

Commodity Supplemental Food Program (CSFP) Participant Rights and Responsibilities

1. Program standards are applied without discrimination by race, color, national origin, age, disability, or sex (including gender identity and sexual orientation).
2. Applicants and participants have the right to appeal any decision made by the local agency regarding denial or termination of the CSFP through the fair hearing process. An appeal may be made verbally or in writing, and a request for a fair hearing may be arranged at the local agency headquarters office.
3. The local agency will make nutrition information available to participants, and to parents or guardians of infant and child participants and will encourage them to participate.
4. The local agency will provide information on other nutrition, health, or assistance programs, and make referrals as appropriate.
5. Participants may not receive both CSFP and WIC benefits simultaneously and may not receive CSFP benefits more than once a month.
6. Improper use or receipt of CSFP benefits as a result of dual participation or other program violations may lead to a claim against the participant to recover the value of the benefits and may lead to the disqualification from the CSFP.
7. Participants must report changes in household income or composition within 10 days after the change becomes known to the household.

*CSFP Racial/Ethnic Data Collection: This information is being requested to comply with the United States Department of Agriculture requirements governing the CSFP. The information requested is solely for the purpose of determining the State's compliance with the Federal civil rights laws. Your response will not affect consideration of your application or your participation in the CSFP and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner. If you decline to provide the requested ethnic/race information your race and ethnicity will be determined through visual observation and recorded in the data system.

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 based on race, color, national origin, sex, (including gender identity and sexual orientation), 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, audiotope, 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](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), (AD-3027) found online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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 **email:** program.intake@usda.gov

This institution is an equal opportunity provider.