



## USDA ELIGIBILITY DETERMINATION FORM

The Capital Area Food Bank has contracted with the Health and Human Services Commission (HHSC) to distribute USDA commodities under the Texas Commodities Assistance Program (TexCAP). To be eligible to receive commodities for use in your food program, please provide the information requested below and submit to Agency Relations.

Agency name: \_\_\_\_\_

Program name (for multiple programs, please provide a form for each):  
\_\_\_\_\_

Agency account number: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Type of food program (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Soup kitchen           | <input type="checkbox"/> Emergency shelter             |
| <input type="checkbox"/> Youth program          | <input type="checkbox"/> Senior program                |
| <input type="checkbox"/> Rehabilitation program | <input type="checkbox"/> Emergency food pantry         |
| <input type="checkbox"/> Day care               | <input type="checkbox"/> Other on-site feeding program |
| <input type="checkbox"/> Other: _____           |  |

Does your Agency currently participate in any other USDA commodities program?

- YES  NO

USDA commodities may be distributed to any family whose annual household income does not exceed 185% of federal poverty guidelines. Please indicate how your agency determines the need of an individual or family - check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> proof or declaration of income        | <input type="checkbox"/> eligibility for government assistance |
| <input type="checkbox"/> written or verbal declaration of need | <input type="checkbox"/> mental or physical disability         |
| <input type="checkbox"/> victims of disaster, crisis or abuse  | <input type="checkbox"/> homelessness                          |
| <input type="checkbox"/> substance abuse                       | <input type="checkbox"/> placement by government entities      |
| <input type="checkbox"/> no means test used                    | <input type="checkbox"/> other: _____                          |

Does your agency keep records of its clients?  YES  NO

USDA regulations require that emergency food pantries keep the following information on any client who receives USDA commodities: **name and signature of applicant, household size, household income, address.** All records identifying your clients by name must be kept confidential.

**Important: I certify that 100% of the persons receiving USDA commodities from this agency meet the income eligibility requirements as stipulated by USDA Regulations.**

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date*

Please return this questionnaire to the Capital Area Food Bank, attn: Director of Agency Relations  
8201 South Congress, Austin, TX 78745

