

CSFP Rights and Responsibilities

JUNE 2024

CFR 247.12

As an applicant of the CSFP program, you will be informed of your rights and responsibilities in writing or orally as follows during your initial certification and re-certification:

Participant's Rights:

1. The local agency will provide you notification of a decision to deny or terminate your CSFP benefits, and of your individual right to appeal this decision by requesting a fair hearing, in accordance with 7 CFR 247.33(a).
2. The local agency will make nutrition education available to you and encourage you to participate.
3. The local agency will provide information to you on other nutrition, health, or assistance programs, such as Medicare, Supplemental Security Income benefits, The Supplemental Nutrition Assistance Program (SNAP) and make referrals as appropriate.

Participant's Responsibilities:

1. Improper use or receipt of CSFP benefits as a result of program violations, may lead to a claim against you to recover the value of the benefits, and may lead to disqualifying you from CSFP.
2. You must report changes in household income or composition within ten (10) days after the change becomes known to your household.

Use of Information:

The information you provide to the CSFP program is private. It will be used to decide if you are eligible to receive CSFP benefits and how we can best serve you. Without complete information, we might not be able to certify you for CSFP.

We will protect your information and will not share it outside of CSFP unless you sign a consent to release or unless we are required to do so by law. It may also be used for reports and audits, but your name will not be used. Your information may only be shared with:

1. People directly related to the administration of the CSFP program; and
2. To others only if the law requires us to do so.

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), 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, audiotape, 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:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.