

# Food Distribution Program



P. O. Box 59  
Watonga, OK 73772  
PHONE: 405-276-6049  
FAX 405-422-8261

## CHANGE REPORT FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**Please use this form to report any of the following changes in your household:**

**REPORTING CHANGES:** You are required to report changes in household size or composition; increases in gross monthly income of more than \$100; changes 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 to the Food Distribution Office within ten calendar days after the change becomes known to the household. If you fail to report a change and, as a result, receive USDA foods that you were not entitled to, a claim will be filed against your household.

### CHANGES IN HOUSEHOLD MEMBERS:

	<u>Name</u>	<u>Add/Delete</u>	<u>Social Security Number</u>	<u>Date of Birth</u>
1.	_____			
2.	_____			
3.	_____			

### INCOME OR CHANGE OF ADDRESS:

\_\_\_\_\_

### ADDITIONAL COMMENTS:

\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

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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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto:program.intake@usda.gov).

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