South Carolina Department of Agriculture
Commodity Supplemental Food Program

CLOSURE NOTIFICATION LETTER

Name: _____ Site No.: _____

Dear _____ :

Your eligibility for participation in the Commodity Supplemental Food Program will end effective _____ due to the following reason(s):

- ❑ You are no longer categorically eligible.
- ❑ Your income exceeds the limit for your household size.
- ❑ You are no longer a resident of this county.
- ❑ You have failed to pick up your monthly food package for the last two months. **Please contact us within 15 days of receipt of this notice if you wish to continue receiving a food package from this program.**
- ❑ Other: _____

_____

_____

_____

CSFP Staff Signature	Telephone	Notice Date

If you do not agree with the decision made in your case, you may request a Fair Hearing. A request for a Fair Hearing must be made orally or in writing within 60 days from the date of this notice by contacting the South Carolina Department of Social Services, Office of Individual and Provider Rights, P.O. Box 1520, Columbia, SC 29292-1520.

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, disability, age, 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, 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.

This institution is an equal opportunity provider.