



Children (0-17) \_\_\_\_\_  
 Adults \_\_\_\_\_  
 Seniors (60 and up) \_\_\_\_\_

**Bureau of Food Assistance**

**The Emergency Food Assistance Program (TEFAP)**

**“Self Declaration of Need”**

Effective July 1, 2024 to June 30, 2025

Recipient Name	Agency Representative Signature	Date
Street Address	Distribution Site Name	Number
City	State	Zip
Distribution Site Location		

The Emergency Food Assistance Program is operated in accordance with United States Department of Agriculture (USDA) policy, which prohibits discrimination on the basis of race, color, national origin, sex, age or disability. Eligibility is based upon the income guidelines listed below. The recipient circles the entire line that applies to their Household Size, understanding they must be at, or below, the income level indicated to be eligible for program benefits.

Total Household Income (based on 185% of Poverty)						
Household Size						
Circle One	Annual	Monthly	Weekly			
1	\$ 27,861	\$ 2,322	\$ 536			
2	\$ 37,814	\$ 3,151	\$ 728			
3	\$ 47,767	\$ 3,981	\$ 919			
4	\$ 57,720	\$ 4,810	\$ 1,110			
5	\$ 67,673	\$ 5,640	\$ 1,302			
6	\$ 77,626	\$ 6,469	\$ 1,493			
7	\$ 87,579	\$ 7,299	\$ 1,685			
8	\$ 97,532	\$ 8,128	\$ 1,876			
<i>For each additional family member add:</i>	\$ 9,953	\$ 830	\$ 192			

I understand the household income limitations and hereby certify that my household size and income make me eligible for participation in the program. I also certify that, as of today, my household lives in the area served by Pennsylvania in The Emergency Food Assistance Program. This certification form is being completed in connection with the receipt of Federal assistance.

**I UNDERSTAND THAT MAKING A FALSE STATEMENT MAY RESULT IN MY HAVING TO PAY FOR THE VALUE OF THE FOOD IMPROPERLY ISSUED TO ME AND MAY SUBJECT ME TO CRIMINAL PROSECUTION UNDER STATE AND FEDERAL LAW.**

Recipient Signature	Date
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Return completed form to your designated county agency. If you are unsure of the correct agency, please call the Bureau at 1-800-468-2433.

**THIS FORM IS NOT TO BE ALTERED OR CHANGED IN ANY WAY.**

PLEASE REFER TO THE REVERSE SIDE OF THIS DOCUMENT FOR AN IMPORTANT USDA NON-DISCRIMINATION STATEMENT

## USDA Nondiscrimination Statement

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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The Emergency Food Assistance Program  
Pennsylvania TEFAP Proxy Form

Date \_\_\_\_\_

I \_\_\_\_\_ hereby authorize \_\_\_\_\_ to pick up my  
TEFAP Food Package and deliver it to me.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Pantry Representative

Proxy ID Verified