

# USDA TEFAP Training

**ATLANTA**  
**COMMUNITY**  
**FOOD BANK**

End hunger. Grow stronger.

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# What is USDA?

- The United States Department of Agriculture
- One branch provides domestic food assistance through programs such as; the Women Infants and Children (WIC) program, Commodity Supplemental Food Program (CSFP), free/reduced school lunches, and TEFAP



# What is TEFAP?

The Emergency Food  
Assistance Program (TEFAP)  
helps supplement the diet of  
low income persons, by  
providing groceries or meals at  
no cost to the recipient.



# What is TEFAP?

- TEFAP was first authorized in 1981 and designed to help reduce Federal food inventories while assisting low-income persons.
- Georgia's DHS handles details of administration and distribution
- Each state sets criteria for determining what households are eligible to receive food for home consumption
- Local agencies (like ACFB) receive the food and supervise overall distribution



# Which Agencies Are Eligible for TEFAP?

- Agency partners with emergency feeding programs
  - Food pantries
    - Mobile food pantries
  - Community kitchens
  - Emergency shelters
    - With 3 days or less stay



# What Foods Are Available?

Frozen hams

Frozen chicken

Canned  
chicken

Canned beef

Corn flakes

Orange juice

Apple juice

Dry pinto

Beans

Creamed corn

Corn kernels

Figs

Spaghetti noodles

Dry milk

Peanuts

Pears

Pineapple

Dry potatoes

Canned salmon

**Our inventory of TEFAP foods available will vary.  
This is not a shopping list.**

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# Which Clients Are Eligible?

## **Pantry/MFP:**

- Households whose income is 130% or less of the poverty line
- Clients must sign a self-declaration of total household income, residency, name, number of people in the household, and address

## **Onsite:**

- Recipients of prepared meals are considered eligible and do not require any specific form or application



# USDA's Requirements for All Agencies:

- Keep TEFAP product separate and labeled in a secured area
- Keep thermometers for all dry, refrigerated and frozen TEFAP product. Here are the USDA Recommended Food Storage Temps:
  - Dry storage range: 50-70 ° F
  - Refrigerator storage range: 36-41 ° F
  - Frozen storage range: 0 ° F
- Maintain and record temperatures of all areas by keeping temp logs once a week, minimally





# USDA's Requirements for All Agencies:

- Keep all Food Bank invoices, TEFAP records and paperwork for 3 years
- Your agency is mandated that all instances of loss of commodities must be promptly reported to the Food Bank.
  - Do not toss or dispose of any TEFAP product without first contacting the Food Bank to receive instructions on how to proceed
  - You may have to bring the product back to ACFB or GMFB (ACFB/GMFB have secured, locked dumpsters)
  - If you do not first contact the Food Bank:
    - Your agency could be charged the cost of TEFAP product if tossed
    - Your agency will be held liable if someone dug in the trash, consumed spoiled food & became ill



# USDA's Requirements for Food Pantries:

- **Each Pantry/MFP** must complete 1 **Household Distribution Form** every day TEFAP is distributed
- **Each Household** must complete 1 **Household Eligibility Form** and sign off on their income and household size every time they receive TEFAP
- **EXAMPLE:** On Tuesday, December 12<sup>th</sup> your agency hands out TEFAP during your pantry distribution. 56 households are eligible to receive TEFAP on this day. Your agency TEFAP records on this day should consist of **1** Household Distribution Form filled out by you and **56** Household Eligibility Forms filled out by your clients.



# Household Distribution Form

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

## HOUSEHOLD DISTRIBUTION FORM

AGENCY NAME: Your Neighborhood Pantry DATE OF DISTRIBUTION: 1/26/2017

DISTRIBUTION ADDRESS: 9876 Food Pantry Rd DISTRIBUTION TIME: 10AM-1PM  
Atlanta, GA 30318

### COMMODITIES DISTRIBUTED PER HOUSEHOLD

Commodity Code:	Name of Commodity:	Units per household:
SK01234	TEFAP Diced Tomatoes	2
SK20225	TEFAP Raisins	3
SK25700	TEFAP Pumpkin	1

**Each Pantry must complete 1  
Household Distribution Form  
each day TEFAP is distributed**

TOTAL AMOUNT DISTRIBUTED 6

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Date of Distribution:  
Distribution Time:

Commodity Code	Name of Commodity	Size of Household			
		1	2-3	4-5	6+
SK01234	TEFAP Diced Tomatoes	1	2	4	5
SK20225	TEFAP Raisins	2	3	4	5
Total Units distributed per household		3	5	8	10

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# Household Eligibility Form

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

Form 832 Rev 9/20

For use from October 1, 2020 - September 30, 2021

**Must use current FY form**

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# Household Eligibility Form

Distribution Date \_\_\_\_\_

Distribution Site: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Number of people in  
household: \_\_\_\_\_

County: \_\_\_\_\_

This table shows monthly and weekly income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive food.

**ALL** sections must be filled out, the boxes are areas to pay extra attention to the sections outlined in red

Household size	Monthly income	Weekly income
1	\$1,383	\$319
2	\$1,868	\$431
3	\$2,353	\$551
4	\$2,839	\$655
5	\$3,324	\$767
6	\$3,809	\$879
7	\$4,295	\$991
8	\$4,780	\$1,103
Each add'l member	add \$485	add \$ 120

I certify that my gross household income is at or below the income listed for the number of people in my household on this form. I certify that I live in the area served by The Emergency Food Assistance Program. This certification form is being completed in connection with the receipt of federal assistance.

\_\_\_\_\_  
(Signature of Head of Household)

\_\_\_\_\_  
(Date)

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# USDA's Requirements for Onsite Agencies?

- Provide verifiable records showing the number of meals using TEFAP food as ingredients
  - Your physical paperwork should support what you report on eHarvest
- See sample meal calendar in packet





# Meal Count Calendar

Month \_\_\_\_\_ Year: \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 127 (T)	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 124 (T)	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Breakfast 214
B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 131 (T)	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 119	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Breakfast 221 (T)
B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 108 (T)	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 123 (T)	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Breakfast 233 (T)
B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 115	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 113 (T)	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Breakfast 209
B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/> Dinner 132	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/>	B L D S <input type="checkbox"/>

Total Indiv: 1,969 Total Brkfst: 877 ~ Total Din: 1092 ~ Total Meals: 1,969 ~ Total TEFAP Meals: 1,180



# What About Record Keeping?

- **Separate monthly report for TEFAP** usage, due by the 9<sup>th</sup> of each month
- **Pantry:** Indicate number of households and persons who received TEFAP that month
- **Mobile Food Pantry:** Indicate number of households and persons who received TEFAP that month
- **Onsite:** Indicate number of meals served with TEFAP ingredients that month

(For Example: April's report is due by May 9<sup>th</sup>)

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# Recap: Test Your TEFAP Knowledge

## FOOD PANTRY or MOBILE FOOD PANTRY

- What are the 2 required forms associated with TEFAP?
  - Household \_\_\_\_\_ Criteria Form
  - Household \_\_\_\_\_ Form
- True or False: A food pantry recipient of TEFAP must show proof of their income level

## ONSITE

- True or False: A meal must use at least 3 TEFAP ingredients to be considered a TEFAP meal?
- What form are meal recipients required to fill out, if any?

## BOTH

- TEFAP foods must be separately \_\_\_\_\_ and \_\_\_\_\_ from other products
- True or False: Your separate TEFAP report is due by the 9<sup>th</sup> of the following month?

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# Yearly TEFAP and Civil Rights Training

- Your agency must re-certify every year on TEFAP procedures
- Every Fall ACFB will email you re-certification instructions and contracts to submit
- You must train ALL of your volunteers and staff on USDA's Civil Rights Training
  - Use the Documentation Log for USDA Civil Rights Training



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**USDA is an equal opportunity provider and employer.”**



# Contact Information

<b>Carol Richburg</b> Compliance Director	404-892-3333, ext. 1213 carol.richburg@acfb.org
<b>Charles Weems</b> Compliance Supervisor	404-892-3333, ext. 1278 charles.weems@acfb.org
<b>Shonda Crawford</b> Compliance Coordinator	404-892-3333, ext. 1235 shonda.crawford@acfb.org
<b>Devin Topping</b> Compliance Coordinator	404-892-3333, ext. 1250 devin.topping@acfb.org
<b>Michael Patterson</b> Compliance Coordinator	404-892-3333, ext. 6029 michael.patterson@acfb.org



# Questions?



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