

TDA H1555 Intake Form Process Procedure

Household Application

At the time of initial application and when applying for USDA Foods, a household must agree to provide sufficient information to determine eligibility, including the following:

- Name of household member applying
- Address (if available)
- Number of household members
- The self-reporting of household's gross income
- Signature of a household member only, the information above is required to obtain USDA Foods.

NOTES:

- The household member signing the application must be at least 18 years of age unless no household member is 18 years of age.
- A household may designate, in writing, a person other than a household member to apply for and/or provide information on behalf of the household. This person is referred to as a "proxy."

The Participant Application for USDA Foods (Form H1555) contains federally required information. TDA prefers that CEs use this form to intake participants. Only the information collected on the Participant Application for USDA Foods (Form H1555) is required for a participant to obtain USDA Foods.

To receive USDA Foods through TEFAP, **Sites must not request or require a TEFAP applicant to provide**

- Proof of income unless the information provided is questionable,
- Proof of identification or citizenship, and/or
- A driver's license, or birth certificate.

Households must agree to the following:

- Cooperate (to the extent the household is capable) to clarify or provide information needed to establish eligibility
- Repay, on demand, to the Contracting Entity the value of USDA Foods received if an error in eligibility is found because of erroneous information provided by the household
- Not to sell or exchange USDA Foods
- Report changes in circumstances, such as income or household size NOTE:

During a certification period, CEs must act on reported changes affecting eligibility or amount of benefits and document changes that include pertinent information (such as a change of address). CEs must act on other changes only when/if the household requests recertification.

