# SNAP E&T Certification of Expenditures Form for Third-Party Partnerships

**Instructions:** The purpose of this form is to provide the Texas Workforce Commission (TWC) with information about completed third-party partner (TPP) expenditures. Boards may provide this form to TPPs to sign but must collect this form. Boards must use the charts below to list expenditures by individual TPP, type, and amount. For more than four TPPs, Boards must submit additional forms, as needed.By the 15th calendar day of each month, Boards must submit their expenditures for the previous month.

Only Boards may submit this form to TWC. TPPs must not send this form directly to TWC. Information on how to submit this form to TWC is at the end of this document.

**Name of Board:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Board Contact Name:** Click or tap here to enter text.

**Board Contact Email:** Click or tap here to enter text.

**Board Contact Phone:** Click or tap here to enter text.

**TPP Information**

|  | **Contract Document Name or #** | **TPP**  **Legal Name or DBA** | **TPP**  **Tax ID** | **Expenditures** |
| --- | --- | --- | --- | --- |
| 1. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| TOTAL EXPENDITURES FOR CERTIFICATION: **$** Click or tap here to enter text. |

**CERTIFIED TPP 50 PERCENT FUNDING REIMBURSEMENT**

|  |  |
| --- | --- |
| Type of Expenditure | Amount |
| TPP—Administration (limited to 10% of total expended) | Click or tap here to enter text. |
| TPP—Direct Program | Click or tap here to enter text. |
| TPP—Support Services (Transportation) | Click or tap here to enter text. |
| TPP—Support Services (Other Than Transportation) | Click or tap here to enter text. |
| **Total Amount of Reimbursement** (Must be 50% of the “Total Expenditures for Certification”) | Click or tap here to enter text. |
| Service Date Range | Click or tap here to enter text. |

The certified expenditures are to be used to draw available federal 50 percent SNAP E&T funds as authorized by 7 USC §2025 Administrative Cost Sharing and Quality Control. By signing below, the TPPs listed in the TPP Information chart above certify that the funds specified: (1) are not federal funds; (2) are not used to match other federal funds; (3) represent expenditures eligible for reimbursement; and (4) have not been certified previously.

**Board Rep. Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**TPP Rep. Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

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**TPP Rep. Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

Submit this signed certification of expenditures form to:

[Payables.CDER@twc.texas.gov](mailto:Payables.CDER@twc.texas.gov)

or

Texas Workforce Commission

Attn: Contracts Payables Unit

101 East 15th Street, Room 470

Austin, TX 78778