

Policy Memorandum No. FD-155

The Emergency Food Assistance Program (TEFAP)

Written Notice of Beneficiary Rights

Name of Organization:

Because our organization is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

1. We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
2. We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;
3. We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance; and
4. You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint to:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights Executive Director
Center for Civil Rights Enforcement
1400 Independence Avenue SW
Washington, DC 20250–9410, or by email to program.intake@usda.gov

5. To find food assistance in your area, contact the **USDA Hunger Hotline**:

By Phone: 1-866-3-HUNGRY or 1-877-8-HAMBRE to speak with a representative from 7:00 AM – 10:00 PM Eastern Time. This hotline offers translation services.

By Text: 914-342-7744 with a question that may contain a keyword such as “food,” “summer,” or “meals,” to receive an automated response to resources located near an address or zip code.

This written notice must be given to you before you enroll or receive services from our program unless the nature of the service or exigent circumstances make it impracticable to provide this notice before we provide the actual service. In that case, this notice must be given to you as soon as possible.

Scan the QR code to view this notice in the following languages:



Arabic (العربية)

Bangla (বাংলা)

French (Français)

Haitian Creole (Kreyòl Ayisyen)

Italian (Italiano)

Korean (한국어)

Pashto (پښتو)

Polish (Polski)

Russian (Русский)

Simplified Chinese (简体中文)

Spanish (Español)

Traditional Chinese (繁體中文)

Ukrainian (Українська)

Urdu (اُردُو)

Yiddish (ייִדיש)