

## LTBB FOOD DISTRIBUTION PROGRAM

### DOCUMENTATION REQUIRED FOR STANDARD DISTRIBUTION

1. A **completed application** which lists all household members, their date of birth, social security numbers and a signature of the applicant.
2. Copies of **tribal membership cards**
3. **Income Verification** for the past 30 calendar days for all adults 18 years or older. Income includes but is not limited to:
  - a. Wages: at a minimum, at least two check stubs for all adults receiving wages. Self-employed individuals must submit previous years' income tax form with either a Schedule C or F. This copy must be signed and dated. Persons paid in cash must provide a signed statement from their employer.
  - b. Social Security and Supplemental Social Security benefits. A copy of a check or an award letter from the Social Security Administration can be provided as documentation.
  - c. Pensions
  - d. Public or General Assistance
  - e. Child support payments received. A court order for payments must accompany the application
  - f. If there is zero income in the household for anyone over 18, a zero income form must be completed.
4. **Proof of Residency**: Documentation must be provided that includes current name and address and matches the address on the application
5. **Child Care Expenses and/or Child Support Deductions**: To claim the allowable child care expenses, a receipt from the child care provider must be submitted. To claim the allowable child support deductions, a copy of the court order must be provided.
6. **Shelter/Utility Expense Deduction**: A \$400.00 deduction will be applied to eligibility determinations when it can be shown that there is a monthly shelter/utility expense in any amount being paid by the household.
7. **Medical Expense Deduction**: If there are elderly (60+) or disabled household members, a deduction in the amount of the medical expense is available for medical expenses over \$35.00 incurred monthly by a household.
8. **Food Stamp Participation**: If anyone in the household is receiving food stamp assistance from their county, the household cannot also participate in the LTBB Food Distribution program. This will be checked with the county when an application is received.

***PLEASE NOTE: Failure to adhere to the policies set forth by the USDA Food and Nutrition Service could result in termination of this service to the Little Traverse Bay Bands of Odawa Indians. Documentation must be in place before the distribution of commodities. The complete certification process can take up to one week.***