TEFAP 101

Homer Gutierrez, Senior Director of Program Service
Treasure Coast Food Bank
WHAT IS TEFAP?

➢ The Emergency Food Assistance Program;
➢ Hunger Relief Federal Nutrition Program;
➢ First authorized in 1981;
➢ Provides nutritious, high-quality foods to low-income households;
➢ Distributes food to participating food banks, food pantries, soup kitchens and other feeding sites;
➢ Supplies food to be served to individual households or prepared meals to eligible recipients
KEY PLAYERS AND THEIR ROLES

➢ United States Department of Agriculture
➢ Florida Department of Agriculture and Consumer Services (FDACS)
➢ Contracting Distributing Agency (CDA)
➢ Local Distributing Agency (LDA)
➢ Sub-Distributing Agency (SDA)
➢ Program Participant
DISTRIBUTION ALLOCATION

➢ 60/40 formula to determine food and funding
  ➢ 60% of population in poverty
  ➢ 40% of unemployment

➢ Formula used to determine TCFB allocation

➢ Formula updated annually for implementation October 1st
Additional DISTRIBUTION ALLOCATION

- New Approach
- Revised Calculation
- Restructured Regional Boundaries
- Goals
  - Maximize federal funds
  - Guarantee greater efficiencies with resources
  - Reach as many eligible program participants
NETWORK DISTRIBUTION

➢ CDA’s must ensure distribution to network based upon priority system

➢ Adequate number of LDA’s per county *plus* show all areas of need are served by LDA’s

➢ LDA’s ordering levels meet required distribution to meet the need

➢ *Prompt* distribution to network
Proper administration of contract with FDACS following all policies and procedures found in:

- *The Emergency Food Assistance Program Procedures Manual*
- *7 CFR Part 250 & 7 CFR Part 251*
- *7 CFR Part 3019 & 7 CFR Part 3016*
- *All other Federal, State, and Local guidance*

Selection, contracting, training, capacity building and maintenance of LDA's
➢ Distribute TEFAP/USDA donated food to network and service area
  ➢ Indirect Service Programs
  ➢ Direct Service Programs

➢ Recognize that TEFAP/USDA donated food supplement other donated foods
CDA Requirements

➢ **CDA must:**
  
  ➢ For its LDA’s
    
    ➢ Enter in a written agreement
    ➢ Ensure compliance by all parties
    ➢ Conduct annual capacity building reviews

➢ Conduct annual training for all representatives of LDA directly involved with administration of TEFAP/USDA donated foods.

➢ Keep training records
  
  ➢ Agenda
  ➢ Training material
  ➢ Sign-in sheet
CDA Prohibitions

➢ CDA must not:

➢ Charge a fee to their LDA for TEFAP/USDA donated foods
➢ Exchange, barter, trade, or sell TEFAP/USDA donated foods
➢ Seek donations in manner as it relates to TEFAP/USDA donated foods
➢ Distribute TEFAP/USDA donated foods outside of CDA’s contracted area
First Priority – Emergency Feeding Organizations (EFO) that relieve situations of emergency and distress

- Food pantries
- On-site feeding programs (i.e. soup kitchen)
- Mass household distribution sites
- Temporary, overnight homeless shelters
- Other food banks
Second Priority – After needs of first priority LDA’s have been met, remaining TEFAP/USDA donated food may be distributed to second priority LDA’s in the following order:

- Long term residential shelters
- Transitional living centers
- Substance abuse centers
- Charitable institutions
- Other child nutrition programs
Selection of LDA

➢ CDA *must not:*

➢ Charge a fee to their LDA for TEFAP/USDA donated foods
➢ Exchange, barter, trade, or sell TEFAP/USDA donated foods
➢ Seek donations in manner as it relates to TEFAP/USDA donated foods
➢ Distribute TEFAP/USDA donated foods outside of CDA’s contracted area
Local Distributing Agency

Program Roles and Responsibilities
Current 501(c) 3 non-profit organization or;

Religious Organizations

- Does not have to be a 501(c) 3
- May be organized or operated for exclusively religious purposes
- May not be denied TEFAP/USDA donated food on the basis of not having a 501(c) 3 exemption status
LDA use of TEFAP/USDA Donated Foods

- Pantries and Mass Households
  - Distribute bags/boxes of food to the needy and alleviate situations of emergency and distress

- On-site Feeding/Soup Kitchen
  - Preparation of meals for the needy and homeless population on a regular basis
Agreement with LDA’s

- Can be permanent, must be current, and must contain the name, address, and county of the LDA

- **Must** contain the following clauses:

  - Requiring LDA to operate in accordance with 7CFR250 and 7CFR251 and all policies, rules, and procedures of FDACS and USDA
  - Requiring distribution of TEFAP food to eligible people in the service area of the food bank
  - Requiring LDA to determine eligibility of households to receive TEFAP food
Pest Control

➢ Quarterly extermination are required, but treatments are **encouraged** monthly and should be applied by a licensed professional exterminator

➢ Pest control log, pest control contract, and receipt of service will be requested during the annual capacity building review
Food Storage Guidelines

➢ Keep food secure and safe from theft (locked storage area)

➢ Store and Label TEFAP product separately *at all times*

➢ Maintain *DAILY* temperature charts for *all* storage areas and *all* food storage equipment

➢ Practice FIFO by storing, stacking, and labeling product by pack date or by received date, if pack date is not available.
Receiving TEFAP Foods

Product Invoice for all TCFB and TEFAP/USDA donated food

- Signed and dated
- Checked for accuracy and quality
- Note any discrepancy on invoice
- Notify appropriate staff at TCFB
Treasure Coast Food Bank
401 Angle Rd
Fort Pierce, FL 34947
Tel: (772) 498-5676 Fax: (772) 498-0670
Email: jide@treasurefoodbank.org

#9001

Contact: Judy Gun

Food Pantry/Closed Bank
401 Angle Rd
Fort Pierce, FL 34947

Special Instructions:
East Stuart Youth Initiative
724 East 10th Street
Stuart, FL 34994
Contact: Julie McHenry
772-288-5334

Payment due upon receipt

<table>
<thead>
<tr>
<th>Product Reference</th>
<th>Description</th>
<th>Storage</th>
<th>Weight</th>
<th>Quantity</th>
<th>Unit</th>
<th>Total</th>
<th>Handling Fee</th>
<th>Purchase</th>
<th>Total</th>
</tr>
</thead>
</table>

Invoice Totals

National Average 1.2 Lbs = 1 Meal

NO HANDLING CHARGES

Amount Due: $0.00

Agency Representative (Print First & Last Name) ________________________________ Date: ______________

Agency Representative Signature: ________________________________

Invoice Message:

"Distribution by the Food Bank is made on an "AS IS" basis. No product may be returned to the Treasure Coast Food Bank, Inc. at any time.

For agencies receiving deposits, please check your order prior to the truck leaving your facility. Once you have signed the invoice and the truck has left, the agency takes full responsibility for the order.

* Food Bank Representative Signature ________________________________

11/15/2018 3:20 pm
Determining Client Eligibility

Food Pantries and Mass Household Distributions

➢ Must collect the following for each household:

➢ Name of household member eligible
➢ Physical Address (Homeless ok)
➢ Number of persons in household
➢ Basis for determination of eligibility
➢ Signature of household member applying and date
Sample form is self-declaration on the basis of any one of the four following conditions:

- Total household income is at or below the amount listed on the current income guideline
- Recipient of SNAP benefits
- Receipt of Temporary Assistance for Needy Families (TANF)
- Receipt of Supplemental Security Income (SSI), Medicaid
Determining Client Eligibility  

Food Pantries and Mass Household Distributions

- Eligibility is valid for up to one year unless household circumstances change
- New income chart issued by FDACS/USDA each year for use on July 1; valid July 1 through June 30
  - Current income chart must be attached or integrated into form
Determining Client Eligibility

**TEFAP Eligibility Form**

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annual Income</th>
<th>Household</th>
<th>Household</th>
<th>Weekly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$10,000</td>
<td>2,500</td>
<td>28,000</td>
<td>$530</td>
</tr>
<tr>
<td>2</td>
<td>$15,000</td>
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<td>$1200</td>
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<tr>
<td>5</td>
<td>$30,000</td>
<td>6,500</td>
<td>84,000</td>
<td>$1400</td>
</tr>
</tbody>
</table>

The above annual household income level is determined from TEFAP (18 percent per year), income restrictions for each (10 percent per year) and weekly income.

For state and federal food stamp income, income derived from federal (10 percent per year) and weekly income.

The following show poverty income for each family size. If your household income is or below the income limit for the number of people in your household, you are eligible to receive food. (The chart below is dated July 1, 2017 - June 30, 2018.)

The TEFAP Eligibility Form is completed in the space next to the category that applies.

The form must be signed and returned to the agency providing the food to their office. This form will be used to determine income for each household.

The program officer may verify that these guidelines are met by checking the above the income for the number of people in your household and the weekly income for the number of people in your household.

This certification is valid for a period of one year and may be renewed as needed. Any changes in the household’s circumstances must be reported to the distributing agency immediately.

**Completed**

This form has been completed and signed by the client.
Eligibility Criteria **Not Allowed**

➢ CDA or LDA **must not** use additional criteria to determine eligibility

➢ Examples of additional criteria used by client households:
  ➢ “Retired”
  ➢ “Social Security”
  ➢ “Unemployed”

➢ Examples of additional criteria imposed on client households by LDA which are not allowed
  ➢ Required ID/ Driver’s License or Social Security Card
  ➢ Food Stamp Card/Medicaid Card
  ➢ Proof of income/proof of residency
Eligibility Documentation

➢ Food Pantries and Mass Households must:

➢ Retain a copy of all applicants’ completed and signed eligibility forms

➢ A record of dates and names of households receiving TEFAP/USDA donated foods

➢ Retain all USDA donated food records for three years plus the current year

➢ Provide verifiable data to CDA regarding the number of households served (distribution logs, not ID’s)
Beneficiary Protection: Referrals

The referral must be to an alternate provider, if available, that:

➢ Is in reasonable geographic proximity
➢ Offers services that are similar in substance and quality
➢ Has the capacity to accept additional clients
Client Eligibility
On-Site Feeding/Congregate Feeding

- Presumed clientele are needy or homeless and kitchen is operated on a regular basis
- Must have method to confirm congregate feeding site is serving a needy group of people
- Does not need to:
  - Determine eligibility of any person receiving a meal
  - Require eligibility certification or signatures of meal recipients
- Must record number of meals served and report to CDA
The following activities are NOT allowed during the distribution/serving of TEFAP/USDA donated foods:

- Conducting religious services, discussion, or proselytizing – separate time and/or location
- Requests or solicitation for donations in the general physical area of the distribution
- Placing printed materials containing information not relating to TEFAP/USDA foods or printed on bags, boxes, or other containers in which TEFAP/USDA donated foods are distributed
- Using TEFAP/USDA donated food to further seek votes or support for various political interests, including parties, candidates, issues, initiatives, referenda, and state constitutional issues
Capacity Building Review  Monitoring

➢ CDA’s and their LDA’s must allow FDACS and USDA staff ACCESS:
   ➢ To inspect and inventory TEFAP in storage
   ➢ To inspect all facilities used in handling, storing, and delivery of TEFAP/USDA donated foods
   ➢ To audit all records and reports, including inventory, eligibility, and distribution records

➢ Access must be permitted at a reasonable date and time

➢ 25% of LDA’s visited by FDACS annually as part of review – max. of 50 sites
Annual LDA review must include the following:

- Pre-approval inspection
- Current Monitor/Review Cycle
- Pre-Award Compliance
- Follow-up documentation, monitoring, and verification of corrective action
- Implementation
Training Requirements

➢ Annual training required for all LDA’s, and volunteers

➢ Topics which must be covered:
  ➢ TEFAP rules and regulation
  ➢ Storage requirements
  ➢ Documentation requirements
  ➢ Customer Service
  ➢ Civil rights and non-discrimination

➢ Retain all training documentation
  ➢ Sign-In Sheets
  ➢ Agenda
  ➢ Training Material
**Losses and Damages**

- LDA must immediately report loss/damages to CDA
  - Verbal is Ok
    - Written notification is required as a follow-up
- Loss replacement determination made by FDACS
- CDA may be responsible to replace in-kind or in cash, per determination
- LDA may be required to reimburse CDA for loss/damages as a result of negligence
Questions
Thank you for listening.

Please support Treasure Coast Food Bank and help us fulfill our mission.

stophunger.org