



## Second Helping Emergency Food Cupboard Eligibility Guidelines

All consumers must have a referral letter from another agency for the current month on letterhead (letter can be brought in person or faxed by the referring agency ahead of time). The referral letter must include the following:

- Case worker contact information (name and phone number)
- Number of individuals (children and adults) in the household
- Consumer demographic information
  - Date of birth
  - Residential zip code
  - Last 4 digits of social security number
  - Amount and source of income

Consumers must meet the following income guidelines:

Total Household Income (based on 150% of poverty)

Household Size	Annual Income	Monthly Income	Weekly Income
1	\$16,755	\$1,396	\$322
2	\$22,695	\$1,891	\$436
3	\$28,635	\$2,386	\$551
4	\$34,575	\$2,881	\$665
5	\$40,515	\$3,376	\$779
6	\$46,455	\$3,871	\$893
7	\$52,395	\$4,366	\$1,008
8	\$58,335	\$4,861	\$1,122
For each additional family member, add:	\$5,940	\$495	\$114

**\*\*The emergency Food Assistance Program is operated in accordance with United States Department of Agriculture (USDA) policy, which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability. Eligibility is based upon the income guidelines listed above.**

Things to remember:

- Consumers can only receive food from the cupboard once per calendar month. Clients who have been served during a given month will not be served again.
- HIV positive consumers need to bring their Ryan White Services Eligibility Card when visiting the food cupboard.