



The Emergency Food
Assistance Program
(TEFAP)
or "USDA"



Agenda

- Purposes and origins of TEFAP
- Agency eligibility
- TEFAP vs. Non-TEFAP food
- Household eligibility
- Keeping inventory
- Distribution day
- Reporting
- Miscellaneous requirements
- Civil Rights

TEFAP

- **Funded by Congress via Farm Bill**
- **Emergency food assistance for needy families**
- **Funding and food allocated by USDA --> state governments**
- **In TN, 5 Food Banks and 19 community action/human resource agencies receive TEFAP**
- **All TEFAP food is sourced by TN Dept. of Agriculture and offered as a “fair share” to the 24 participating organizations**

Agency Eligibility

- **Federal tax-exempt 501(c)3 status**
- **If a food pantry, provide food exclusively to needy persons (based on income or participation in federal programming)**
- **If serving a congregate meal, provide food predominantly to needy persons**
- **Member in good standing with SHFB for at least 90 days**
 - **Up-to-date with statistics and invoices**

IMPORTANT

The requirements we're discussing today *only apply to TEFAP product.* **You may continue to use whatever eligibility requirements you choose for your donated and purchased food, so long as:**

- **you are not discriminating based on identity and**
- **you are not requiring social security numbers**

2 Types of Client Eligibility

- **Key question: Are you distributing food for people to take home and prepare for themselves?**
- If yes, you are a pantry and will use household eligibility and distribution guidelines
- **If no—e.g. you are serving a congregate meal, or unitized meals for people to consume at home—you do *not* have to qualify individuals so long as you have reason to believe the majority are "in need"**

Household Eligibility

- Resident of TN (duration does not matter)
 - Participates in at least one of the following:
 - SNAP
 - Families First
 - Supplemental Security Income (SSI) – *not social security*
 - LIHEAP
 - Lives in Section 8 housing
- OR
- Falls below 185% federal poverty line for their household size (see chart)

Income Guidelines

INCOME ELIGIBILITY SCALE					
HOUSEHOLD ELIGIBILITY FOR USDA FOODS					
(Effective July 1, 2022 through June 30, 2023)					
HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY 2 WEEKS	WEEKLY
1	\$25,142	\$2,095	\$1,048	\$967	\$484
2	33,874	2,823	1,411	1,303	651
3	42,606	3,551	1,775	1,639	819
4	51,338	4,278	2,139	1,975	987
5	60,070	5,006	2,503	2,310	1,155
6	68,802	5,734	2,867	2,646	1,323
7	77,534	6,461	3,231	2,982	1,491
8	86,266	7,189	3,594	3,318	1,659
Each Additional Family Member +	8,732	728	364	336	168

Determining eligibility*

- Collect client's name, household size (with demographic breakdown), address, and phone number
- Ask if they participate in any of the qualifying assistance programs
 - If they do, they are eligible for TEFAP
- If they do not participate in these, ask them to self-declare income
 - You may not require proof of identity or income when distributing TEFAP.
- No additional eligibility requirements allowed
- Clients remain eligible for one year

*****Remember no eligibility requirements for meal programs**

Checking In: True or False

If I am serving a hot meal, I need to collect client income.

FALSE

At a pantry, I don't have to ask about income if someone receives Social Security.

FALSE. Social Security is not an automatic qualifier, but Supplemental Security is.

At a pantry, I only have to check a client's eligibility once per year.

TRUE

Keeping records – Option 1

By Month

ATTACHMENT C TDA (rev 11/1/11)

Page ____ of ____

TEFAP COMMODITY APPLICATION REGISTER/DAILY ROSTER

APPLICANTS – PLEASE READ: I certify with my signature that my monthly gross household income is true and correct, my household resides in Tennessee, and that I have not previously participated in the Program this month. This form is being completed in connection with the receipt of Federal assistance. The USDA foods I receive may not be sold, exchanged, or used inappropriately

Note: currently signatures
NOT REQUIRED thanks to
a state COVID waiver

Keeping records – Option 2

By Client

ATTACHMENT C TDA (rev 11/1/11)

Page of **SUE, SALLY**

TEFAP COMMODITY APPLICATION REGISTER/DAILY ROSTER

APPLICANTS – PLEASE READ: I certify with my signature that my monthly gross household income is true and correct, my household resides in Tennessee, and that I have not previously participated in the Program this month. This form is being completed in connection with the receipt of Federal assistance. The USDA foods I receive may not be sold, exchanged, or used inappropriately

<p>Month/Year: <u>2023</u></p> <p>Agency: <u>The Good Food Pantry</u></p> <p>Address: _____</p> <p>City: _____ Zip: _____</p> <p>County: _____</p> <p>Agency Rep: _____</p>	<p>If this form is also used to determine eligibility, an applicant may self-declare income or show proof of participation in one of the following means-tested programs: SNAP (Food Stamps), Families First (FF), Supplemental Security Income (SSI), Low Income Home Energy Assistance Program (LP), or documented residence in public housing (PH).</p> <p>AGENCY REP: If applicant shows proof of participation in one of the means-tested programs listed above, the agency rep should write code in appropriate column using one of the following Program Codes: SNAP, FF, SSI, LP, or PH.</p>	<p>Check Distribution Rate Used:</p> <p><input checked="" type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Bi-Monthly</p> <p><input type="checkbox"/> Quarterly</p> <p>Agency Rep: If applicant is determined to be ineligible, note with an “X” in the “Issue Date” column.</p>
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How many households?

Does everyone in the physical home purchase and prepare food in common?

YES



This is one household.
E.g.: Grandmother has moved in with adult child and grandchildren and eats with her family.

NO



These are considered multiple households *even if they live in the same space.*
E.g.: Two families are briefly doubled-up in housing, but purchase groceries separately.

Inventory

- **USDA inventory must be stored separately at the pantry and clearly marked as “USDA” food (e.g. on its own shelving unit)**
- **Use First-In, First-Out**
- **Do not stockpile food; more than 6 months of food is considered excessive**
- **USDA food may only be shared with other agencies with permission from both SHFB and TDA**
- **Must report any lost/damaged USDA food to Second Harvest within 30 days, using “Report of Adjustment to Inventory” document**
 - *Contact the Agency Relations team for help with this*
- **Distribute food according to state guidelines (see “Distribution Rate Chart”)**

Distribution Rates

- **Key: everyone eligible for the program has option to receive same amount of food**
- **Do not vary based on household size**
- **The number of units on the distribution rate chart is a *maximum*, not a minimum**
- **You may allow client choice for USDA items, as long as everyone has access to the same choices**
- **If you run out of an item, that is okay**

Distribution Rates

(Attachment B)

The Emergency Food Assistance Program Distribution Rate Chart

Food	Unit Size	DISTRIBUTION RATE PER HOUSEHOLD		
		Monthly	Bi-Monthly	Quarterly
Apples, Fresh	12/3 lb pkg	1	2	3
Beans Dry Bagged	2 lb pkg	3 of each	4 of each	5 of each
Beef Stew Canned	24 oz can or pouch	3	4	5
Blueberries Frozen	2.5 or 3 lb pkg	2	2	2

Discretion Items

- The items on page 2 of the Distribution Rate Chart have more flexibility
- Work with SHFB to determine and document a rate that
 - Maximizes distribution
 - Reduces waste
 - Does not change frequently

Distribution Options

- **USDA as an "add-on"--e.g., you have an additional bag of USDA food for qualifying individuals**
- **USDA-only days/times**
- **Can distribute a household's monthly limit all at once, or can spread out over the month**
 - **Just cannot exceed the monthly distribution guidelines**

Checking In: True or False

TEFAP distributions are the same for all households, regardless of family size.

TRUE

I cannot do client choice with TEFAP product.

FALSE. As long as everyone is offered the same choices, you may do client choice with TEFAP.

My pantry can give less than the maximum amount of a product to families, as long as I give the same amount to everyone. **TRUE**

Reporting

- **ONLY use forms provided or approved by Second Harvest for USDA eligibility**
- **Retain records for 5 years**
- **Keep track of statistics in Primarius Online; only addition to “regular” pantry reporting is “USDA Household Totals”**

Enter Statistics

Effective Date: Month: Year:

Meals: People: Males: Females:

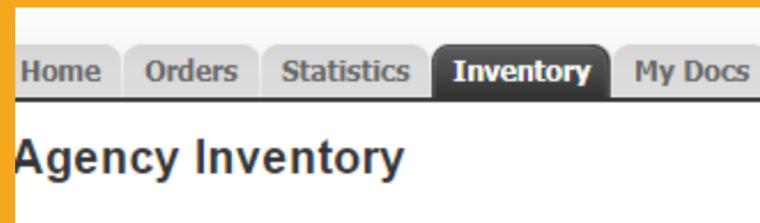
Comments:

Category	Quantity
1-Adults age 18 thru 59	<input type="text"/>
2-Children age 17 and under	<input type="text"/>
3-Seniors age 60 and above	<input type="text"/>
4-Total of All People Served	<input type="text"/>
<u>7- USDA Household Totals</u>	<input type="text"/>
8- Clients who've lost SNAP benefits	<input type="text"/>

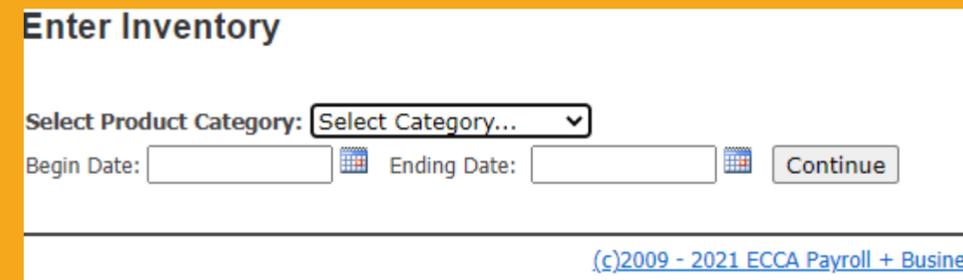
Reporting cont.

- Like statistics, USDA inventory reports are due by the 1st of the following month.

1. In the POL, go to the inventory tab.



2. Select “USDA” from the category dropdown and the start and end days of the report month.

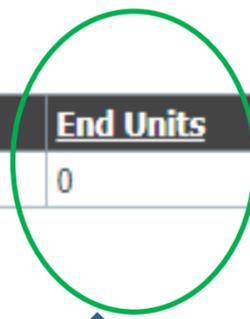
A screenshot of a web form titled 'Enter Inventory'. The form contains a dropdown menu labeled 'Select Product Category:' with the text 'Select Category...' and a downward arrow. Below the dropdown are two date input fields: 'Begin Date:' and 'Ending Date:'. Each date field has a small calendar icon to its right. To the right of the 'Ending Date' field is a 'Continue' button. At the bottom right of the form, there is a copyright notice: '(c)2009 - 2021 ECCA Payroll + Busine'.

Reporting cont.

Inventory for Period 2/1/2021 - 2/28/2021

Begin Date: 2/1/2021 End Date: 2/28/2021 Report Date: 3/12/2021 10:44:00 AM Date Submitted: 3/12/2021 10:45:00 AM
Product Category: USDA Product UserName: exithere Phone: Signed By:

Comment:

Product Ref	Product Name	Packing	Begin Cases	Begin Units	Cases Received	End Cases	End Units	Damaged	Comment
706076	USDA, DRIED SPLIT PEAS	12/2 LB BAGS	0	1	0			0	

↑
↑
Should be
autopopulated by
primaries

↑
What you enter at the
end of each month

3. Verify the USDA items you distributed that month, including the beginning units and number of cases received. Then enter end units ONLY and submit report.

Misc. Requirements

- Participants cannot be asked to contribute money, materials, or services during a USDA food distribution—this includes being asked/invited to volunteer
- Do not distribute religious or political materials alongside USDA food—clients may opt in to picking up information, but it should not be included in their food bags/boxes
- Somebody else *may* pick up USDA for an individual if they have their information. Ideally, clients will indicate on their first visit if and who is allowed to pick up for them.
 - E.g. Jane Doe says sometimes her son, John Doe, may pick up her food. Indicate that with Jane's client information.

Religious Activity

When distributing USDA food:

Acceptable	Unacceptable
Have a cross or other religious symbols at the distribution facility	Refuse food to beneficiaries who do not practice a particular faith
Have a display in the facility with faith-based pamphlets for anyone interested	Insert faith-based pamphlets into food bags or boxes
Have a pastor or other religious leader assist with food distribution	Require recipients to have a religious conversation with pastor or leader prior to receiving food
Have a prayer service in the same building, but a separate space, during the food distribution	Have a prayer service in the same space during the food distribution
Invite participants to be part of a voluntary prayer, that is clearly separate from the food distribution	Lead participants in a prayer prior to food distribution

Civil Rights

- **Training goals:**
 - **Fair and respectful treatment of all**
 - **Elimination of illegal barriers to people receiving USDA food assistance**
 - **Understanding of rights and responsibilities as a USDA TEFAP agency**
- **Underserved populations need special attention and effort to make sure they know about and can fully participate in federal programs without fear of discrimination.**

Civil Rights cont.

- **Discrimination: Different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by the actions/lack of actions based on:**
 - **Race**
 - **Color**
 - **National origin**
 - **Sex**
 - **Age**
 - **Disability**

TEFAP is open to all eligible persons, regardless of race, color, national origin, sex, age, or disability.

Civil Rights cont.

Civil Rights Requirements for your agency:

- **“And Justice for All” poster visible in pantry**
- **Civil Rights complaint forms available to public**
- **Include nondiscrimination statement whenever advertising USDA distribution (see manual)**
- **Annual civil rights training for all frontline staff, with documentation of the training**
- **Plan to serve clients with Limited English Proficiency (LEP)**

Civil Rights cont.

- **Participants in USDA must not be required to participate in any religious activity prior to or after receiving food; any participation must be completely voluntary.**
- **If a religious organization is distributing USDA food and a client objects to receiving food from them, the organization must refer that client to another USDA distribution in the area, if one exists.**
- **Organization must take reasonable steps to advertise their distribution to the public.**
- **Each program must notify the public of program availability (where, when, how to participate, as well as changes to the program).**
 - **Make sure you are distributing this information to communities that may not already know about your organization, and in ways that they are comfortable with.**

Civil Rights cont.

- **An easy way to avoid perceived and actual discrimination: clearly posted policies and procedures that are available to and understood by both staff/volunteers and participants.**
- **Accommodations must be made for individuals with disabilities.**
- **Complaints:**
 - **Sent to USDA**
 - **Must be filed within 180 days of the alleged discrimination**
 - **Complaints may be written, verbal, and/or anonymous**
 - **Complaints are kept confidential.**

Checking In

I can begin TEFAP distribution with a prayer with clients.

FALSE. You may begin with a prayer with your volunteers, and you may offer prayer with clients after the food has been distributed.

If a client from West TN attends my distribution, I do not have to give them purchased or donated product, but I *do* have to offer them TEFAP.

TRUE

The most important reason to document and communicate our policies and procedures is to avoid being accused of discrimination.

FALSE. The most important reason is to avoid actual discrimination and/or a negative experience for clients caused by confusion or incorrect information.

NEXT STEPS

- **Keep an eye out an email with a copy of this training and all USDA materials you'll need.**
- **Return a signed copy of the new TEFAP Agreement to your Agency Relations Coordinator by next Friday, 1/23/22.**
- **Conduct Civil Rights Training with your frontline staff by the end of January—you can use this powerpoint.**

QUESTIONS?

Thank you

