

Eligibility to Take Food - Home Letter of Proxy

If you are ill, disabled, or otherwise cannot make it to a pantry yourself, all Mid-Ohio Foodbank partner agencies use a proxy process where you can send someone to pick up food for you. You can use a proxy by:

1. Filling out and submitting a Letter of Proxy. (See below)

OR

2. Submitting a handwritten note stating that you are in need of food assistance including your first and last name, your full home address, and the first and last name of the person you would like to pick up food for you.

Upon arrival to the pantry or produce program, the person picking-up the food must show the Letter of Proxy (1) or the handwritten note (2) to the registration staff. This can be shown as a hardcopy or as an electronic copy. (Photo or email representation of either letter is acceptable.) The person picking-up the order must have his or her own valid photo ID.

To: _____

From: *(Customer's Name)* _____

Customer's Address: _____

Customer's Phone Number: _____

Number of People in Household by Age:

Age 60+: _____ Age 18 – 59: _____ Age birth – 17: _____ Total: _____

This letter is to certify that my household meets the current income guidelines for food assistance according to the "Federal and State Funded Food Programs Eligibility to Take Food Home Form." I am not able to appear in person due to health issues or scheduling conflicts to obtain the food. Therefore, I hereby give permission to the person(s) listed below to sign my Ohio Department of Job and Family Services FEDERAL AND STATE FUNDED FOOD PROGRAMS ELIGIBILITY TO TAKE FOOD HOME (TEFAP) Form in my absence:

Proxy Name: _____

Proxy Complete Address: _____

If you have any questions or concerns regarding my eligibility or any of the information provided above, you may contact me at the phone number listed.

Thank you for your assistance.

Sincerely,

Signature of Customer

Date: _____

THIS FORM MUST BE UPDATED ANNUALLY AND/OR IF HOUSEHOLD COMPOSITION CHANGES.