On the Site Information Tab, please enter the following:

Site Name – Enter the name of the site for which you are requesting approval.

Physical Address – Enter the site's address, including street, City, Zip Code, and County.

Site Representative – Enter the name of the site coordinator.

Phone Number – Enter the area code and telephone number of the site.

Site Type – Specify if the site is being used for voucher distribution and/or certifications.

NOTE: CEs must conduct a visit of each site to verify that it will operate in full compliance with the requirements mandated in the Agreement Between the Texas Department of Agriculture and Contracting Entity (CE). The CE must certify that all sites have been or will be visited prior to the start of operations.

SUBMISSION

Submit to TDA through TX-UNPS when submitting the contract packet renewal.