



WHAT DO I NEED TO QUALIFY FOR THE FOOD DISTRIBUTION PROGRAM

In order to determine if you are eligible to participate in the Food Distribution Program, you need to provide and/or meet the following verifications:

- _____ **Address verification-** Please bring current proof of your residency with your name and address on it (utility bill or verifiable rent receipt) to verify you live in our service area. This includes the northern part of Ottawa county and parts of Delaware county in Oklahoma; Cherokee and Labette counties in Kansas; and Newton, Jasper, McDonald, and Barton counties in Missouri (Residents of towns over 10,000 in population are not eligible to participate in the program).

- _____ **Tribal Membership-** You must prove your membership to a federally recognized tribe.

- _____ **Income Verification-**
 - Check stubs: If you are paid weekly bring your last four pay stubs. If you are paid twice per month or bi-weekly, bring your last 2 pay stubs and if you are paid monthly bring your last pay stub.
 - Fixed income: Please bring verification from the Social Security office verifying amount of Social Security and SSI. If receiving TANF or SSP bring in an award letter from the Department of Human Services. Bring in proof of VA, child support, unemployment, workman's comp., etc.
 - Unemployed participants: Any household member 18 years or older that is currently unemployed must provide a verification of unemployment statement. This must be provided on our form. Detailed instructions are included on the form.
 - College or vo-tech students: Bring copies of your tuition, books and fees as well as verification of any grants or loans received.

- _____ **DHS verification-** If you have recently applied for or received SNAP (Food Stamp) benefits, please bring a termination letter from the Department of Human Services.

- _____ **Proof of Custody-** Please bring in proof of custody for children living in the home when both parents are not present. This could include: custody papers, divorce decree, separation papers or tax return with children listed in your household.

- _____ **Proof of Deductions-** If you pay child support or child care please bring in receipts. If you are paying child support bring your court order documents along with the receipt. Elderly or disabled household members should provide medical receipts for medical expense deductions.

Having all information in print form available at the time of your application will speed up the application process. Any information which is not provided may delay your application up to 7 days. Other information may be required.

If we can provide more information please call the ITC Food Distribution Program office at (918)542- 3443. Our office hours are Monday through Friday, 8:00 a.m. to 12:00 and 1:00 to 4:00 p.m.. We are closed the first business day of each month and all Federal holidays. Applications and forms can be found on our website at www.itcfdp.org.

Civil Rights Statement on Reverse

WHAT DO I NEED TO QUALIFY FOR THE FOOD DISTRIBUTION PROGRAM?

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, 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, audiotape, 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, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.