

Commodity Supplemental Food Program (CSFP)

Discontinuance Letter

Client's Name: _____ Date: _____

Distribution Site: _____ Effective Date: _____

This letter is to inform you that your service through the CSFP program is being **(Discontinued)** from the Active CSFP program for the following reason/reasons:

- Intentionally making false statements orally or in writing
- Intentionally withholding information to qualify you for the program
- Physical abuse or threat of physical violence against program staff
- Selling CSFP commodity food items
- Other _____

Your name will be removed from the current CSFP list. You are not eligible to participate in the remainder of the current registration year. Please note: 7 CFR 247.17(c) § 247.33 Fair hearings.

(a) *What is a fair hearing?* A fair hearing is a process that allows a CSFP applicant or participant to appeal an adverse action, which may include the denial or discontinuance of program benefits, disqualification from the program, or a claim to repay the value of commodities received as a result of fraud.

You have the right to appeal the discontinuance through the fair hearing process.

The program standards are applied without discrimination by race, color, national origin, age, sex or disability.

Please contact your service provider:

- I have read the non-discrimination statement on the back of this form. _____

USDA Non-Discrimination 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/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.