TEXAS
Health and Human
Services Commission

Date

CHARLES SMITH
EXECUTIVE COMMISSIONER

Facility Director,

Facilities are required to submit Form H1852, List of Resident Participants in the Supplemental Nutrition Assistance Program (SNAP), on a monthly basis. This report is due to our office by the fifth of the month, or the following workday if the fifth is not a workday.

We have not received your report for insert month/year . Failure to submit Form H1852 on a timely basis is a program violation and may lead to the denial of your residents' SNAP cases. Program violations will be reported to the United States Department of Agriculture (USDA) for resolution.

You have until insert due date to submit Form H1852 for the above-listed month. If you have any questions regarding this report, you may contact insert advisor's name at insert advisor's phone no. . Thank you for your prompt attention in resolving this matter.

Sincerely,

Texas Health and Human Services Commission
insert Local Office Address
insert Local Office Phone Number