

**South Carolina Department of Agriculture
Commodity Supplemental Food Program
CLOSURE NOTIFICATION LETTER**

Name: _____

Site Name and Code: _____

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 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> 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.

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