Requirements to Distribute TEFAP Product

Agencies receiving USDA products 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, state of residence, number in household and <u>how</u> they are eligible (Income, Food Assistance Program [WIC, SNAP, School Meals, CSFP, FDPIR, etc.] or In Need of Emergency Food).
        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.
        iv. Participant information can be collected verbally or by utilizing individual sign-in forms. Individual participant information is to be kept confidential and is not to be shared or viewed by other participants.
        v. Information must be self-declared by the participant.
    b. Important Notes:
        i. 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."
        ii. Information can be collected on paper or an electronic form approved by FAWM.
        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, birth date, 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: USDA products need to be distinctly shelved, and agency should be aware of different product sources.
    c. Agencies must keep a temp long for frozen and refrigerated products.
    d. Agencies must follow inventory and food safety protocols provided in the [FNS Handbook](#).
3. On-Site Documentation:
    a. Documentation:
        i. Sites distributing USDA products must keep verification of current 501(c)3 tax-exempt status on site.
        ii. Site Records: The agency/site must be able to produce records showing which participants received food from which site that specifies the day of distribution.
        iii. Verification of annual civil rights training for coordinator of program.
        iv. Verification of annual civil rights training for volunteers.
        v. Civil Rights Complaint Form.
        vi. Proxy Pick-up 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 the program?
            4. Language Accommodations/Other Accommodations: How do you accommodate clients with different needs?
        viii. USDA Agreement: Returned and signed by agency/FAWM.

Rev. February 2025

     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 and visible even when the agency is closed.
   - b. A current "And Justice for All" poster must be prominently displayed at all sites during certification and TEFAP distribution.
   - c. Eligibility Requirements.
   - d. Notice of Beneficiary Rights.
   - e. 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 (e.g., flyers, distribution dates, newsletters).
     - iii. The short version may be used on outreach where it is not possible to include the long version ("This institution is an equal opportunity provider").
5. Log monthly statistics through online portal. Please note that reporting outside of "# in household" is optional for TEFAP participants, as noted on the sign-in form.
   - a. Meal sites: total plates served/month.
   - b. Youth programs: total number of children served/month.
   - c. Residential programs: total number of individuals served/month
   - d. Fixed site & mobile pantries: total number of households, individuals, seniors, veterans and children served/month.