

**RWHAP Part B & General Revenue (Area 7)
Food Bank & Home-Delivered Meals
Client Rights & Responsibilities**

Initials

1. I understand the funding for Food Bank services is based on federal requirements from HRSA and annual Planning Council funding decisions.

2. I understand I must have current RWHAP Part B eligibility in order to receive Food Bank services. Food Services can include approved food, personal hygiene products, and household cleaning supplies as outlined on the Allowable Items list.

3. I understand that Food Bank services eligibility is determined by:

- Documented Federal Poverty Level of 400% or below
- Proof of Screening for SNAP Benefits

4. I understand that if I receive a supermarket gift card, I am responsible for providing the case manager a copy of the receipt detailing items purchased before I am able to receive another food card.

5. I understand that if I lose a supermarket gift card, do not provide the RS/MCM/EIS with a copy of the receipt or purchase unallowable items as identified below I will not be eligible to participate in the program for at least six (6) months from the last Food Service provided unless otherwise approved by the Lead Agency Office. Other food assistance, such as the Home Delivered Meals program and access to food banks, will still be available to clients who are ineligible for supermarket gift cards.

6. I understand supermarket gift cards will not be used to purchase any of the items listed below:

- Alcohol
- Lottery tickets
- Tobacco products, including electronic cigarettes
- Household appliances
- Pet foods
- Candy, ice cream, cake, or similar products
- Carbonated drinks
- Other non-essential products (newspapers, medications, batteries etc.)

7. I understand I cannot duplicate, sell, exchange, or transfer supermarket gift cards that I receive.

The Food Bank service guidelines have been explained to me and I understand the requirements for receiving this service. Violation of any of the guidelines may result in termination of services.

Client Name

Client Signature

Date

I acknowledge I have reviewed this information with the client and provided a copy.

Case Manager Name

Case Manager Signature

Date

RWHAP Part B & General Revenue (Area 7)
Food Bank & Home-Delivered Meals
Supermarket Gift Card Distribution Form

Client Name: _____ ID/URN: _____

NOE Expiration: _____ Date: _____

Eligibility Verification:

- Less than 400% FPL
- Ineligible for SNAP benefits
- If eligible for SNAP benefits, client was assessed for food insecurity in the last six months and supervisor approved an override

Amount received in SNAP benefits: \$ _____

Date of last food insecurity assessment: _____

- Returned receipt for previous supermarket gift card issuance

Card Issued:



Issued by: _____

Food Insecurity Assessment for SNAP-Eligible Clients

If Often True or Sometimes True to either statement, client is determined to be food insecure.

In the last six months:

I was worried whether our food would run out before I had enough money to buy more.

- Often True Sometimes True Never True

The food I bought did not last and I did not have enough money to buy more.

- Often True Sometimes True Never True

Assess for co-existing risk factors:

- Limited physical capacity to prepare food Lack of cooking or storage equipment
- Dental problems Social isolation
- Poor food access (e.g., proximity or transportation to stores)

Supervisor Initials

Allowable Personal Hygiene Products

Body Care

- Hand sanitizer
- Shampoo
- Conditioner
- Dry shampoo
- Shower caps
- Combs and brushes
- Disposable razors
- Deodorant and antiperspirant
- Bar soap
- Hand soap
- Body wash
- Loofahs and washcloths
- Skin lotion and moisturizer
- Sunscreen
- Nail clippers
- Nail files
- Lip balm
- Baby powder
- Tampons, menstrual pads, cups, and discs
- Travel kits that include any of the allowable items

Oral Care

- Toothbrush (non-electric)
- Toothpaste
- Mouthwash
- Floss

Paper Products

- Paper towels and napkins
- Toilet paper
- Tissues
- Wet wipes
- Cotton swabs
- Cotton balls
- Disposable surgical masks
- Paper cups and plates

First Aid

- Bandages
- Hydrogen peroxide

Household Cleaning Items

- Laundry detergent
- Dishwashing liquid
- Sponges
- Antiseptic wipes
- Bleach
- Multipurpose cleaner (e.g., Fabuloso, Pine Sol)
- Toilet bowl cleaner
- Toilet bowl brush

Please reach out to staff for clarification on any items not listed.