Requirements to Distribute TEFAP Product

Agencies receiving USDA product from the food bank are required to follow TEFAP eligibility requirements.

1. TEFAP Eligibility Certification/Sign-In Documents:
   a. USDA Sign-In Form: Use of the form accomplishes the items below.
      i. You must collect participant's name, address, number in household and <u>how</u> they are eligible (Income, WIC, SNAP, School Meals, CSFP, FDPIR, etc).
      ii. The participant must be able to view the eligibility determinations (income guidelines and categorical eligibilities).
      iii. The nondiscrimination statement must be in public view.
   b. Important Notes:
      i. You can also post the eligibility determinations and nondiscrimination statement for the participant to view and collect the household information in an alternative format, such as paper slips.
      ii. If the agency collects additional information for other services and/or programs, forms must identify the information as "not required for TEFAP participation" or "optional."
      iii. Eligibility must be completed every time the participant comes through
      iv. No donation solicitation or fee for product
      v. Must be open to all of the public.
      vi. No request for ID, Social Security, or verification of income
      vii. TEFAP may not be used for or distributed during religious activities such as worship services, church dinners, youth fundraisers, religious education, etc. Religious literature may not be included with distributed food.
2. Food Storage:
   a. Agencies must not store more than six months' worth of inventory.
   b. Location of USDA within the shelving-it needs to be distinctly shelved and agency should be aware of different product sources
   c. Agencies must keep a temp long for frozen and refrigerated product
3. Documents to Keep On-Site:
   a. Documentation:
      i. Sites distributing USDA foods must keep verification of current 501(c) tax exempt status on file.
      ii. Site Records: The agency/site must be able to produce records to show which participants received food from which site which specific day.
      iii. Verification of civil rights training for volunteers
      iv. Verification of civil rights training for coordinator of program
      v. Proxy Form
      vi. CR Complaint Form
      vii. Procedure Documentation: Agency must have written processes in place to outline the items below. See the Process Document outline from FAWM as an example.
         1. Sign-In Process-How does someone sign in to receive food?
         2. Distribution Process-How is food distributed? Stored? Rotated through?
         3. Outreach Process-How do you advertise for the program?
         4. Language Accommodations/Other Accommodations-How do you accommodate clients with different needs?
      viii. USDA Agreement-returned and signed by FAWM
   b. Important Reminders:
      i. All records must be kept secure and confidential.
      ii. All records pertaining to TEFAP must be kept for three years plus the current year

4. Documents to Post:
    a. Hours of operation-must be publicly displayed
    b. A current "And Justice for All" poster must be prominently displayed at all sites during certification and TEFAP distribution.
    c. Non-discrimination statement -
        i. The long/complete version of the non-discrimination statement must be on the agency's website alongside the USDA Food Programs.
        ii. The nondiscrimination statement must be included on all materials that are produced about the program for public information, public education, or public distribution, i.e., flyers, distribution dates, newsletters.
        iii. The short version may be used on outreach where it is not possible to include the long version.
5. Log monthly statistics through online portal
    a. Meal sites: total plates served/month
    b. Child programs: total number of children served/month
    c. Fixed site & mobile pantries: total number of households, individuals, seniors, veterans and children served/month
    d. Adult Foster Care homes (group homes) are exempt from logging monthly statistics (since they serve the same residents each month)
        i. We will enter statistics yearly on their behalf when site visit is completed
    e. Agency can enter "zeros" for their statistics only if their program hasn't been in operation (this allows them to bypass the statistics requirement and place an order)