

Proxy Statement for Release of USDA Foods

A proxy is another person or organization selected by a program participant to accept a food package on their behalf. This may be for reasons such as illness, lack of transportation, scheduling, or other conflicts that make the participant unable to be present at a scheduled food distribution.

By signing this statement, the person listed below agrees to deliver the received food package to the intended recipient within an acceptable amount of time. Failure to deliver a food package to the intended recipient is in violation of USDA regulations. **This arrangement needs to be renewed annually.**

A proxy must follow all regular program participant expectations for receiving food, including signing for food packages, showing identification, and following distribution site procedures. This form must be submitted annually.

I, _____
Participant Printed Name Participant Signature Date

authorize the following individual(s) to act as my proxy:

Proxy #1 Printed Name Proxy #1 Signature Date

Proxy #2 Printed Name Proxy #2 Signature Date

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.