

**INSTRUCTIONS FOR FOOD & NUTRITION
SENIOR AND FARMERS' MARKET NUTRITION PROGRAM
H1420 FARMERS' MARKETS,
ROADSIDE STANDS, AND CERTIFICATION/ISSUANCE SITE LOCATION INFORMATION
FORM**

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

On the first tab for the Site Locations, please provide the following information:

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

Program – Enter FMNP or SFMNP.

Farmers' Market, Roadside Stand, Certification/Issuance Site Name – Enter the name of the site for which you are requesting approval.

Physical Address, City, Zip Code, and County – Enter the site's address, including street, city, zip code, and county, in the appropriate fields.

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

Days/Hours of Operation – Enter for the site.

Type – Use the drop down to select the appropriate type of site. A description for each type can be found on the third tab of the spreadsheet.

Type	Description
Certification/Issuance Site (voucher issuance only)	The CE utilizes this site location to issue vouchers to eligible participants. There is no market or redemption that occurs at these sites.
Issuance & Redemption Farmers' Market	The CE utilizes these farmers' market locations for issuance and redemption. Eligible participants are issued vouchers and are able to redeem their vouchers at these locations.
Redemption Only Farmers' Market	The CE utilizes these farmers' market locations for redemption only. There are no vouchers issued/distributed to participants at these locations.
Roadside Stand	A location at which an individual farmer sells his/her produce directly to consumers. This is in contrast to a group or association of farmers selling their produce at a farmers' market.
Other: (Please Describe)	Please describe the type of site for this location under the Other/Notes column, if it is not one of the above listed types.

Other/Notes – Describe any other type of site in use or provide any additional information if needed for clarity.

On the FMAs and Farmers Information Tab, please enter the following:

Farmers' Market Associations – Enter names of the Farmers' Market Associations (FMAs).

Farmers' Names – Enter names of the associated farmers.

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. Each FMA, farmer, and site must have the appropriate agreement with the CE before operating the program.

SUBMISSION

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