

**North Carolina Department of Agriculture and Consumer Services
Food Distribution Division**

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) PROXY AUTHORIZATION

Name of Food Bank/Food Pantry/Distribution Site:
Participant's Name:
Participant's Residence (county and state only):
Number of people living in participant's household:
Does participant receive FNS benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No
Household monthly gross income: \$

I authorize the following person(s) to pick up food for me from this TEFAP distribution site:

Proxy full name:
Proxy full name:
Participant's Signature: _____ Date: _____

***PROXY AUTHORIZATION PERIOD IS VALID OCTOBER 1st -SEPTEMBER 30th AND MUST BE
RENEWED ANNUALLY WITH THE UPDATED INCOME ELIGIBILITY GUIDELINES***

TEFAP participants can update their information and/or change their designated proxies anytime during the year.

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, disability, age, 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), 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](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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:

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| 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 |
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