



To apply for the Commodity Supplemental Food Program please fill out and return the following:

- Application
- Universal Intake Form
- Copy of identification showing Date of Birth – Picture ID or Birth Cert.  
**OR** the Affidavit Attesting Age. Must be signed
- Copy of your household income - either a bank statement or a copy of SS letter
- Proxy Form – if you need someone else, other than you to pick up your commodities to you.

Thank you for your participation in this program. If you have any questions, please feel free to contact Holly or Bonnie at 701-232-2452.

SENDCAA  
3233 South University Drive  
Fargo, ND 58104





# Commodity Supplemental Food Program Application

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

Child Nutrition and Food Distribution Programs

Commodity Supplemental Food Program (CSFP)

Revised (10/2019)

Name		Address	
City	State	County	Telephone Number
Home delivery: <input type="checkbox"/> Pick up: <input type="checkbox"/>		Directions for home delivery, if needed:	

1. Are you Hispanic or Latino?  Yes  No

2. What is your race? (Select one or more):

American Indian or Alaska Native;     Asian;     Black or African American;

Native Hawaiian or Other Pacific Islander;     White

Household Members (List ALL household members)	Date of Birth	Form of ID Presented by the applicant*

\* DL=Drivers License, BC=Birth Certificate, OT=Other (Specify), NA=Not Available (Signed Affidavit Attesting Age)

**This must be read to or read by the applicant:**

This application is being completed in connection with the receipt of Federal assistance. Program officials may verify information on this form. I understand that it is illegal to participate in the CSFP at more than one local agency and to make false or misleading statements, misrepresent, conceal or withhold facts regarding my household income. I am also aware that as a result, I could be disqualified from the program for a period not to exceed 12 months. Furthermore, I am aware that the information provided may be shared with other organizations to detect and prevent dual participation. I have been advised of my rights and obligations under the program. I certify that the information I have provided for my eligibility determination is correct to the best of my knowledge. I authorize the release of information provided on this application form to other organizations administering assistance programs for use in determining my eligibility for participation in other public assistance programs and for program outreach purposes. (Please indicate decision by placing a checkmark in the appropriate box.)

YES [ ]      NO [ ]

Applicant Signature	Date
Caseworker/Program Director Signature	Date

**Applicant's Right and Responsibilities**

- The local agency will provide notification of a decision to deny or terminate CSFP benefits, and of an individual's right to appeal this decision by requesting a fair hearing;
- The local agency will make nutrition education available to participants and will encourage them to participate;
- The local agency will provide information on other nutrition, health or assistance programs, and make referrals as appropriate;
- **Participants must report changes in household income or composition within 10 days after the change becomes known to the household.**

**Income Verification:**

Elderly persons (aged 60 years or older) are income-eligible for CSFP if their gross income is at or below 130% of federal poverty thresholds. Income means gross income before deductions for such items as income taxes, employees' social security taxes, insurance premiums, and bonds.

Document all household income below. If available, provide income documentation to the case worker along with the application. Proof of income is not required.

All Household Members	Wages	Social Security/ Retirement/ Pension	Public Assistance	Self Employment/ Unemployment	Other	Subtotals
<b>Total Household Income:</b>						\$

**For Office Use Only:**

Maximum income for a household of \_\_\_\_\_ is \$ \_\_\_\_\_ Certification period: \_\_\_\_\_ to \_\_\_\_\_

If more than one person in the household, list member(s) eligible and number of food packs desired:

\_\_\_\_\_

If more than one person in the household, list member(s) NOT eligible to receive Commodity Supplemental foods:

\_\_\_\_\_

"This institution is an equal opportunity provider."



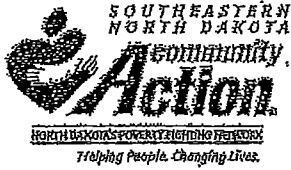
# Household Demographic Form

Date		First Name				M.I.		Last Name	
Birthdate		Age		Social Security Number		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other			
Are you disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No		U.S Military <input type="checkbox"/> Active <input type="checkbox"/> Veteran <input type="checkbox"/> None Military		What is your Ethnicity? <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		How many in the Household?			
What is your primary race? <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black / African American <input type="checkbox"/> Native Hawaiian / Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other: _____ <input type="checkbox"/> Multi-race (two or more of the above) <input type="checkbox"/> Unknown			What is your highest level of education? <input type="checkbox"/> 0-8 <sup>th</sup> <input type="checkbox"/> 9 <sup>th</sup> -12 <sup>th</sup> non-grad <input type="checkbox"/> HS grad/GED <input type="checkbox"/> 12 grade + some Post-Secondary <input type="checkbox"/> 2 or 4 years College Graduate <input type="checkbox"/> Graduate of other Post-Secondary			What is your medical coverage? <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Children's Health Insurance Program (CHIP) North Dakota Healthy Steps <input type="checkbox"/> Military Health Care (Dept. of Defense, VA) <input type="checkbox"/> Direct Purchase (Health Exchange or ACA) <input type="checkbox"/> Employment Based (Insurance through employer) <input type="checkbox"/> None <input type="checkbox"/> Other			
What is your family type? <input type="checkbox"/> Single Person <input type="checkbox"/> Single Parent Female <input type="checkbox"/> Single Parent Male <input type="checkbox"/> Two Adults. No Children <input type="checkbox"/> Two Parent Household <input type="checkbox"/> Non-related Adults with Children <input type="checkbox"/> Multigenerational Household <input type="checkbox"/> Other: _____			What is your current housing situation? <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other Permanent housing <input type="checkbox"/> Homeless <input type="checkbox"/> Other <input type="checkbox"/> Unknown			Work Status? <input type="checkbox"/> Employed Full Time <input type="checkbox"/> Employed Part Time <input type="checkbox"/> Migrant Seasonal Farm Worker <input type="checkbox"/> Unemployed (Short Term, 6 months or less) <input type="checkbox"/> Unemployed (Long Term, more than 6 months) <input type="checkbox"/> Unemployed (Not in Labor Force) <input type="checkbox"/> Retired			
Mailing Address				City		State ND	Zip Code		County
Primary Phone Number:				Secondary Phone Number:		Email Address:			
What Income do you received?		How much?	How often?	What Benefits do you receive?		How much?	How often?		
<input type="checkbox"/> Employment		\$		<input type="checkbox"/> SNAP		\$			
<input type="checkbox"/> Social Security		\$		<input type="checkbox"/> WIC		\$			
<input type="checkbox"/> SSI		\$		<input type="checkbox"/> LIHEAP		\$			
<input type="checkbox"/> SSDI		\$		<input type="checkbox"/> Housing Choice Voucher (Section 8)		\$			
<input type="checkbox"/> VA Service-Connected		\$		<input type="checkbox"/> Public Housing		\$			
<input type="checkbox"/> VA Non-Service Connected		\$		<input type="checkbox"/> Permanent Supportive Housing		\$			
<input type="checkbox"/> Child Support		\$		<input type="checkbox"/> HUD-VASH		\$			
<input type="checkbox"/> Alimony / Spousal Support		\$		<input type="checkbox"/> Childcare Voucher		\$			
<input type="checkbox"/> TANF		\$		<input type="checkbox"/> Affordable Care Act Subsidy		\$			
<input type="checkbox"/> Worker's Compensation		\$		<input type="checkbox"/> Other: _____		\$			
<input type="checkbox"/> Unemployment		\$		<input type="checkbox"/> Unknown		\$			
<input type="checkbox"/> Other: _____		\$		<input type="checkbox"/> I have no income at this time (initial here): _____		\$			

You certify that the information you have disclosed is correct and complete to the best of your knowledge. You understand that failure to provide the needed documentation or knowingly providing false information will result in denial of assistance and your case will be closed due to fraud. All information provided will be kept in the strictest of confidence. You agree to sign this form at your own will. Your file may be monitored by state agencies for funding and quality review purposes

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Commodity Supplemental Food Program  
Affidavit Attesting Age  
(Revised 8/2010)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, am applying for the Commodity Supplemental  
(Applicant)

Food Program with SENDCAA  
(Name of local agency)

I understand that I have been asked to provide some form of identification to prove my age, but am unable to provide such information. I attest that I am 60 years or older and that I qualify, by age, to participate in the Commodity Supplemental Food Program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant's Date of Birth

\_\_\_\_\_  
Certification Supervisor

\_\_\_\_\_  
Date

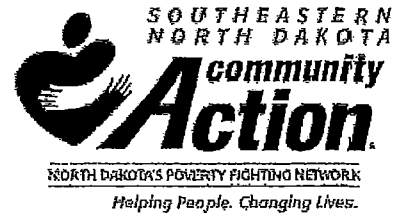
*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.*





Commodity Supplemental Food Program  
Designation for Proxy  
(Revised 11/2015)



Applicant Name:	Date:
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I, \_\_\_\_\_, designate \_\_\_\_\_ to act as a proxy for certification of the Commodity Supplemental Food Program application. If necessary, the proxy is also designated to pick up the food package on my behalf.

This consent shall remain from: \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Local Agency Representative (Print)

\_\_\_\_\_  
Local Agency Approval (Sign/Initial)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), 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. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;

(2) Fax: (202) 690-7442; or

(3) Email: [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

