



## **Religious Referral Request**

If a client refuses services from an organization based on the religious character of an organization, the organization must complete a “The Emergency Food Assistance Program and the Commodity Supplemental Food Program Beneficiary Referral Request” form. Sites can find a copy of our full Agency list on the HPFB Website under the “Receive Help” tab. Sites must make a reasonable effort to help clients identify another site that can serve the individual. The alternative site can be another religious organization if the client does not object to their religious character. If the client prefers a secular organization, the site must find an alternative, secular provider. If the site is unable to find an alternative source, they can direct the client to the High Plains Food Bank and HPFB will direct the client to another site that can serve the client.

## **Completing The Emergency Food Assistance Program and the Commodity Supplemental Food Program Beneficiary Referral Request**

The site will begin by filling in the information regarding their agency, (Name of Organization and Contact Information). The site will then direct the client to fill in the space for their name and the best way to reach the client. The client can be given the name of an alternative organization either in a written document or verbally. The site will fill in the additional information under the “For Staff Use Only” portion. The site will mark the appropriate line indicating how the client was directed to an alternative food source. The site needs to keep a copy of the referral with the H1555 form of the client. HPFB also asks that the site notifies HPFB if a referral is completed. This can either be done via phone or email.