



Washington
State Department of
Agriculture

Food Assistance
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Olympia, WA 98504-2560
foodassistance@agr.wa.gov

The Emergency Food Assistance Program (TEFAP) Receipt of USDA Commodities – Proxy Form

This proxy form is intended for clients who are unable to pick up TEFAP commodities due to disability, health concern, transportation issues, or conflicting work hours. The client must complete this form and submit it to the site where TEFAP commodities are received.

TEFAP Client	
Name:	Date:
Address:	
Number of Household Members:	
Reason for Proxy:	

I understand that any change to this request must be in writing. The proxy must provide the client name and the number of household members for the client when picking up commodities.

Signatures	
_____	_____
TEFAP Client	Agency Name

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, audiotope, 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/ad-3027.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:

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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: | (833) 256-1665 or (202) 690-7442; or |
| | | (3) email: | program.intake@usda.gov |

This institution is an equal opportunity provider.