Arizona Department of Economic Security
Child and Community Services Division (CCSD)
Coordinated Hunger Relief Program

Annual USDA Commodity Food Service Application and Agreement Between Regional Food Bank and Distribution Site

State Fiscal Year: _____

Site Information

Site Name: _____

Mailing Address: _____

Distribution Address *(if different)*: _____

Contact Person: _____

Phone Number: _____ Email: _____

Program(s) Provided: ☐ TEFAP ☐ CSFP

Days and hours of operation per week: _____

Agency Eligibility

A copy of your IRS determination letter must be attached and submitted with this form.

Applicant is a (check all that apply):

☐ Nonprofit Organization ☐ Public Institution ☐ Faith-Based Organization

☐ Provides Food Assistance to needy persons for household

☐ Provides Food Assistance to needy persons in the form of prepared meals

**Penal or correctional institutions which conduct rehabilitation programs are not eligible.*

Program Requirements and Agency Assurances

The Applicant Agency/Distribution Site agrees that for each site listed on the application, it shall use United States Department of Agriculture (USDA) commodities in accordance with USDA regulations contained in 7 CFR Parts 247, 250, 251, 253, and 254 and the Arizona Departments of Economic Security (ADES) Policies and Procedures, and agree to conform to the following requirements per program:

- Comply with the requirement of all state and federal regulations regarding nondiscrimination. Specifically, the program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.§794), the Age Discrimination Act of 1975 (42 U.S.C. §6101 et seq.); the Arizona Disability Act, which prohibits discrimination on the basis of physical or mental disabilities; all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex (including sexual orientation), age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
- Maintain a system of public notification which includes program availability, complaint information and the appearance of the USDA FNS Nondiscrimination statement. The Nondiscrimination statement must be printed, in its entirety, on participant forms and, when possible, program literature. It should also appear on agency websites. Websites at a minimum must have the nondiscrimination statement, or a link to it, included on the home page of the program information.
- Provide accessibility to persons with disabilities. Agencies will make all reasonable attempts to accommodate persons with disabilities which include, but are not limited to, wheelchair ramps, assistance with carrying food to vehicles, and providing programs materials in large print or braille.

See page 3 for USDA/EOE/ADA disclosures

- Provide accessibility to persons with limited English proficiency. Agencies must make all reasonable attempts to provide program information and communication in competent and accurate language services. At a minimum, agencies should be prepared to offer services and materials in English and Spanish languages.
- (TEFAP Only) TEFAP distribution sites must be open to the general population.
- Ensure that the following is posted in view of the public
    - Distribution days and times
    - “And Justice for All” poster
    - Current income guidelines (per program)
        - *Income eligibility is a self-declaration by individuals after reviewing posted current income eligibility guidelines.*
    - (TEFAP Only) HRP-1065A and HRP-1065A-S Written Notice of Beneficiary Rights
- Ensure that only relevant and program-pertinent information is collected from individuals receiving commodities.
- Ensure individual profiles and distribution data is recorded in Link2Feed.
- Ensure the completion of an application for benefits (paper or Link2Feed) by individuals interested in receiving commodities
- Ensure that the length of residency or intent to remain in a geographic location is not used as a criterion of eligibility, nor is the ability to make a financial donation is not a condition for receiving commodities. *Donations cannot be solicited from individuals presenting to receive commodities.*
- Provide commodities free of charge to eligible individuals.
- Must have a posted Client Grievance Policy and maintain and report information on discrimination complaints to the Regional Food Bank if any, and their resolutions.
- All front-line staff and volunteers, as well as those privy to participant information, will participate in Civil Rights Training on an annual basis.
- (TEFAP Only) Ensure food is distributed in fair share proportions per household size.
- Not request or accept more commodities than can be distributed in three (3) months.
- Follow first in-first out inventory practices.
- Conduct monthly inventories and complete and submit necessary reports.
- Store and maintain food to allow for proper ventilation, with commodities stored off the floor and away from walls.
- Store and maintain food at proper temperatures to prevent loss.
- Ensure proper pest control measures are in place.
- Each agency receiving USDA Foods for distribution is responsible for any loss resulting from improper distribution, or improper storage, care, or handling of USDA Foods.
- Immediately, upon discovery, report theft, loss, infestation, or other spoilage of any commodities to the RFB.

Specific CSFP Assurances

- The following forms are provided to individuals at the time of application
    - HRP-1039 Participant Rights and Obligations
    - HRP-1065 Written Notice of Beneficiary Rights
- Each agency receiving program funds is responsible for any misuse of program funds.
- The CSFP applicant agency will provide, or cause to be provided, nutrition education to participants once per month as an attachment (e.g., a flyer or newsletter) to the distribution.
- The CSFP applicant agency will provide information to participants on other health, nutrition, and public assistance programs, and make referrals as appropriate.
- The CSFP applicant agency will distribute USDA Foods in accordance with the approved food package guide rate. The CSFP applicant agency will take steps to prevent and detect dual participation.

No right or interest in this agreement shall be assigned or delegated without the written permission of the other party and the concurrence of the Arizona Department of Economic Security (ADES).

This agreement may be canceled upon (30) days' notice in writing by either party. Notwithstanding the foregoing, the Regional Food Bank may cancel this agreement immediately upon receipt of evidence that the terms hereof have not been complied with by the Applicant Agency.

Applicant Agency signing below certifies that the information provided herein is true and correct to the best of my knowledge and that my facility is in full compliance with all Federal, State, County and Local health codes and ordinances regarding food storage.

By signing below, the Agency Representative certifies that they concur with the above assurances.

Agency Representative's Name *(print or type)*

Agency Representative's Title

Agency Representative's Signature

Date

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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To request this document in alternative format or for further information about this policy, contact your local office; TTY/ TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.