

Food Distribution Program on Indian Reservations

Zero Income Form

In order to determine your eligibility for the Food Distribution Program, you need to provide proof of income for the past 30 days prior to the date of your application. If you have had zero income for the past 30 days or are currently claiming zero income, please answer the following questions.

1. What was the total income for your household for the past 30 days?

2. How does your household pay your utility bills?

3. How does your household pay for your housing?

4. How does your household pay for personal items or clothing?

5. Have you or any members of your household applied for any benefits/programs? (such as SSI, Social Security, TANF, Unemployment, Public/General Assistance)

I hereby certify that the information that I have provided is accurate and represents the total income for ALL members of my household. I understand that I must report any changes in household size, income and/or resources within 10 days of the date the change becomes known. I understand that if I fail to report a change and, as a result, receive USDA food package that my household was not entitled to, a monetary claim may be filed against my household.

Signature: _____

Date: _____

See reverse side for NON-Discrimination Statement

REGARDING FAIR HEARINGS

Applicants for USDA Food Distribution Benefits are entitled to have any action taken by the certifying agent reviewed for accuracy and compliance with federal policies and the procedures used to operate the program. There are two types of review process, and the type of review used to resolve a disagreement is an option of the applicant.

Agency Conference: This is generally the quickest way to resolve a disagreement regarding your eligibility or the amount of benefits you receive. The Agency Conference is simply a discussion between the certifying agent and yourself regarding an action taken by the agency that affects your eligibility for the program.

Fair Hearing: A Fair Hearing is a formal review of the basis of your complaint by a disinterested third party knowledgeable regarding the federal policies and the procedure used to conduct the Food Distribution Program. The fair hearing examiner is a person who was not a party to the original decision that you are in disagreement with. The fair hearing will be attended by you, the certifying agent and anyone you want to assist or represent you when you explain the reasons you feel participation in the program was not handled properly.

You can request a Fair Hearing or Agency Conference by contacting the program certification office in your area. You can do this by personal visit, telephone, or complete the request at the bottom of this page and mail to the address listed. You have a maximum of 90 days from the date of notice of adverse action to request a hearing. You may request that your program benefits continue at the level authorized previous to receiving the notice of adverse action, but you must do so within 10 days of receiving the notice. If the hearing decision upholds the agency's action, however the over-issued benefits may be held against you, and you will owe the government for the USDA Foods you receive.

USDA Nondiscrimination Statement

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), religious creed, disability, age, political beliefs, 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 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 complaint of discrimination, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:

Mail: Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or

Fax: (833) 256-1665 or
(202) 690-7442; or
Email: FNSCIILRIGHTSCOMPLAINTS@USDA.

This institution is an equal opportunity provider

Request a Fair Hearing

To: Cheyenne River Sioux Tribal Council
Human Services Committee
PO BOX 590
Eagle Butte, South Dakota 57625

Date _____

I am writing to request a fair hearing regarding my participation in the USDA Food Distribution Program on Indian Reservations because, _____

Sincerely,

Name

Address

I want to continue receiving USDA food package at the previous benefit level.
 I **DO NOT** want to continue receiving USDA food package at the previous benefit level.