

Commodity Senior Food Program (CSFP) Recertification Notice

Client Name: _____ CSFP ID: _____

Certification Expiration Date: _____

CSFP Distribution Agency Information

Name: _____ Phone Number: _____

Address: _____

Distribution Days and Hours: _____

Additional Details: _____

Details

The Commodity Senior Food Program (CSFP) works to improve the health of low-income persons 60 years of age or older by supplementing their diets with nutritious foods provided by the United States Department of Agriculture (USDA). The food you receive from this program includes a package of shelf-stable items and a large block of processed American cheese. Each year, participants or potential participants must certify (affirm) that they meet the program eligibility criteria.

Your certification is due to expire soon. You can recertify by picking up your box the month before recertification is due. By signing for the CSFP box and reaffirming your eligibility, it will count as recertification. If you, or your proxy, don't pick up the box during that time, you may be discontinued. Please contact your Distribution Agency if you have questions.

Recertification criteria:

1. You are at least 60 years of age
2. Your household income does not exceed 130% of the Federal Poverty Guidelines. *(See below)*

| CSFP (130% FPL) | | | |
|------------------------------------|----------------|--------------|--------------|
| Household Size | Annual | Monthly | Weekly |
| 1 | \$20,345 | \$1,696 | \$392 |
| 2 | \$27,495 | \$2,292 | \$529 |
| 3 | \$34,645 | \$2,888 | \$667 |
| 4 | \$41,795 | \$3,483 | \$804 |
| 5 | \$48,945 | \$4,079 | \$942 |
| 6 | \$56,095 | \$4,675 | \$1,079 |
| 7 | \$63,245 | \$5,271 | \$1,217 |
| 8 | \$70,395 | \$5,867 | \$1,354 |
| For each additional person: | Add \$7,150 | Add \$596 | Add \$138 |

Example: To qualify for CSFP, the gross income of a household containing 2 people cannot exceed \$27,495 per year.

Rights And Responsibilities

Discontinuance: If you don't pick up your CSFP box for 2 months in a row, you will be discontinued from the program and your box will be given to a person on the waiting list. If you have trouble picking up your box, please speak with the distribution agency listed above.

Dual-Participation: You may not receive a CSFP box twice in the same month. Improper use or receipt of CSFP benefits, as a result of dual-participation, or other program violations may lead to a claim against you to recover the value of the food and may lead to disqualifying you from CSFP.

Nutrition Education: You have the right to receive nutrition education, including referrals to other programs and agencies that may benefit you.

Written Notification: You have the right to be notified in writing of any decision to discontinue or terminate benefits 15 days prior to the effective date.

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, audiotope, 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

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