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| Section | Client Eligibility Policy |
| Policy # | AR100.01 |
| Effective Date | 1/09/14 |
| Revision(s) | 4/25/11, 7/13/11, 1/09/14 |

**PURPOSE**

The purpose of this policy is to ensure all eligible individuals seeking food assistance are being helped. This is to serve as a guide to assist with determining eligibility. This policy is being implemented by Second Harvest Food Bank (also referred to as “SHFB”).

**APPLICABILITY**

This policy is applicable to all Partner Agencies of SHFB.

**RESPONSIBILITY**

1. **Partner Agencies** are responsible for:
	* Completing a Declaratory Statement of Eligibility (client application) on all clients utilizing SHFB’s food products
	* Verify that client is a resident of the parish listed. The following are required for verifying proof of residency:
		1. A Picture ID, i.e., Driver’s License, school, passport and a
		2. Current Lease and current rent receipt or
		3. Utility Bill (Entergy or Water)
	* Client can self-declare income.
	* Maintain a 10 file folder system
2. **Agency Relations** is responsible for:
	* Monitoring Partner agencies on an annual basis for compliance
	* Ensuring that agencies are maintaining the required 10 file folder system

**Additional considerations:**

1. Multiple families (2+) living at the same address will have to do the following:
* Each family will be able to apply as an individual households
* Each family can self-declare their income
* Each family will have to provide proof of residence a picture ID, i.e., Driver’s License, school, passport and a Current Lease and current rent receipt, a Utility Bill (Entergy or Water)
* If one family receives SNAP benefits they will automatically qualify.  If the other families do not receive SNAP, SSI or TANF benefits; they will have to apply based on their income.
1. Individuals on a student visa should complete the Declaration of Income form or have the school submit a statement on the school’s letterhead.
2. For children, please use the parent’s information to verify. Follow Responsibility, Partner Agencies section above.

**-End Policy-**

***POLICY STATEMENT:*** *This policy is designed to provide general information in regard to the subject matter. It is intended as a guide in the interpretation and application of the relevant policies and procedure and may not be applicable to all situations. If additional clarification is required, the Agency Relations Department should be consulted. This document will remain in effect until rescinded, modified, or withdrawn by Second Harvest Food Bank.*

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