

**FOOD DISTRIBUTION PROGRAM  
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 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 all members of your household for the past 30 days?

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2. How do you pay your utility bills?

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3. How do you pay for your housing?

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4. How do you get food for your household?

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

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I hereby certify that the information that I have provided accurately 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 with 10 days of the date the change becomes known. I understand that if I fail to report a change and, as a result, receive commodities that my household was not entitled to, a monetary claim may be filed against my household.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REGARDING FAIR HEARINGS**

Applicants for Commodity 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 or the amount of benefits you receive. If you are satisfied that the certifying agent acted correctly, then the Agency Conference resolves the disagreement and there is no further action taken on your complaint. If you are not satisfied, then your complaint will be considered by a Fair Hearing.

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 procedures used to conduct the Commodity 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 or by 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 commodities 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: [FNSCIVILRIGHTSCOMPLAINTS@usda](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda).

This institution is an equal opportunity provider

**REQUEST FOR 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 Needy Commodity Distribution Program*

*Because* \_\_\_\_\_

\_\_\_\_\_

*Sincerely,*

I want to continue receiving commodities at the previous benefit level.  I do not want to continue receiving commodities at the previous benefit level.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS