USDA/TEFAP Pantry Sign-In Sheet

Agency/Program/Program Number:

Program Address:

Recipients of USDA items can self-declare financial need on their first visit. On subsequent visits guests must declare eligibility either by falling within the posted Income Eligibility Guidelines or by receiving assistance from one of the listed means-tested programs. One or the other is enough for eligibility; both are not required. **Photo ID or Social Security Number are not required, and programs MUST accept self-declaration of need, regardless of verification.** This information must be collected the first time a guest receives USDA food, and kept on file for the current year plus three previous years. Programs must track each time a guest receives USDA food, but guests are not required to sign at every distribution. Although not required, best practice is to recertify eligibility annually.

Date	Town of Residence	Number of People in House-hold	Do you receive any of the following?											If no, does gross house-hold income meet Income Guidelines?	I hereby declare my eligi-bility for & receipt of USDA foods (signature)	I wish to declare financial need (one -time ONLY)
			WIC	TANF	SSI	Fuel Assist.	SNAP	Vet's Aid	Head Start	AFDC	Free/ Reduced Price School Meals	EAEDC	Medi-caid			

This institution is an equal opportunity provider and employer.