

(Local Agency Name, Address and phone number)

Responsible Party: _____ Date _____

Address: _____

Applicant/Participant: _____

WAITING LIST NOTIFICATION

- We are at maximum caseload and are unable to provide benefits to you at this time. Your name has been placed on the waiting list effective _____.

CERTIFICATION/RECERTIFICATION APPOINTMENT NOTIFICATION

- We are able to serve you on CSFP. Please come in (date, time) _____ to pick up food. You are certified for CSFP benefits for the period of _____ thru _____.
- Please be informed it is time to re-determine your eligibility for CSFP, which will expire on _____.
- Complete the enclosed forms and bring them and the applicant/participant listed above to our office on _____.

MISSED CERTIFICATION NOTIFICATION

- Our records show you missed your certification appointment.
- You may come in on _____ to be recertified. If you do not come in on this date or contact this office you will be terminated from the program.

MISSED FOOD PICK-UP NOTIFICATION

- Our records show you missed a food pickup in _____. If you fail to pick up food in _____, you will be terminated from the program.

INELIGIBILITY OR DISQUALIFICATION/TERMINATION/DISCONTINUANCE NOTIFICATION

Our records show that you are presently ineligible for CSFP or are being terminated for the following reasons:

REASON FOR INELIGIBILITY

- _____ Does not live in program area
- _____ Over standard income guidelines
- _____ Under 60 years of age
- Other _____

**REASON FOR DISCONTINUANCE/
DISQUALIFICATION/TERMINATION**

- _____ Abuse of program
- _____ Terminated upon request
- _____ Missed two food pickups or appointments
- _____ We are currently at maximum caseload
- Effective Date: _____

Period of Disqualification: _____ to _____

If you are ineligible because of income, you may reapply anytime if your financial situation changes and you feel you may be eligible. If you are terminated for missing two consecutive certification appointments, or food pick-ups, you may be taken off the program for up to 60 days.

If you disagree with this decision, you have the right to a fair hearing to appeal this decision. Contact the CSFP coordinator for fair hearing procedures. Program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

CSFP Staff Signature

Date

This institution is an equal opportunity provider.