

How to Complete a Proxy Form

A Proxy Form is used to assign an individual to pick-up a CSFP box in-lieu of the senior client. . A proxy is an individual designated by the senior client who may pick up the CSFP box in their name. Each client will need to complete a proxy form indicating the individual who will be picking up their box. Proxy forms are valid for one calendar year.

Filling Out the Form

- 1) Client Name: the senior client who is the recipient of CSFP Commodities
- 2) Program: please check the CSFP box
- 3) ...pick up my food benefits from the following agency: name of the agency the senior will be picking up from – this will NOT be the name of your high-rise/living community. The name listed on this blank space will be the NEW SITE your seniors will be referred to.
- 4) Make sure **both** the client and proxy individual sign the form.
- 5) Once completed, **please scan/email and send to kbacher@foodbankrockies.org OR fax the form to 720-473-6328 or turn them in to personnel at the CSFP pick-up site.**

FAQ's

- 1) For how long is the proxy form valid? The proxy form is valid for one calendar year. If a client assigns a proxy in June 2016; it will expire Jun2 2017.
- 2) Can a client have more than one person as a proxy? Yes! – a client may assign up to 2 people to pick up their CSFP box in their place.
- 3) Can an individual serve as a proxy for more than one client? Yes! An individual can serve as a proxy for as many as 15 senior clients. This is especially convenient for high-rise senior living apartment buildings. Site managers may serve as a proxy for all CSFP clients and pick up their CSFP boxes in one trip to the closest CSFP distribution site once per month, if they choose to do so.
- 4) Can a senior client pick up their CSFP box themselves if they have assigned a proxy? Yes! Either the senior OR the proxy can pick up the box.

If you have any additional questions or concerns, please contact:

Kelly Bacher

CSFP Representative

720-473-6323 ext. 24

kbacher@foodbankrockies.org

EXAMPLE



COLORADO
Office of Economic Security
Division of Food & Energy Assistance

Proxy Form

Client Name Jane Doe
Address 1234 Colorado Way
City and Zip Code Denver 80209
Phone Number 303-867-5309

Program: TEFAP CSFP

I hereby designate Johnny Doe Name of Proxy

to serve as my proxy to sign required documents, provide eligibility information, and pick up my food benefits from the following agency Aurora Senior Center (name of pick-up location)
For the period of 6/16 to 6/17
month and year month and year

Clients may designate a proxy up to one calendar year from the date of designation.

X [Signature] Client Signature 6/16/16 Date

X [Signature] Proxy Signature 6/16/16 Date

Agency Use Only
Approved by:

Print Name Signature Date

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.