

# Brazos Valley Food Bank Client Assistance Intake Form

Please answer all questions so that we may serve you better. This information will not be shared with any other outside agency or entity others than the Brazos Valley Food Bank for reporting purposes.

**CLIENT DOCUMENTATION (client may fill this out)**      **Date of Intake:** \_\_\_\_\_

**\*\*Are you homeless?**     **Yes**     **No**    *If no, please complete address portion of form.*

**Household Information:**

<b>YOUR NAME</b>	
<b>ADDRESS</b>	
<b>CITY / STATE / ZIP / COUNTY</b>	

How many people live in your house (including yourself): \_\_\_\_\_ Are you head of the household? (circle one) **YES**    **NO**

**\*\*List birthdates (must include birthdates for all household members - including yourself)**

Each Household Member Name	Date of Birth (MM/DD/YYYY)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

**\*\*Are you? (check box that applies)**

African American	<input type="checkbox"/>	Asian	<input type="checkbox"/>	White	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Native American	<input type="checkbox"/>	Other	<input type="checkbox"/>
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**Does your family receive any type of assistance? (Check each box that applies)**

Temporary Assistance To Needy Families (TANF / AFDC)	<input type="checkbox"/>	SNAP (Food Stamps)	<input type="checkbox"/>
SSI	<input type="checkbox"/>	Medicaid	<input type="checkbox"/>
CHIP	<input type="checkbox"/>	WIC	<input type="checkbox"/>

**The Total Gross Income (the amount before deductions) of all household members is:**

GROSS INCOME	\$		Per Year		Per Month		Per Week	
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Was there an emergency situation that caused you to need food?     **Yes**     **No**   

<i>If yes, please state situation</i>	
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**Client Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(client must be present for initial interview and food assistance)

*I certify that I am a member of the household listed above and that on behalf of this household I have applied for USDA Products. I certify that all information regarding my household is true to the best of my knowledge. I also designate the following person as an authorized representative of my household and certify that their information is correct to the best of my knowledge. Authorized representative is able to pick up product for client until recertification is necessary...*

<b>Name of Authorized Representative:</b> (not name of family member only person to act on their behalf)	<b>Authorized Representatives Address:</b>
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**\*\*This information will not inhibit you from receiving USDA product\*\***

**-DO NOT WRITE BELOW THIS LINE. AGENCY OFFICIALS ONLY-**

**AGENCY DOCUMENTATION**

- Household is INELIGIBLE:** (clients denied USDA products should be referred to the BVFB for review)
  - Income level over 185% listed on Annual Income Guidelines
  - Is not an emergency situation and does not meet any other criteria
  - Other: \_\_\_\_\_
  
- Household is ELIGIBLE based on:**
  - Low Income** (Enter certification period below; sign and date the form at the bottom)
  - Emergency Food Need** (Describe emergency need in "Comments" section; enter "Certification Period;" sign and date the form, clients in this category may be served no more than 6 months unless another emergency can be documented.)
  - Receipt of TANF/AFDC** (Enter the "Certification Period;" sign and date the form.)
  - Receipt of Food Stamps** (Enter "Certification Period;" sign and date the form.)
  - Receipt of SSI** (Enter the "Certification Period;" sign and date the form.)
  - Receipt of Medicaid** (Enter the "Certification Period;" sign and date the form.)

<b>Certification Period:</b> Start Date: _____	End Date: _____
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**Comments:**

Agency Staff Initials: \_\_\_\_\_

Revisit this form on: \_\_\_\_\_

**\*Nondiscrimination Statement:**

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, audiotape, 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. 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
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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