

# United States Department of Agriculture (USDA)

TEFAP Training
Compliance Department

FY: 2025

# TEFAP provides food banks with nutritious foods for CHILDREN, SENIORS, & VETERANS.









- 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.









Which Agencies Are Eligible for TEFAP?

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

# Which Clients Are Eligible?

## Pantry/MFP:

 Households whose income is 200% or less of the poverty line (see eligibility form).

 Clients must sign the <u>TEFAP Eligibility Household</u> <u>Eligibility form</u> (a self-declaration of total household income, residency, name, number of people in the household, and address).

## **Onsite/Backpack Distributing Agencies:**

 Recipients of prepared meals or backpacks are considered eligible and <u>do no require any specific</u> <u>form or application.</u>



# What Foods Are Available?

Frozen hams Creamed corn

Frozen chicken Spaghetti Noodles

Canned chicken Dry Milk

Canned beef Peanuts

Corn flakes Pears

Orange juice Potatoes

Apple juice Rice

**Dry pinto beans** Cereal









TEFAP REQUIREMENTS
FOR
ALL AGENCIES...



The And Justice for All Poster must be posted, visible to all clients at time of distribution.

Written Notice of
Beneficiary Rights
must be posted, visible
to all clients at the
time of distribution.

### Written Notice of Beneficiary Rights for The Emergency Food Assistance Program (TEFAP)

#### TEFAP Written Notice of Beneficiary Rights

#### Name of Organization:

Because TEFAP is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

- We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice:
- We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;
- We must separate in time or location any privately funded explicitly religious
  activities (including activities that involve overt religious content such as worship,
  religious instruction, or proselytization) from activities supported with direct Federal
  financial assistance; and
- You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights Executive Director
Center for Civil Rights Enforcement
1400 Independence Avenue SW
Washington, DC 20250–9410, or by email to program intake@usda.gov.

If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please contact USDA Hunger Hotline:

#### The USDA Hunger Hotline:

- By Phone: 1-866-3-HUNGRY or 1-877-8-HAMBRE to speak with a representative from 7:00 AM – 10:00 PM Eastern Time.
- By Text: 914-342-7744 with a question that may contain a keyword such as "food," "summer," "meals," etc. to receive an automated response to resources located near an address and/or zip code.

This written notice must be given to you before you enroll in the program or receive services from the program, unless the nature of the service provided, or exigent circumstances make it impracticable to provide such notice before we provide the actual service. In such an instance, this notice must be given to you at the earliest available opportunity.



# Keep thermometers for all dry, refrigerated and frozen TEFAP product.

Maintain and record temperatures of all areas by keeping temp logs once a week, minimally.

- Dry storage range: 50-70 ° F
- Refrigerator storage range: 36-41 <sup>o</sup> F
- Frozen storage range: 0 ° F







# **Additional 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.



# 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 and Backpack Distributing Agencies: Indicate number of meals/backpacks served with TEFAP ingredients that month.



# Yearly Recertification and Civil Rights Training

- Your agency must re-certify every year on TEFAP procedures.
- Every Fall ACFB will email you re-certification instructions and forms to fill out online.
- You must train ALL your volunteers and staff on USDA's Civil Rights Training.



# What to Expect In October???



## **Our Compliance Department:**

- Send TEFAP MOU through Docusign.
- Send you updated copies of 832 forms and Civil Rights Training.

# **Partner Agencies Must:**

- Sign and return TEFAP'S MOU by deadline.
- Start using the new TEFAP's 832 forms.
- Provide Civil Rights Training to staff/volunteers and sign training logs.

**TEFAP** Requirements For:

PANTRIES...

Mobile Food Pantries (MFP) School Mobile Food Pantries (SMFP)



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# TEFAP's Requirements for Food Pantries:

- Each Pantry/MFP must complete 1 Household Distribution Form (Commodity) every day TEFAP is distributed.
- Each Household must complete 1 Household Eligibility Form (832) 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 (832) filled out by your clients.

Commodity code can be found on your invoice and will start with SK.

# TEFAP Commodity Distribution form must be completed at EVERY TEFAP DISTRIBUTION.

### **TEFAP Commodity Distribution Record**

 Distribution Site
 ACFB PANTRY
 Distribution Date
 01/01/2025

 Distribution Site Address:
 1234 ABC DRIVE Distribution Time: ATLANTA, GA 30333
 Distribution Time: ALL HOUSEHOLDS

Commodity Type / Code	Commodity Name	Units per Household		Commodity Type / Code	Commodity Name	Units per Household
SK12345	TEFAP GREEN BEANS	2				
SK12377	TEFAP DICED TOMATOES	3	4			
SK14564	TEFAP CHICKEN WINGS	1				

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.himl., 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 (666) 832-9992. Submit your completed from 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.

This institution is an equal opportunity provider.

Form 832 Rev 10/24

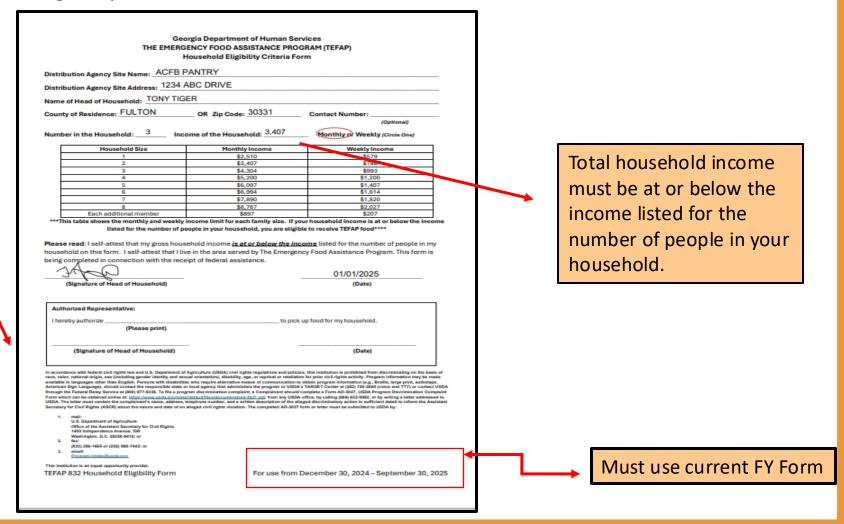
For use from October 1, 2024 - September 30, 2025

All recipients must receive or have access to the same TEFAP products and quantities.

TEFAP regulations do not require that applicant households provide verification of income eligibility such as pay stubs, etc. TEFAP applicants and participants will self-attest to their income by providing the information on the updated TEFAP Household Eligibility Criteria Form.

ALL households must sign and date every time they receives TEFAP products by:

- signing a NEW form every TEFAP distribution.
- signing and dating the back of the current FY form every TEFAP distribution.



State agencies and eligible recipient agencies are prohibited from requiring applicants or participants to provide their <u>address</u>, to receive USDA foods and from requiring applicants or participants to provide <u>identification documents</u> (such as a photo identification card, piece of mail, residency documentation, etc.) to receive USDA foods. <u>TEFAP applicants will self-attest to their residency by providing their county of residence or their county zip code.</u>

Georgia Department of Human Sei THE EMERGENCY FOOD ASSISTANCE PRO- Household Eligibility Criteria Fo	GRAM (TEFAP)
Distribution Agency Site Name: ACFB PANTRY	
Distribution Agency Site Address: 1234 ABC DRIVE	
Name of Head of Household: TONY TIGER	
County of Residence: FULTON OR Zip Code: 30331	Contact Number:
Number in the Household: 3 Income of the Household: 3,407	(Optional)  Monthly of Weekly (Circle One)





The state agency and all eligible recipient agencies (staff and volunteers) who will have access to confidential applicant and participant information shall ensure that the information collected from TEFAP applicants and participants is kept confidential. All agencies must have a process in place to keep confidential the information of TEFAP applicants or participants collected during the intake process.

# E-Harvest Reporting: (Pantry)



https://eharvest.acfb.org/Reports.aspx	×		→ 🚔 C Search.	0 公 卷			
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ATLANTA				Bethel Family Church - The Family Pantry Logo			
COMMUNITY	Required Reports	Ordering	Inventory	2209 Wesley Chapel Road Decatur, GA 30035			
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hese reports can be edited throughout this period	Activity						
GNAP Report	Did you use TEFAP product for distribution and/or meal preparation this month? • Yes O No						
Monthly Service Report							
TEFAP Report	Food Pantries:						
View Report History	Total number of households that rec	ceived USDA TEFAP during the pa	st month				
	Total number of persons in those households						
	On Premise/Congregate Feeding Programs:						
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			-	Must add MFP and SMFP			
				iviust add iviry and siviry			
				TEFAP households to your			
				TEFAP report.			
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# Day of TEFAP's Distribution RECAP:

(For ALL Pantry including MFP and SMFP.)

# Partner Agencies:

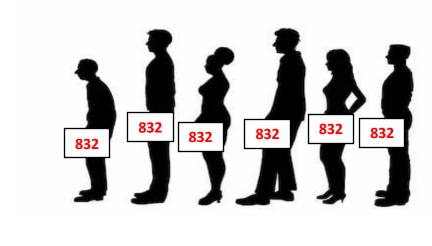
- Completes one Household Distribution Form (Commodity)
- Display Justice for All poster and Written Notice of Beneficiary Rights.





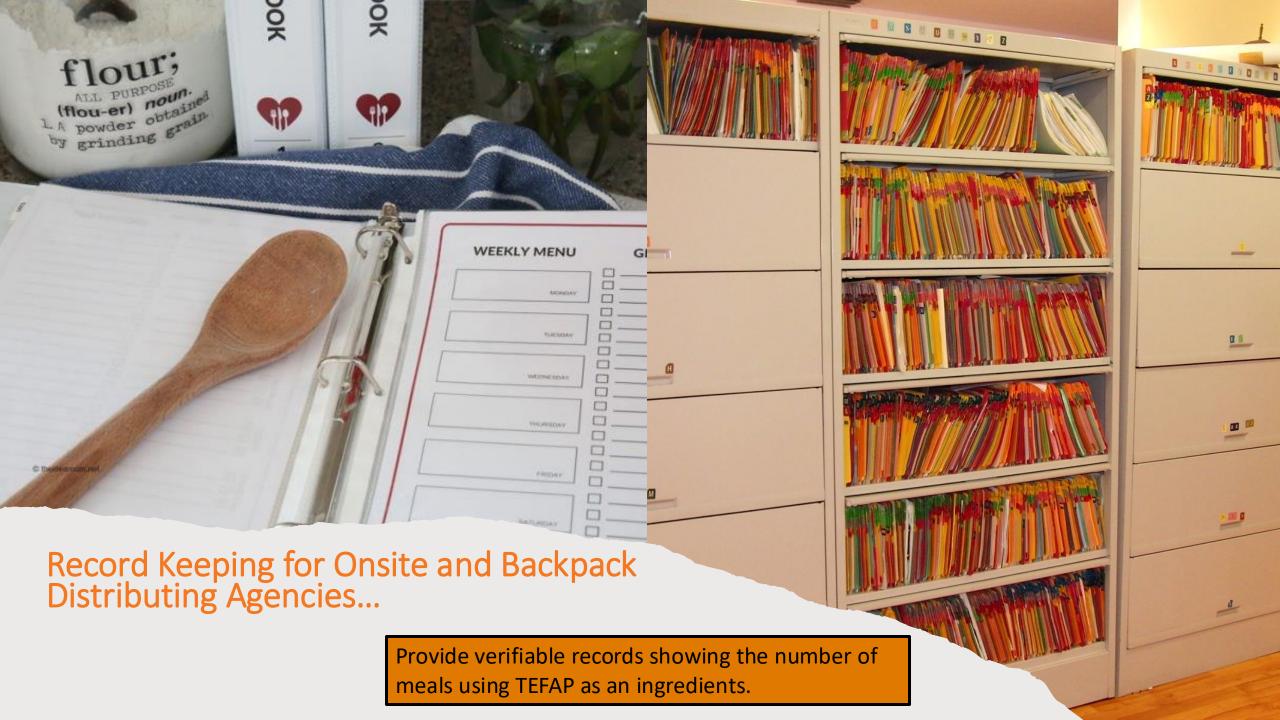
# Households:

 Completes Household Eligibility Form (832)



TEFAP Requirements
for ONSITE and
Backpack Distributing
Agencies...





If you use any TEFAP ingredient such as TEFAP ketchup the entire meals is considered a TEFAP meal.

# Meal Count Calendar

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B L D S	B L D	B Dinner 127 (T)	B L D S	L Dinner 124	B L	Breakfast 214
B L D S	B L D S	B Dinner 131	B L D S	B Dinner 119	B L D S	Breakfast 221
B L D S	B L D S	B Dinner 108	B L D S	Dinner 123	B L D S	Breakfast 233
B L D S	B L D S	B L Dinner 115	B L D S	Dinner 113	B L D S	Breakfast 209
B L D S	B L D S	B L Dinner 132	B L D S	B L D S	B L	B L D

# E-Harvest Reporting: (Onsite)



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https://eharvest.acfb.org/Reports.aspx	-		✓ 🖴 🖒 Search				
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ATLANTA COMMUNITY FOODBANK	Required Reports	Bethel Family Church - The Family Pantry Logout 2209 Wesley Chapel Road Decatur , GA 30035					
Welcome, B3535 ▼				MS Yasmine Dorch			
Required Reports	TEFAP Report - November 2	018 Submit Report Print					
You do not have any required reports due	Created by B3535 on 12/29/2018 7						
Current Monthly Reports These reports can be edited throughout this	Please submit the information by day 9 of the month. Ex.: January's report is due Feb. 9th. Food banking is a partnership with member agencies, clients, the food bank, food and financial donors. Thanks for doing your part by reporting your activity.						
period	Activity						
GNAP Report	Did you use TEFAP product for distribution and/or meal preparation this month? ● Yes ○ No						
Monthly Service Report TEFAP Report	Food Pantries:						
View Report History	Total number of households that received USDA TEFAP during the past month						
	Total number of persons in those households						
	On Premise/Congregate Feeding Programs:						
	Number of meals using TEFAP food		sst month 0				
	Backpack Distrib	uting Agencies					
	should report un	der ONSITE (On					
	Premise)	(01)					
	Premise)						
© 2018	Atlanta Community Food Bank. 732 Joseph	h E. Lowery Blvd. NW Atlanta, GA 30	318 Phone: 678.553.6000 Email: orders	s@acfb.org			



### CHRIS BEADLE

- Network Service Manager (Customer Services & Compliance)
- Christopher.Beadle@acfb.org
- Office: 404-892-9822 ext: 9368



### LEORA JOHNSON

- Compliance Specialist
- Leora.Johnson@acfb.org
- Office: 404-892-9822 ext: 1221
- Serving: Fulton



### SHONDA CRAWFORD

- Compliance Supervisor
- Shonda.Crawford@acfb.org
- Office: 678-365-4096
- Training: Compliance, GNAP, TEFAP, Food Safety



### **EMILY RICE**

- Compliance Specialist
- Emily.Rice@acfb.org
- Office: 678-553-5950
- Serving: Bartow, Carroll, Cherokee, Cobb, Coweta, Dekalb, Douglas, Floyd, Haralson, Heard, Paulding, Pickens, Polk



### CARL JAFFAR

- Compliance Specialist
- Carl.Jaffar@acfb.org
- Office: 678-553-5906
- Serving: Clayton, Dekalb, Fayette, Henry, Spalding



### **REGGIE HARMON**

- Compliance Specialist
- Reginald.Harmon@acfb.org
- Office: 770-634-0618
- Serving: Butts, Dekalb, Gwinnett, Morgan, Newton, Rockdale, Walton