

**Commodity Supplemental Food Program (CSFP)
Notification for Renewal Form**

Name of Local Agency:	Certification Information:
Name of Participant:	Enrolled Month/Year: _____
Address of Participant:	Expiration Information:
Participant Phone Number:	Expiration Month/Year: _____

The certification of the above-named individual for the CSFP Program expires on the above date. Your next Certification appointment is scheduled on _____ at _____.

For your scheduled renewal appointment

- The CSFP participant must appear at renewal appointment in person.
- Participant must know current income in order to self-declare that amount to program staff, OR show a proof of receiving other low-income benefits such as SNAP, SSI, FDIRP, etc.
- Bring Proof of Residency (example: Electric, gas or phone bill, mail with name and address, lease etc.)
- Bring Proof of Age over 60 years.
- _____

Failure to follow the above steps may result in staff being unable to determine program eligibility or provide benefits.

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), disability, age, 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, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, 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/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, 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 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.