

## 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 furnish and/or meet the following stipulations:

1. You must reside in our service area. It includes the northern part of Ottawa County- **including the city limits of Miami, east of the Neosho River**- and part 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). You must provide a complete utility bill for the residence. A verifiable rent receipt may be accepted. All information must be dated within the last 30 day period.
2. CDIB card or tribal membership to a federally recognized tribe must be provided for at least one (1) household member.
3. Verification of Income. Copies of consecutive pay stubs or employers statement on official documents showing **gross** earnings for the last 30 day period will be requested if applicable to your current situation. Award letters, printouts or check stubs for child support payments, pension incomes, social security, SSI, unemployment benefits or any other type of income will be needed. Self-employment income, which includes rental income and farm income should be verified by the latest tax return and/or current income and expense statements. Bank statements may also be requested. Anyone attending trade school, vocational school, or college will be expected to provide proof of their tuition, fees and all grants, loans and scholarships for the most current semester. ***Any household member at least 18 years old with no income must provide a verification of unemployment statement.*** This must be provided on our form. Explicit instructions are included on the form.
4. You may not have received or applied for ***SNAP (food stamps)*** in the same month you are applying for or receiving commodity foods.
5. If you are claiming children in your home and both parents are not in the same household, you will need to provide us with ***proof of custody*** for those children. Proper documentation could include: custody papers, divorce decree, separation papers or tax return with children listed in your household. A statement granting you the ability to seek medical attention is not sufficient.
6. In order to deduct child care we must have a verifiable receipt from the daycare provider. To deduct child support that your household pays out, we need the court order along with receipts, check stubs or printout from the state that the ordered child support is being paid. If this information is not provided, we cannot deduct child support paid from your income.

**Having all information 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.**

**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](http://www.itcfdp.org).**

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, audiotope, 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.

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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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.