

TEFAP Partner Agency Compliance Guide

TEFAP Eligibility Requirements

Pantry Agencies

Households receiving TEFAP food must meet the following requirements:

- Household income must be **at or below 200% of the Federal Poverty Level**, as determined by the TEFAP Household Eligibility Form.
- Clients receiving TEFAP food must complete and sign the **TEFAP Household Eligibility Form**.
- The form is a self-declaration of:
 - Total household income.
 - Number of people in the household.

Onsite Meal and Backpack Distributing Agencies

Recipients of prepared meals or backpacks are considered eligible **without completing a TEFAP Household Eligibility Form or application**.

Agencies must maintain **verifiable records** showing the number of meals or backpacks that used TEFAP products as an ingredient or component.

Civil Rights and Beneficiary Notices

All Partner Agencies must display the following notices in a location that is **clearly visible to all clients at the time of food distribution**:

- **“And Justice for ALL” poster**
- **Written Notice of Beneficiary Rights**

TEFAP Food Storage and Identification

TEFAP products must remain separate from other foods and clearly always identified as TEFAP.

Partner Agencies must:

- Store TEFAP products in a designated area.
- Clearly identify all TEFAP products as **TEFAP**.
- Never store TEFAP inventory together with non-TEFAP food.
- Maintain accurate inventory and distribution records for all TEFAP products.
- Ensure TEFAP products remain identifiable from the time they are received through distribution or service.

Temperature Monitoring

All refrigerators, freezers, and dry storage areas must have a **visible, working thermometer**.

- Temperatures must be monitored and documented **weekly**.
- For dry storage areas, use the temperature displayed on the facility thermostat.
- Temperature records must be maintained with the agency's TEFAP records.

Record Retention

Keep all the following records for **3 years**:

- Food Bank invoices.
- TEFAP records.
- TEFAP forms and paperwork.
- Inventory and distribution records.
- Temperature monitoring records.
- Other documentation required to verify TEFAP compliance.

Loss and Disposal of TEFAP Products

All instances of loss of TEFAP commodities must be **promptly reported to the Food Bank**.

Do not throw away or dispose of any TEFAP product without first contacting the Food Bank and receiving instructions.

Depending on the situation, the Food Bank may require the product to be returned to **ACFB or GMFB**.

Failure to contact the Food Bank before disposing of TEFAP products may result in:

- The agency being charged for the cost of the TEFAP product.
- The agency being held liable if someone retrieves the discarded food from the trash, consumes spoiled food, and becomes ill.

Monthly TEFAP Reporting

A **separate monthly report** is required for TEFAP usage.

Agencies must report the number of households, persons, meals, or backpacks that received or were served with TEFAP during the **previous month**, according to the agency type.

Pantry Agencies

Report:

- Number of households that received TEFAP during the month.
- Number of persons who received TEFAP during the month.

Mobile Food Pantry (MFP) Agencies

Report:

- Number of persons who received TEFAP during the month.

Onsite Meal Agencies

Report:

- Number of meals served using TEFAP ingredients during the month.

Backpack Distributing Agencies

Report:

- Number of backpacks served or distributed using TEFAP ingredients during the month.

What to Expect in October

Compliance Department Responsibilities

The Compliance Department will:

- Provide TEFAP-eligible agencies with a **self-training** covering USDA TEFAP requirements.
- Send the **TEFAP Memorandum of Understanding (MOU)** to partner agencies that pass the USDA TEFAP certification exam.
- Send updated copies of:
 - TEFAP forms.
 - Civil Rights Training materials.

Partner Agency Responsibilities

Partner Agencies must:

- Complete the **annual self-training** for USDA TEFAP requirements.
- Sign and return the **TEFAP MOU** by the specified deadline.
- Begin using the new **TEFAP forms**.
- Provide **Civil Rights Training** to staff and volunteers.
- Maintain signed **Civil Rights Training logs**.

TEFAP Compliance Checklist

Partner Agencies should ensure the following are completed and maintained:

- ☐ TEFAP eligibility requirements are followed.
- ☐ Required TEFAP Household Eligibility Forms are completed when applicable.
- ☐ Meal/backpack agencies maintain verifiable service records.
- ☐ “And Justice for ALL” poster is displayed.
- ☐ Written Notice of Beneficiary Rights is displayed.
- ☐ TEFAP food is separated from non-TEFAP food.
- ☐ TEFAP products are clearly labeled.
- ☐ TEFAP inventory and distribution records are accurate.
- ☐ Refrigerators have visible, working thermometers.
- ☐ Freezers have visible, working thermometers.
- ☐ Dry storage has a visible, working thermometer or thermostat temperature is documented.
- ☐ Storage temperatures are documented weekly.
- ☐ TEFAP records are retained for 3 years.
- ☐ Food Bank is contacted before disposing of TEFAP products.
- ☐ Monthly TEFAP usage reports are completed separately.
- ☐ Annual TEFAP self-training is completed.
- ☐ TEFAP MOU is signed and returned by the deadline.
- ☐ New TEFAP 832 forms are being used.
- ☐ Civil Rights Training is provided to staff and volunteers.
- ☐ Civil Rights Training logs are signed and maintained.

Important: When in doubt about the handling, loss, or disposal of TEFAP products, **contact the Food Bank before taking action.**