

PANTRY Required Forms for Every TEFAP Distribution

Household Distribution Form (Commodity)

- Each Pantry/Mobile Food Pantry (MFP) must complete one Household Distribution Form (Commodity) for every day TEFAP is distributed.
- The form must accurately document the TEFAP distribution for that day.

Household Eligibility Form (832)

- Each household must complete a new Household Eligibility Form (832) and sign off on their household income and household size every time they receive TEFAP; or
- The household may sign and date their existing Form 832 each time they receive TEFAP, as permitted by current TEFAP requirements.
- The agency must ensure the required household eligibility information and signatures are complete and current.

Example

Tuesday, December 12:

Your agency distributes TEFAP during its regular pantry distribution.

56 households are eligible to receive TEFAP that day.

Your agency's TEFAP records for December 12 should consist of:

- 1 Household Distribution Form (Commodity) completed by the agency.
- 56 Household Eligibility Forms (832) completed by the clients, with each household completing a new Form 832 or signing and dating its existing Form 832, as applicable.

Remember

1 TEFAP distribution day = 1 Household Distribution Form

1 household receiving TEFAP = 1 completed/signature-dated Form 832 record for that distribution.

Every TEFAP distribution must be supported by the required documentation.