

**The West Virginia Department of Agriculture  
Kent Leonhardt, Commissioner**

**The Emergency Food Assistance Program (TEFAP)  
FOOD PANTRY RECIPIENT APPLICATION**

**2024-2025**

**[Effective July 1, 2024 until June 30, 2025]**

**(185% of Federal Poverty Guidelines)**

**THOSE WHO QUALIFY FOR SNAP ARE AUTOMATICALLY QUALIFIED TO RECEIVE TEFAP  
FOODS.**

**TO QUALIFY FOR USDA FOODS, GROSS HOUSEHOLD INCOME CANNOT EXCEED THE  
INCOME GUIDELINES.**

Name of Applicant: \_\_\_\_\_ Household Size: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Name of Food Pantry: \_\_\_\_\_

<b>HOUSEHOLD SIZE</b>	<b>GROSS MONTHLY INCOME</b>	<b>GROSS ANNUAL INCOME</b>
<b>1</b>	<b>\$2,322.00</b>	<b>\$27,861.00</b>
<b>2</b>	<b>\$3,152.00</b>	<b>\$37,814.00</b>
<b>3</b>	<b>\$3,981.00</b>	<b>\$47,767.00</b>
<b>4</b>	<b>\$4,810.00</b>	<b>\$57,720.00</b>
<b>5</b>	<b>\$5,640.00</b>	<b>\$67,673.00</b>
<b>6</b>	<b>\$6,469.00</b>	<b>\$77,626.00</b>
<b>7</b>	<b>\$7,299.00</b>	<b>\$87,579.00</b>
<b>8</b>	<b>\$8,128.00</b>	<b>\$97,532.00</b>

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/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:

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.

This certification form is being completed in connection with the receipt of federal assistance. Program officials may verify what I have certified to be true. I understand that making a false statement may result in having to pay the State for the value of the food improperly issued to me and may subject me to criminal prosecution under State and Federal law.

- *I understand that by signing this paper I will only receive USDA TEFAP commodities at this TEFAP pantry.*
- **I certify that my gross household income is at or below the income listed on this form which I have completed on the date indicated below - OR -**
- **I receive SNAP benefits (food stamps), therefore I automatically qualify for this program.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Food Pantry/Referral Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT VERIFICATION OF RECEIPT OF TEFAP FOODS**

Recipient (or Proxy) Signature

Date Received TEFAP Foods

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