

# TEFAP TRAINING FOR PANTRIES

Food Bank of Central & Eastern  
North Carolina



# What are we going to talk about today?

Address any questions or concerns regarding the Emergency Food Assistance Program

What is TEFAP and how was it established?

How does the TEFAP program work?

Requirements of a TEFAP agreement/contract

The TEFAP Application Process

How to distribute TEFAP

Storing USDA (TEFAP) Foods

Meeting NCDA&CS Review requirements

# What is TEFAP?

- **THE EMERGENCY FOOD ASSISTANCE PROGRAM**
- Implemented in 1981 as the Temporary Food Assistance Program
- Goal of reducing inventory of surplus food through distribution to low-income households.



# Hunger Prevention Act of 1988



- As some foods held in surplus were depleted by 1988, the HPA of 1988 authorized funds to be appropriated for the purchase of USDA foods specifically for TEFAP.



- Foods acquired with appropriated funds are in addition to any surplus foods donated to TEFAP by USDA.

The Food, Agriculture,  
Conservation & Trade Act  
of 1990, also known as  
the 1990 Farm Bill

Formally named the program



The Emergency  
Food Assistance  
Program (TEFAP)

# How much does TEFAP cost?



- TEFAP distributes about a half of *billion* dollars in USDA foods each year through food banks across the country
- Soup Kitchens
- Food Pantries



# How does TEFAP work?

- USDA purchases food, including the cost of processing & packaging, and makes it available to State Distribution agencies.
- NCDA&CS requisitions, receives, stores, distributes, and accounts for all TEFAP foods & administrative funds within the state.
- The amount of food received is based on the number of persons or households receiving Food & Nutrition (FNS) benefits.



# Food is provided to NC TEFAP eligible agencies

- Food Banks such as the FBCENC, Second Harvest Food Bank of Metrolina, Second Harvest Food Bank of Northwest NC , Manna Food Bank and other Emergency Food Organizations.
- USDA Soup Kitchen Programs



# Food Banks deliver USDA foods to local food pantries

- Amount received is based on economic need identified in county (Number of persons/households receiving FNS benefits) Information received on an annual basis from NC Dept. of Health & Human Services
- In FY 20-21, FBCENC received USDA foods valued at \$22,513,443.67 for distribution to economically challenged households.

**OVER 22 MILLION DOLLARS!**



# TEFAP is a Supplemental Nutrition Program

- Program is designed to *supplement* the food needs of low-income households.
- TEFAP is not intended to be a household's primary food source.



# TEFAP Foods

- Vary depending upon US agricultural market
- Must be nutritious
- Most foods must have an extended shelf-life
- Be in sufficient quantities for nationwide distribution
- Be provided in package sizes that are suitable for household use



# What TEFAP Foods are Available?



- Canned, Frozen, Fresh & Dried Fruit
- Canned, Fresh & Frozen Vegetables
- Fruit/Vegetable Juice
- Meat/Poultry/Fish/Shellfish
- Dried Beans, Peas, Lentils
- Pasta Products
- Milk/Cheese
- Rice/Cereal
- Frozen & Fresh Eggs

UNITED STATES DEPARTMENT OF AGRICULTURE

# Household USDA Foods Fact Sheet



- **Product Description**
- **Pack**
- **Yield**
- **Storage**
- **Uses, Tips & Recipes**
- **Nutrition & Food Safety Information**

[www.fns.usda.gov/tefap/tefap-usda-foods](http://www.fns.usda.gov/tefap/tefap-usda-foods)

# TEFAP AGREEMENT

- USDA requires that all TEFAP agencies have a permanent agreement.
- The agreement is between NCDA&CS and agencies that have approval to receive & distribute USDA foods.
- FBCENC has a permanent agreement with NCDA&CS.
- Local food TEFAP pantries have an agreement with the FBCENC. The agreement is renewed annually.



# FBCENC TEFAP Agreement

- Defines pantry operating requirements
- Specifies recordkeeping responsibilities at the pantry level
- Addresses distribution and monitoring requirements
- Renewed annually



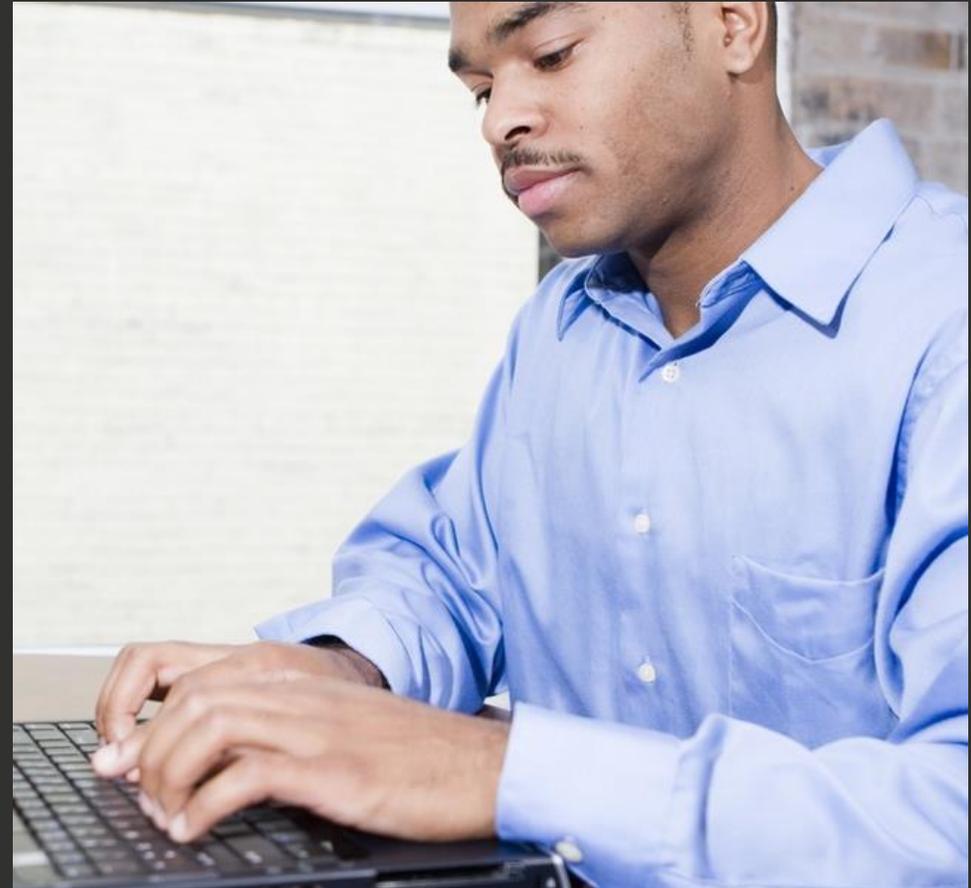
# FBCENC Agreement



- All records must be maintained 5 calendar years
- Participant files are confidential. After 5 years files should be properly disposed to protect confidentiality of participants.
- Participants do not have to be US citizens.
- TEFAP recipients "self-declare their eligibility. No form of identification, social security numbers, EBT cards, or proof of income or residency is required.

# FBCENC Agreement with Pantry Agencies

- TEFAP agencies are required to turn in their TEFAP Monthly Reports to the FBCENC by requested date.
- TEFAP agencies that are missing any monthly reports, will not be permitted to pick-up TEFAP Food until the reports are current.
- Agencies that miss submitting two or more reports may lose their ability to distribute USDA food.



# FBCENC Agreement with Pantry Agencies

- If an agency did not distribute TEFAP food during a given month, the TEFAP Monthly Report should still be filed. Record zero for the number of households & individuals served.
- If a TEFAP agency does not distribute TEFAP food for two consecutive months, the agency may be removed from the program. Discuss extenuating circumstances with your local FBCENC Outreach Coordinator.



# Qualifying Applicants for TEFAP Food

- Individuals/Households currently receiving NC Food and Nutrition Services (FNS) are eligible for benefits

OR

- Individuals/Households whose income is at or below the NC Department of Health & Human Services income poverty guidelines based upon household size and income.

# FBCENC TEFAP Application



- Pantries must use currently approved FBCENC application. Agencies are not authorized to change the approved application without the written approval of the FBCENC.
- Do not record any racial/ethnic data or other personal information on the TEFAP application other than what is required to determine eligibility.

# FY 2021-22 TEFAP Income Eligibility Guidelines

**Effective October 1, 2021 through September 30, 2022**

**Household Gross Income Must Be Below Level of Appropriate Size Household**

<b>HOUSEHOLD SIZE</b>	<b>PER YEAR</b>	<b>PER MONTH</b>	<b>PER WEEK</b>
1	\$25,776	\$2,148	\$496
2	\$34,848	\$2,904	\$670
3	\$43,920	\$3,660	\$845
4	\$53,016	\$4,418	\$1020
5	\$62,088	\$5,174	\$1,194
6	\$71,160	\$5,930	\$1,368
7	\$80,256	\$6,688	\$1,543
8	\$89,328	\$7,444	\$1,718
<b>EACH ADDITIONAL FAMILY MEMBER</b>	<b>(+\$9,096)</b>	<b>(+\$758)</b>	<b>(+\$175)</b>

*Revised 8-23-2021*

# The Application Process

- Agencies are not permitted to impose any additional qualifications or condition of any kind that would preclude an otherwise eligible person from receiving TEFAP food. This includes requiring participants to show identification, proof of income, residency, have a referral or a scheduled appointment in order to receive TEFAP food assistance.

***Agencies that do not follow procedures outlined in signed agreement are at risk for removal from program!***



## The Application Process

Is this pantry in compliance with TEFAP regulations?



# The Application Process

- Food Pantries may ask for identification or other personal information for the distribution of privately donated food or for financial assistance, BUT it cannot be required as a prerequisite for receiving TEFAP food.



Agencies that require participant identification are **NOT IN COMPLIANCE** with TEFAP Regulations.

# The Application Process

It is the participants' responsibility to provide accurate information on the TEFAP application. Their signature on the TEFAP application indicates an understanding of the following statement:

*"I understand that any misrepresentation of need, sale, or misuse of the foods I have received is prohibited and could result in a fine, imprisonment, or both.*

*(Section 211E, PL 96-494, and Section 4C, PL 93-86 as amended)*

# The Application Process

TEFAP pantries may supplement TEFAP distributions with privately donated food.



# The Application Process

Can two different applicants that reside at the *same street address* receive TEFAP foods as separate households?

YES, if the two households are living as *separate* economic units.



# The Application Process

- If an individual/household is refused TEFAP foods, the agency must document why the client was refused.
- Keep this information on file at your agency for **5** years.



# The Application Process

- Participants may not be charged a fee or be required to provide services in exchange for food.
- Agencies may not require clients to pray or worship as a condition for receiving food.
- Agencies may invite clients to stay **AFTER** food distribution for religious services or other messages.
- Religious based organizations must display the Written Notice of Beneficiary Rights poster.

# The Application Process During Pandemic

All TEFAP distribution applications must contain:

1. Agency name & TEFAP distribution site address (Page 1)
2. City (Page 1)
3. County (Page 1)
4. Agency Representative Signature/Date (Page 1)
5. Date of Distribution (Page 1)
6. Name of Participant (Page 2+)
7. Basis of Eligibility (FNS or Income) (Page 2+)
8. Number in Household (Page 2+)
9. Authorized Proxy Name (Must provide written approval from applicant) (Page 2+)





# The Application Process

- If an individual sends a proxy to pick up TEFAP food on his/her behalf, the person seeking food assistance must give the authorized proxy a note that states the proxy's name. The note must also contain the required information to establish the household's TEFAP eligibility.
- Staple all proxy notes to the back of the applicable Page 2 of the TEFAP application.
- Every time an individual sends a proxy, a new proxy authorization note from the applicant must be provided.

*September 21, 2021*

*My name is Julie Jones. I live at  
222 Buttercup Lane, New Town, NC.  
There are four in our family. Our  
household income is \$1,200/month.  
Please allow Jimmy ~~Allery~~ to pick up  
our food.*

*Sincerely,  
Julie Jones*

# The Application Process

- TEFAP agencies are encouraged to limit the number of households a proxy can pick up for.
- Be sure you are clearly communicating your agency's distribution dates/times & policies.
- Make sure the “And Justice for All” poster is on display in distribution area. Faith-Based agencies must also display the Written Notice of Beneficiary Rights.



# The Application Process During Pandemic

If a client is *not* receiving FNS benefits, and states that no income is currently being received, a "0" must be recorded in the income section or the application is considered incomplete.

TEFAP-3 Eligibility Application Revised 09/2021							
Date: _____		FNS		Monthly Income	Weekly Income	Number in Household	Authorized Proxy Name
Household Name / L2F Household ID Number		Yes	No	If you do not receive FNS Benefits (i.e. food stamps), Enter monthly or weekly income			
1	Name						
	Address						

Write -0- here

# A single use generic TEFAP application may be used if approved by FBCENC

Agencies are encouraged to use the TEFAP application approved for use during the pandemic. It saves paper/printing and requires less direct contact with participants.

**TEFAP ELIGIBILITY APPLICATION**

TEFAP-3 Revised 11/2013

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>CITY:</b>	
<b>COUNTY:</b>	
<b>NUMBER OF PERSONS IN HOUSEHOLD:</b>	

A. I receive Food & Nutrition Services. Yes \_\_\_\_\_ No \_\_\_\_\_

B. My household's gross income \$ \_\_\_\_\_ a/yr \_\_\_\_\_ monthly \_\_\_\_\_ a/week \_\_\_\_\_

D. The following persons are authorized to pick up my food (if applicable):

1. _____	2. _____
----------	----------

\_\_\_\_\_  
*Signature of Applicant* \_\_\_\_\_  
*Date*

Issued by: \_\_\_\_\_  
*Agency Representative Signature* *Date*

**IMPORTANT-----READ THIS STATEMENT BEFORE SIGNING FOR FOOD(S):**

I understand that any misrepresentation of need, race, or misuse of the funds I have received is prohibited and could result in a fine, imprisonment, or both. (Sec. 211E, FL 86-494 and Sec. 40, FL 83-86 as amended)

Received by: \_\_\_\_\_  
*Signature of Recipient*

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 (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.*

# The Distribution Process

TEFAP Foods must be provided to clients on a “first come, first served” basis.

All clients must be treated fairly and equally.



# The Distribution Process

- Planning the distribution rate is important!
- Do the math! It is important to treat participants fairly and equally on a “first-come, first-served” basis.
- Once the TEFAP food has been received, it is important that the distribution rate be pre-determined and clearly communicated to all volunteers.



# The Distribution Process

Multiply the number of each different case of food received by the number of individual packages, cans, pouches, bottles, bags, etc. contained in each case.

- Example:

USDA Fish, Alaskan Pollock, Fillets, FZ,  
20-2 lb. packages

Received 11 cs.

11 cases x 20 packages per case = 220  
packages of fish available to distribute



# The Distribution Process

How many TEFAP households are served each month?

For example, Amazing Grace Food Pantry serves an average of 100 TEFAP households/month. If the pantry receives 220 packages of fish, what should the distribution rate be for the fish?

**Divide the total number of units available by the average number of TEFAP recipients served each month.**



# The Distribution Process

220 packages of fish divided by 100  
participants = 2

What do you do with the remaining  
20 packages?



# The Distribution Process

**USDA Foods that remain at the close of distribution:**

Should be safely & securely stored until the next day of distribution

OR

Given to **eligible** participants at the next regular pantry distribution or on an emergency basis. (TEFAP application must be completed.)



# The Distribution Process

**DO NOT CHANGE THE TEFAP  
DISTRIBUTION RATE ONCE IT HAS BEEN  
ESTABLISHED.**

**DO NOT GIVE PARTICIPANTS EXTRAS OF  
REMAINING TEFAP FOODS BECAUSE  
SOME FOOD ITEMS HAVE RUN OUT!  
PANTRIES MAY SUPPLEMENT WITH  
PRIVATELY DONATED FOOD.**



# The Distribution Process

- Pantries do have the option of providing more food to households with larger families, however, the distribution rate needs to be pre-established and clearly communicated to volunteers.
- Same foods that have a different package size or package type do not have to be considered as a separate food item for distribution, for example raisins, pork, boned chicken, chicken quarters, bottled juice, shredded cheese, blueberries.



# The Distribution Process

Remember that households must be served on a first-come, first-served basis.

A household may receive TEFAP foods more than once per month.



**FIRST COME  
FIRST SERVE**

# The Distribution Process

## UNALLOWABLE DISTRIBUTION PRACTICES INCLUDE:

- Saving items, like 5 lb. bags of cheese, or larger packages of chicken for larger households.
- Altering the USDA package size to extend distribution. (Opening packages of blueberries, dried cherries, or shredded cheese and repackaging in Ziploc bags)
- Holding back certain TEFAP items for different distribution days or asking clients to choose only one protein item if two or more are available.
- Changing the distribution rate once distribution has started.
- Holding back specific USDA foods in limited supply for volunteers.



# The Distribution Process

- Previously frozen meats, and other foods obtained through retail recovery programs can be used to supplement the TEFAP distribution but cannot be substituted for USDA food *when USDA food is available for distribution.*
- **REMEMBER ALL ELIGIBLE TEFAP PARTICIPANTS MUST BE OFFERED AT LEAST 1 OF ALL TEFAP FOODS IN INVENTORY ON A FIRST-COME, FIRST-SERVED BASIS!**



# Can a Participant go to multiple TEFAP sites?

*Yes. There is no law that limits a family from obtaining TEFAP food from only one site.*



## Can I provide TEFAP food to out-of-county residents?

Yes. Participants should be encouraged to seek a TEFAP pantry within their county of residence, however, sometimes a TEFAP pantry in an adjacent county is the closest site. If eligibility requirements are met, TEFAP food should be provided.



# Storage of TEFAP Food

- Food must be stored at the proper temperature:

**Freezer:** 0 degrees F. or below

**Refrigerator:** 35 F. – 39 F.

**Dry Storage:** 50 F. to 70 F.



It is required that all refrigerated and frozen food temperatures be monitored and recorded 7 out of 7 days a week when TEFAP foods are in storage.

They should also be checked when known or potential power losses have occurred. Use thermometers located **inside** unit to monitor and record temperatures.

# Storage of TEFAP Food

Remote temperature monitoring devices that feature an alarm notification system, can be used to check food storage temperatures when facilities are closed, or staff is unavailable to perform required daily temperature checks.



# Storage of TEFAP Food

It is also recommended that the dry storage temperatures also be monitored and recorded 7 out 7 days per week when TEFAP foods are in storage.

Storage areas should be kept clean, neat, organized and secure.

Store USDA Foods separately from other foods for easy identification.

Regular pest control by an authorized licensed agency is highly recommended by NCDA&CS-FDD. An effective preventive pest control program must be in place to ensure an environment free of pests. Monthly treatment is recommended, or more often if an infestation occurs.



# Storage of TEFAP Food

- USDA foods should be stacked on pallets or shelves with a minimum of 6" off the walls and floor, and at least 2 feet from ceiling.
- Foods should be stored so that foods with the oldest pack dates (or BIUB dates) are in front and are used first. Follow "first-in, first-out" storage practices!
- If food is taken out of original case, the cans/containers should be marked with the pack date. (BIUB date if pack date is not available.)



# Storage of TEFAP Food



- Losses of TEFAP food that occur after a food pantry is in receipt of USDA foods are to be reported to the food bank.
- Agencies that experience USDA food losses exceeding \$500 due to negligence, may be responsible for paying back the value of food received.

# Training

It is recommended that training be provided to all TEFAP pantry volunteers *before* they begin volunteering in program operations, and additional training be provided at least *annually*.

**Be sure to document all annually required Civil Rights training for **volunteers who have direct contact with TEFAP participants.****

1. Agenda or outline of training
2. Date of training
3. List of names of those attending training.

*Don't forget to plan training for those who missed regular training or new employees or volunteers!*

# NCD&CS Reviews



- Field Representatives will visit 25% or more FBCENC pantries each year.
- Site & Civil Rights Reviews:
  1. Review participant applications
  2. Review distribution procedures
  3. Review storage practices
  4. Adherence to civil rights policies and procedures. This includes **annual** Civil Rights training for all volunteers. **Written roster of those completing the training must be available and on file.**



# TEFAP Operational Procedures



# NCDA&CS-FDD Field Services Team

Judi Hoggard, Central/NE Region

252-325-0487

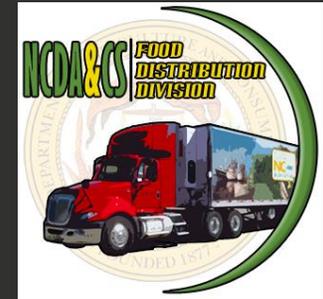
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**Thank you for serving those in need!**  
**You are valued and appreciated!**

