

Income Eligibility Guidelines For Determining Free & Reduced-Price Benefits

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PURPOSE

To provide contractors with a guide to determine free and reduced-price eligibility.

PROCEDURE

When to Prepare

Use Form H4504 to compare an applicant's household size and income to United States Department of Agriculture (USDA) standards for determining free and reduced-price eligibility.

Number of Copies

Use one copy as a reference.

Transmittal

None.

How to Obtain Copies

Make additional copies as needed or download Form H4504 by accessing the Texas Department of Agriculture (TDA) website at www.snptexas.org.

Form Retention

Keep Form H4504 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 to determine free and reduced-price eligibility.