TEFAP Eligibility Sign-in Form

FOOD BANK OF WYOMING™

Partner Agency Name _____

The household shall only use the commodities for personal use and shall not sell or trade food commodities. Households shall not willfully or intentionally make a false statement, conceal, or withhold information in order to receive commodities that they are not entitled to receive. In the event the withholding of information or providing false information is verified for a household that fraudulently received or used USDA commodities, the household will be subject to one of the following:

- Prosecution under local, state, or federal laws.
- A period of ineligibility as determined by the FBW. The period of ineligibility shall be dependent upon the circumstances. If an individual was using USDA commodities for profit there shall be restitution and a minimum of one-year ineligibility. When an otherwise eligible household receives more than their fair share of USDA commodities, then the period of ineligibility shall be for six months.
- Restitution through the establishment and collection action of a claim against the person(s) in accordance with FBW procedures.

Household Size			Client Printed Name (Acknowledging Eligibility)	City and Zip of Residence or if unhoused put No- Fixed Residence	Phone #	Date of Service
Adult (19-59)	Child (0-18)	Seniors (60+)				

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1.**mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
or

2. **fax:**
(833) 256-1665 or (202) 690-7442; or

3. **email:**
Program.Intake@usda.gov