

REMINDER



Households are required to report the following changes within ten calendar days after the change becomes known to the household:

- ✓ A change in household size or composition, such as the addition or loss of a household member;
- ✓ An increase in gross monthly income of more than \$100;
- ✓ A change in residence and/or address;
- ✓ When the household no longer incurs a shelter or utility expense; or
- ✓ A change in the legal obligation to pay child support.

Failure to report a change may result in a household receiving food they were not entitled to receive. In such cases, a claim for the value of food received will be filed against the household.

DUAL PARTICIPATION

Household members are **not** permitted to participate simultaneously in the Supplemental Nutrition Assistance Program (SNAP) and the Food Distribution Program. Dual participation by any household member in the SNAP or another Food Distribution Program is prohibited.

FAIR HEARING

Individuals who disagree with any action taken on their case have the right to request a fair hearing. You or your representative may request a fair hearing in writing or orally.

If you request a fair hearing, your case may be presented by a household member or representative, such as a legal counsel, a relative, a friend, or other spokesperson.

To request a fair hearing, call or write the program. You have 90 days from the date of the action to request a fair hearing.



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, audiotope, 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.



Food Distribution Program
960-D Highway 550
Bernalillo, NM 87004

Telephone: (505) 867-3710
Fax: (505) 867-2082

Office hours: Monday-Thursday
7:00 am - 6:00 pm
Closed for Lunch: 12:00 pm-1:00 pm

Warehouse Issuance hours:
8:30 am - 11:30 am &
1:00 pm to 4:30 pm

Please refer to our monthly calendars for distribution dates and time.

“WE OFFER A VARIETY OF FOOD ITEMS & NUTRITION EDUCATION.”

What is the Food Distribution Program?

The Food Distribution Program is a federal program that provides USDA foods to low-income American Indian and non-Indian households residing on a reservation and to households living in approved areas near a reservation that contain at least one person who is a member of a federally-recognized tribe.

Eligible households are certified based upon income standards set by the federal government. Participating households must be recertified or receive a follow-up at least once every 12 months.

The Food Distribution Program is available to all eligible households that reside within the reservation boundaries of the Five Sandoval Indian Pueblos (Sandia, Santa Ana, Cochiti, Zia, and Jemez) as well as the Pueblos of Isleta, San Felipe, and Santo Domingo.

How Do I Apply?

Program staff is available at the distribution sites and at the main office to certify and distribute. Application forms can be requested by phone, mail, or at the main office. Households may file an application on the same day they contact the Food Distribution Program. A monthly calendar provides the date(s) and time(s) of each tailgate and warehouse distribution. Calendars are posted at all distribution sites such as the Tribal Governor's Office, Post Office, and Elderly Centers.

All applications received by the program will be processed within seven days (excluding weekends & holidays) of the date received.

What Foods Does the Program Offer?

Each month participating households receive a food package to help them maintain a nutritionally balanced diet.



Participants may select from over 70 products including:

- Frozen ground beef, beef roast, pork chops, and chicken
- Canned meats, poultry, and fish
- Fresh fruits and vegetables
- Canned fruits and vegetables
- Canned soups and spaghetti sauce
- Macaroni and cheese; pastas; cereals; rice; and other grains

- Cheese and egg mix
- Ultra high temperature (UHT) fluid lowfat milk, nonfat dry milk, and skim evaporated milk
- Flour; cornmeal; lowfat bakery mix; and reduced sodium crackers
- Lowfat refried beans, dried beans, canned beans; and dehydrated potatoes
- Bottled juices and dried fruit
- Peanuts, peanut butter, and fruit/nut mix
- Vegetable oil, light buttery spread, and butter

The Food Distribution Program staff offer recipes and preparation tips to help participants make nutritious use of the USDA foods. In addition, basic nutrition and proper storage information are provided.

