



**Craig Tribal Association**

Food Distribution Program

PO BOX 828

Craig Alaska 99921

PHONE: (907) 826-3996

FAX: (907) 826-3997

HEAD OF HOUSEHOLD SOCIAL SECURITY  
NUMBER: \_\_\_\_\_

HAVE YOU APPLIED FOR FOOD STAMPS  
DO YOU RECEIVE FOOD STAMPS NOW

YES OR NO  
YES OR NO

HOW MANY PEOPLE IN YOUR HOUSEHOLD \_\_\_\_\_

**APPLICATION FOR FOOD DISTRIBUTION**

ANSWER THE FOLLOWING QUESTIONS HONESTLY AND COMPLETELY. IF YOU KNOW BUT REFUSE TO ANSWER OR GIVE NEEDED INFORMATION, YOUR HOUSEHOLD (MEMBERS WHO PREPARE AND PURCHASE MEALS TOGETHER) WILL NOT BE ELIGIBLE FOR FOOD DISTRIBUTION BENEFITS.

APPLICATIONS CAN BE FILED BY THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AT THE TRIBAL OFFICE, BY MAIL, OR BY FAX MACHINE.

**IMPORTANT:** WHEN YOUR HOUSEHOLD IS INTERVIEWED, PLEASE BRING PROOF OF ALL HOUSEHOLD INCOME. FOR EXAMPLE: PAY STUBS, A COPY OF ALL PAYSTUBS OR COPIES OF AWARD LETTERS FROM SOCIAL SECURITY BENEFITS, SUPPLEMENTAL SECURITY INCOME, GA, PA, AND TANF. COMPLETED APPLICATIONS WILL SPEED UP THE REVIEW OF YOUR APPLICATION.

HEAD OF HOUSEHOLD: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
STREET CITY STATE: ZIP

PO BOX # CITY STATE ZIP

TELEPHONE NUMBER WHERE YOU CAN BE REACHED: \_\_\_\_\_

HOUSEHOLD LOCATION: \_\_\_\_\_

**HOUSEHOLD RACIAL-ETHNIC HERITAGE:**

ALTHOUGH, YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION, YOUR COOPERATION WILL HELP DETERMINE COMPLIANCE WITH THE FEDERAL CIVIL RIGHTS LAW. IN NO INSTANCE WILL THIS INFORMATION BE USED IN CONSIDERING YOUR ELIGIBILITY FOR ASSISTANCE. IF YOU DECLINE TO PROVIDE THIS INFORMATION IT WILL IN NO WAY AFFECT CONSIDERATION OF YOUR APPLICATION. WE ARE AUTHORIZED TO ASK FOR THIS INFORMATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964.

BLACK/AFRICAN AMERICAN: \_\_\_\_\_  
HISPANIC or LATINO: \_\_\_\_\_  
ASIAN OR PACIFIC ISLANDER: \_\_\_\_\_  
AMERICAN INDIAN OR ALASKAN NATIVE: \_\_\_\_\_  
WHITE - NOT OF HISPANIC ORIGIN: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

CASE NUMBER: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

ARE YOU OR ANYONE IN YOUR HOUSEHOLD ENROLLED WITH THE BUREAU OF INDIAN AFFAIRS (BIA) OR AN ALASKA NATIVE REGIONAL CORPORATION OF THE ALASKA NATIVE CLAIMS SETTLEMENT ACT (ANCSA)?

BIA or ANCSA ENROLLMENT NUMBER: \_\_\_\_\_

ANCSA CORPORATION NAME: \_\_\_\_\_

(YES OR NO)

DO YOU RESIDE WITHIN THE VILLAGE BOUNDARY? \_\_\_\_\_

(YES OR NO)

COPY UTILITY/PHONE BILL: \_\_\_\_\_

(YES OR NO)

**FILL IN ALL BLANKS FOR EACH HOUSEHOLD MEMBER, INCLUDING YOURSELF. PEOPLE WHO LIVE AND EAT WITH YOU SHOULD BE LISTED AS HOUSEHOLD MEMBERS. (Do not list roomers and boarders)**

ALTHOUGH YOU ARE NOT REQUIRED TO DO SO, WE WOULD LIKE YOU TO INCLUDE THE SOCIAL SECURITY NUMBER OF EACH MEMBER OF YOUR HOUSE-HOLD WHO HAS ONE. THIS WILL HELP US TO IDENTIFY YOUR HOUSEHOLD CORRECTLY. THESE SOCIAL SECURITY NUMBERS MAY ALSO BE USED IN PROGRAM REVIEWS OR AUDITS TO MAKE SURE YOUR HOUSEHOLD IS ELIGIBLE FOR FOOD DISTRIBUTION BENEFITS. WE ARE AUTHORIZED TO ASK FOR THIS INFORMATION UNDER THE TAX REFORM ACT OF 1976.

	<u>NAME (First, Middle, Last)</u>	<u>DATE OF BIRTH</u>	<u>SOCIAL SECURITY #</u>	<u>RELATIONSHIP</u>
1.	_____	_____	_____	<b>SELF</b>
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____

**Craig Tribal Association OFFICIAL USE ONLY**

HOUSEHOLD LOCATED ON OR NEAR VILLAGE BOUNDARY? YES OR NO

HOW WAS LOCATION VERIFIED? \_\_\_\_\_

**FOR ANTHC FDPir OFFICE USE ONLY**

EIS CHECKED FOR THIS APPLICANT'S SNAP/FOOD STAMP STATL YES OR NO

WHO CHECKED (INITIAL): \_\_\_\_\_ DATE: \_\_\_\_\_

SOA Case #'s: \_\_\_\_\_ Case # 2: \_\_\_\_\_

## RESOURCE TEST NO LONGER REQUIRED

As of **September 26, 2013**, the resource test is no longer a requirement. However, bank statements may contain direct deposits of unearned income information (e.g., SS, SSI, SSD, UI, GA, etc.) and may be used to help verify income.

### UTILITY/SHELTER, EXPANDED MEDICAL & HOME CARE DEDUCTION(S)

RENT/MORTGAGE RECEIPT?	YES OR NO	STANDARD SHELTER/UTILITY DEDUCTION BASELINE FOR WESTERN REGION (AK, AZ, CA, ID, NV, OR, WA) - \$350  IF YES, ADD BASELINE DEDUCTION: _____
HEAT/ELECTRIC RECEIPT?	YES OR NO	
PHONE RECEIPT?	YES OR NO	

Are you a senior 60 years of age or older? Do you pay out of pocket medical expenses in excess of \$35 a month, not covered by Indian Health Service? YES OR NO IF YES, TOTAL AMOUNT: \_\_\_\_\_

Do you have or pay for a personal care attendant (PCA)? YES OR NO IF YES, TOTAL AMOUNT: \_\_\_\_\_

Do you pay Medicare Part B, Part D, or both premiums? YES OR NO IF YES, TOTAL AMOUNT: \_\_\_\_\_

Answering "YES" to any medical question above requires documented verification (e.g., award letters or receipts).

## INCOME

### 1. EARNED INCOME

SELF EMPLOYED - Is anyone in your household self-employed? YES OR NO

If yes, please ask for and complete the Self-Employment Income form (FDP004) and bring in the Federal Income Tax forms filed by all self-employed members in your household. If no such tax forms were filed last year, bring proof of all self-employment income and expenses.

Total gross self-employment income: \_\_\_\_\_

Total gross business expenses: \_\_\_\_\_

### 2. WAGES AND SALARIES: Is anyone in your household employed?

Fill in all blanks for each member with a full or part-time job. If a member has more than one job, list each job separately. Include members who receive income from the Comprehensive Employment & Training Act (CETA). Do not include self-employed household members. Please indicate whether the job is 1. Full Time Permanent-FTP., 2. Full Time Temporary-FTT., 3. Part Time Permanent-PTP., 4. Part Time Temporary-PTT.

**3. Part Time Permanent-PTP., 4. Part Time Temporary-PTT.**

If it's a Temporary Job, when will the job end? Date: \_\_\_\_\_

HOUSEHOLD MEMBER	EMPLOYER	WEEKLY WAGES	HOW OFTEN PAID			MONTHLY WAGES	FTP FTT PTP PTT
			Bi-Weekly WAGES	Twice/month WAGES			
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
TOTALS:		\$ -	\$ -	\$ -	\$ -	\$ -	

### 3. EDUCATIONAL GRANTS, SCHOLARSHIPS

Gross monthly income from educational grants, scholarships: \$ -

Enter monthly tuition and mandatory fees: \$ -

HOW OFTEN RECEIVED

**DEDUCTIONS:** Care for child or other dependents - must be provided by someone outside of the household and necessary for a household member to search for, accept, or continue employment or continue employment or to attend training and pursue education that is preparatory to employment.

## Monthly

(Legal obligation and actual payment must be verified)

FDPO01

**RULES OF UNDERSTANDING:** By my initials below I understand and agree to the following eight (8) rules:

- 1) To report any changes in residence within 10 days.
- 2) To report any changes to my household size within 10 days.
- 3) To report any changes in my shelter/utility expenses within 10 days.
- 4) To report any changes or increase in gross monthly income over \$100 within 10 days.
- 5) To report any changes in a household member's obligation to pay child support within 10 days.
- 6) It is prohibited to receive both SNAP (food stamps) or FDPIR benefits within the same month.
- 7) It is prohibited to give any false or misleading information to receive food distribution benefits.
- 8) It is prohibited to barter/trade or sell my household's food distribution benefits.

Initials: \_\_\_\_\_

**INTENTIONAL PROGRAM VIOLATION (IPV) PENALTIES:** If you or a household member knowingly/willingly violate the rules initialized above, it is considered an Intentional Program Violation (IPV). Households who have been found guilty of committing an IPV will be ineligible to participate in both FDPIR and SNAP programs for a period of twelve (12) months for the first violation, 24-months for the second violation and permanently for the third violation; even prosecuted by authorities.

Initials: \_\_\_\_\_

**FAIR HEARING:** If you disagree with any action taken on your case, you and/or your representative have the right to request a fair hearing. You may request a fair hearing verbally or in writing. If you request a fair hearing, your case may be presented by a member of your household or representative, such as a legal counsel, a relative, a friend or other spokesperson.

Initials: \_\_\_\_\_

#### **NON-DISCRIMINATION 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, religious creed, disability, age, political beliefs, 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  
Washington, D.C. 20250-9410;
- 2) Fax: (202) 690-7442; or
- 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Initials: \_\_\_\_\_

**AUTHORIZATION:** I authorize the release of any necessary information or forms to ANTHC's Food Distribution Office and Craig Tribal Association, from individuals, businesses, schools, banking institutions, Federal/State/Tribal agencies needed to verify my eligibility for the Food Distribution Program. I understand that this information will be kept confidential and used only for the purpose of helping to document my eligibility for the Food Distribution Program. This authorization is good for the entire period for which I am deemed certified and eligible to receive food distribution benefits, which could last up to 24 months or until revoked by me in writing.

**OPTIONAL (Parents w/Children):** By my initials below I authorize the ANTHC Food Distribution Office the permission to share my household information with the State of Alaska, Division of Child & Early Development, Child Nutrition Programs, for the sole purpose of automatically enrolling my child(ren) to participate in and receive free school meals for as long as I am certified for food distribution benefits.

INITIAL YES:

INITIAL NO:

**CERTIFICATION STATEMENT:** I certify that I have read this application and that the information contained in it is true and correct to the best of my knowledge. I understand that I must comply with program rules and provide additional documentation if required, and that any false or misleading information on this form may be grounds for disqualification and/or claim action. By my initials above I have acknowledged complete understanding of my rights and responsibilities to participate and receive food distribution benefits, and that I am responsible for reporting any changes in my household's size, changes income over \$100 and/or changes to my contact information to the Food Distribution Program Tribal Agency Office, within 10 days of the date the changes become effective.

Applicant or Authorized Representative Signature

Date

Tribal Agency Representative Signature

Date

**AUTHORIZED REPRESENTATIVE(S):** Person(s) identified outside my household are authorized to pick up my food package

#1 - Name: \_\_\_\_\_

#1 - Address: \_\_\_\_\_

#1 - Phone(s): \_\_\_\_\_

#2 - Name: \_\_\_\_\_

#2 - Address: \_\_\_\_\_

#2 - Phone(s): \_\_\_\_\_

#3 - Name: \_\_\_\_\_

#3 - Address: \_\_\_\_\_

#3 - Phone(s): \_\_\_\_\_

# FOOD DISTRIBUTION ELIGIBILITY WORKSHEET

NAME: \_\_\_\_\_

## APPLICABLE FDPIR DEDUCTION(S)

SHELTER/UTILITY	\$	-
MEDICARE PART B & PART D	\$	-
EXPANDED MEDICAL (\$35 MIN.)	\$	-
HOME CARE DEDUCTION	\$	-
LEGALLY REQUIRED CHILD SUPPORT	\$	-
<b>Total Deductions:</b>	<b>\$</b>	<b>-</b>



Age of oldest HH member: \_\_\_\_\_

## INCOME

### 1. Earned Income

a. Total <b>gross</b> self-employment income:	\$	-
b. Total <b>gross</b> business costs:	\$	-
Total Self-employment income:	\$	-
c. Wages received weekly:	\$	-
d. Wages received bi-weekly:	\$	-
e. Wages received twice monthly:	\$	-
f. Wages received once a month:	\$	-
Total income from wages & salaries:	\$	-
Total monthly <b>gross</b> Earned Income:	\$	-
20% earned income deduction:	\$	-
<b>Net Earned Income:</b>	<b>\$</b>	<b>-</b>

### 2. Educational Income:

a. Gross monthly income from educational grants, scholarships, etc.	\$	-
b. Monthly tuition and mandatory fees:	\$	-
Total Educational Income:	\$	-

### ANTHC CASE DISPOSITION

Date Approved: \_\_\_\_\_  
 HH Categorically Elig: \_\_\_\_\_ (yes or no)  
 Cert. Pending Verif: \_\_\_\_\_ (Month CPV)  
 Expedited Service: \_\_\_\_\_ (yes or no)  
 Name of Certifier: \_\_\_\_\_  
 Signature: \_\_\_\_\_

### 3. Unearned Income

Unearned income includes Social Security Benefits (SSB), Supplemental Security Income (SSI), Pensions/Retirement, VA Benefits, UI, GA, PA, TANF, Child Support, Other - gifts from relatives and friends.

Unearned income in items a, b, c, and d below:

a. Gross income received weekly:	\$	-
b. Gross income received bi-weekly:	\$	-
c. Gross income received twice monthly:	\$	-
d. Gross income received once a month:	\$	-

Total unearned income: \$ -

Total earned, unearned, educational income: \$ -

e. Total deductions: \$ -

Net Monthly Income: \$ -

f. Household Size: \_\_\_\_\_

### Net Monthly Income Standards Effective 10/1/2015

HH Size	\$\$\$ limit	Over / (under)
1	\$1,492	
2	\$1,925	
3	\$2,359	
4	\$2,792	
5	\$3,225	
6	\$3,676	
7	\$4,109	
8	\$4,542	

Each additional Member \$ 434.00

Approved \_\_\_\_\_

Certification Period \_\_\_\_\_ thru \_\_\_\_\_