[Date]

VIA EMAIL

Texas Health and Human Services Commission

Access and Eligibility Services

[OESSARIIM@hhsc.state.tx.us](mailto:OESSARIIM@hhsc.state.tx.us)

Subject: Memorandum of Understanding for Proposed In-Person Application Sites Engagement Letter

To whom it may can concern:

[Jurisdiction’s Legal Name] is interested in collaborating with Texas Health and Human Services Commission (HHSC) to identify potential sites that may be used to operate the Disaster Supplemental Nutrition Assistance Program.

[Name of Authorized Government Official] is authorized to sign contractual agreements on behalf of the local governmental entity. The mailing address for [Name of Authorized Local Government Official] is [Mailing Address of Authorized Government Official]. The taxpayer identification number for the government entity is [Local Government Entity TIN].

The proposed site identification form(s) are attached for HHSC review to include in the site directory.

If you have additional questions or concerns, contact [Contact Name] by email at [Contact Email Address] or phone at [Contact Phone].

Sincerely,

[Contact Name]

Attachment