

Designation of EBT Alternate Cardholder

Case Name (*Last, First, M.I.*): _____ Case Number: _____

El's Name: _____

Case Address (*Number, Street*): _____

City: _____ State: _____ ZIP Code: _____

I understand it is my responsibility to advise the person I designate as my EBT alternate cardholder that any items purchased with the NA benefits must be returned to my household. Failure to return the items is a violation of the rules.

By checking the box(es) below, I certify that:

I want to designate the person listed below, as my EBT Alternate cardholder to access my Nutrition Assistance/Cash Assistance benefits to buy my food and / or use my cash in the event I cannot.

I want to remove _____ as my EBT Alternate cardholder from my case.

Print EBT Alternate Cardholder's Name (*Last, First, M.I.*): _____

Alternate Cardholder's Birthdate: _____

Primary Informant's Signature: _____ Date: _____

For Case Worker Use Only

Add EBT Alternate Cardholder

Remove EBT Alternate Cardholder

El's Name (*Print*): _____

El's Signature: _____ Date: _____

OST's Name (*Print*): _____

OST's Signature: _____ Date: _____

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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, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 (833) 620-1071, 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:

1. **mail:**
 Food and Nutrition Service, USDA
 1320 Braddock Place, Room 334
 Alexandria, VA 22314; or
2. **fax:**
 (833) 256-1665 or (202) 690-7442; or
3. **email:**
FNSCIVILRIGHTSCOMPLAINTS@usda.gov

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