

TEFAP FORMS UPDATE!!!

Please note that the TEFAP packet contains updated forms. Complete the TEFAP Agreement Form or the Temporary TEFAP Agreement Form (if your agency was brought on as a Temporary TEFAP agency, complete the latter). Return the completed agreement to Jessica McConnell, Temporary TEFAP Coordinator at jmccconnell@foodbankcenc.org.

Please begin using the updated forms on October 1, 2020 and discard any old, blank forms that you have on hand. The income eligibility chart on the forms used to screen clients for eligibility have been updated for fiscal year 2020-21. The forms are to be used from October 1, 2020 to September 30, 2021. **Please note that the “TEFAP ELIGIBILITY APPLICATION FOR USE DURING COVID-19” may be used during the pandemic if you are practicing low-contact distributions (e.g. drive-through distributions).**

Please remember that the clients will not sign the “TEFAP ELIGIBILITY APPLICATION FOR USE DURING COVID-19.” If a proxy picks up for a recipient, you will write in the proxy name in the appropriate field on the back of the form in the “Authorized Proxy Name” field. Your staff members or volunteers will only sign on Page 1 of the form in the “Authorized Representative Signature” field. Each line on the back of the form is for each household that receives commodities.

If you use the traditional “TEFAP Eligibility Form October 2020 – September 2021/Forma de Elegibilidad Para TEFAP Octubre 2020– Septiembre 2021,” each client must complete the Eligibility Form the first time that they receive commodities during the new Federal fiscal year. Thereafter, only the information on the chart on the back of the form should be completed. If household makeup changes (i.e. addition or subtraction of household members), and entirely new form **must** be completed. Agency staff or volunteers may complete forms on behalf of clients who have difficulty writing or cannot write.

Please note that the bottom part of the first page of the “TEFAP Eligibility Form October 2020 – September 2021/ Forma de Elegibilidad Para TEFAP Octubre 2020– Septiembre 2021” is **ONLY** for homebound individuals (formerly known as sick and shut in). Everyone must complete the appropriate row on the back of the form.

MAKE SURE THAT EACH ELIGIBILITY FORM HAS THESE 8 THINGS COMPLETED:

1. Name
2. Address
3. Number of people in household
4. County

5. Client Signature
6. Basis of Eligibility (i.e. FNS OR Income) – FNS stands for Food & Nutrition Services formerly known as the Food Stamp Program. If a food recipient has zero income reported, please do not leave the income blank. Write in \$0 in the appropriate income field.
7. Date
8. Signature of agency representative

Please keep all TEFAP forms on file for five years.

For questions regarding these forms, please contact Jessica McConnell, Temporary TEFAP Coordinator at 919-817-0485 or via email at jmccconnell@foodbankcenc.org or Larry Morris, Director of Partner Services, at 919-865-3036 or via e-mail at lmorris@foodbankcenc.org. Please do NOT modify these forms without checking with the Food Bank first. Agencies must receive written approval from the Food Bank before modified forms may be used.

Quarterly Recommended Distribution Rates

There are no maximum distribution rates for TEFAP, meaning that agencies can distribute food to the same families more than once each quarter, and more than once each month. There are no requirements as to how many times a family may receive TEFAP commodities each quarter.

NOTE: Effective October 1, 2013, TEFAP agencies may divert from a set distribution package. For example, if there are two types of juice available during a quarter (e.g. orange juice and grape juice), you now have the option to distribute one juice to each household until it runs out. Then you may begin distributing the other juice. In previous quarters, each family would have received both juices.

Each agency is to distribute TEFAP commodities in a fair, unbiased way to anyone who is eligible for TEFAP. TEFAP commodities are to be served to clients without regard to their race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

TEFAP Monthly Report

Please return the TEFAP monthly report by the 1st of each following month. The reports are late after the 5th of the month.

Please record the TOTAL number of households and the TOTAL number of individuals served through TEFAP each month. Please record each family and each person every time they receive food, even if a family or person receives food more than once each month.

Accurate reporting of the households and individuals served is critical as this is the information the Food Bank utilizes to determine each agency's allocation. Please remember to send in monthly reports even if no TEFAP is distributed. The Food Bank must have your agency's monthly reports in order to give your agency a fair allocation. Please note that agencies can now submit their monthly report online via FoodLink at <http://content.foodbankcenc.org/foodlink/agency/welcome.asp>.

Agencies that are missing ANY TEFAP Monthly Reports will not be able to receive further TEFAP commodities until their reports are current.

TEFAP ELIGIBILITY APPLICATION FOR USE DURING COVID-19

AGENCY NAME:	
TEFAP DISTRIBUTION SITE ADDRESS:	
CITY:	
COUNTY:	

Issued by:

Agency Representative Signature

Date of Distribution
IMPORTANT-----READ THIS STATEMENT BEFORE SIGNING FOR FOOD(S):

Participant understands 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. (Sec. 211 E, PL 96-494 and Sec. 4C, PL 93-86 as amended)

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, 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
- This institution is an equal opportunity provider.

Sign-In Sheet for Mobile Distribution

TEFAP-3 Revised 09/08/2020

Date: _____	FNS		Monthly Income	Weekly Income	Number in Household	Authorized Proxy Name
	Yes	No	If you do not receive FNS Benefits (i.e. food stamps), Enter monthly or weekly income			
1						
2						
3						
4						
5						
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Effective October 1, 2020 through September 30, 2021

Household Size	Per Year	Per Month	Per Week
1	\$25,536	\$2,128	\$491
2	\$34,488	\$2,874	\$663
3	\$43,440	\$3,620	\$835
4	\$52,416	\$4,368	\$1,008
5	\$61,368	\$5,114	\$1,180
6	\$70,320	\$5,860	\$1,352
7	\$79,296	\$6,608	\$1,525
8	\$88,248	\$7,354	\$1,697
EACH ADDITIONAL FAMILY MEMBER	(\$8,976)	(\$748)	(\$173)

TEFAP MONTHLY REPORT

Please complete and return every month even if NO TEFAP was served. Put 0 for the number of people served.

Agency Name: _____

Contact Person: _____

Phone (____) _____

Agency ID: _____

Please record only TEFAP distribution on this form.

Record regular Food Bank distribution on the Food Bank monthly report, not on this TEFAP report.

Month Day Year

Primary County: _____

A. Total Number of Households Served Through TEFAP: _____

B. Total Number of Persons Served Through TEFAP: _____

Note: For “B.” tally the total number of people served from all households. Refer to the TEFAP Eligibility Forms completed by clients in order to calculate the total number of people from all families. A one person household should be counted as both a household and a person.

FOR HOUSEHOLDS FROM A SECOND OR THIRD COUNTY:

Secondary County (Counties): _____

A. Total Number of Households Served Through TEFAP: _____

B. Total Number of Persons Served Through TEFAP: _____

Food Bank of Central & Eastern North Carolina
1924 Capital Blvd., Raleigh, NC 27604
(Telephone) 919-865-3040 (Fax) 919-954-8427

This Report MUST be returned to the Food Bank by the 1st of the following month.

Please Make Two Copies of This Report (Unless you submit Your Report on FoodLink)

TEFAP Loss Report

Food bank of Central & Eastern North Carolina

1924 Capital Blvd., Raleigh, NC 27604, 919-954-8427 (fax)

Please Type or Print Clearly

Month _____ Day _____ Year _____

A. Commodity Name	B. No. of Units Lost	C. Explain Cause of Loss

B. List the number of bags, bottles, cans or boxes which have been lost due to damage, theft, lack of accountability, etc.

Agency Name:
Agency Number:
County:
Authorized Agency Representative Signature:

TEFAP Food Storage Temperature Chart

Agency Name

Agency Number

Circle One			Circle One		
Refrigerator, Freezer, or Dry Storage			Refrigerator, Freezer, or Dry Storage		
Month / Day / Year	Temperature	Checked By	Month / Day / Year	Temperature	Checked By
/ 1 /			/ 1 /		
/ 2 /			/ 2 /		
/ 3 /			/ 3 /		
/ 4 /			/ 4 /		
/ 5 /			/ 5 /		
/ 6 /			/ 6 /		
/ 7 /			/ 7 /		
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Recommended Temperatures

Dry Storage
50° F-70° F

Cooler Storage
35° F-39° F

Freezer Storage
-10° F-0° F

If Temperatures are not within recommended range, take immediate corrective action to avoid food loss.

Date TEFAP Product Received:

Date ALL TEFAP Product Distributed:



Food Distribution National Policy Memorandum

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

DATE: June 10, 2016

POLICY NO: FD-138: The Emergency Food Assistance Program (TEFAP),
Commodity Supplemental Food Program (CSFP)

SUBJECT: Written Notice and Referral Requirements for Beneficiaries Receiving
TEFAP and CSFP Benefits from Religious Organizations

The purpose of this memorandum is to clarify the written notice and referral requirements for religious organizations that receive USDA Foods or administrative funding as part of The Emergency Food Assistance Program (TEFAP) or the Commodity Supplemental Food Program (CSFP). The U.S. Department of Agriculture's (USDA) overarching regulation on equal opportunity for religious organizations to participate in USDA assistance programs can be found at [7 CFR Part 16](#). The final rule entitled [Federal Agency Final Regulations Implementing Executive Order 13559: Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations](#) (Final Rule) amended 7 CFR Part 16 and directed agencies to provide policy guidance or reference materials on a number of program-specific topics. Religious organizations participating in TEFAP or CSFP must comply with these final regulations by July 5, 2016. Please note, Child Nutrition (CN) Programs, including USDA Foods in CN Programs, are treated in the same manner as an indirect assistance program under 7 CFR Part 16 and are therefore not subject to the notice and referral requirements contained within this memorandum.

Beneficiary Protections: Written Notice

In accordance with 7 CFR Part 16.4(f), faith-based or religious organizations that receive USDA Foods or administrative funds for TEFAP or CSFP must give written notice in the manner prescribed by this policy memorandum to all beneficiaries and prospective beneficiaries of the right to be referred to an alternate provider when available. The written notice must state that:

- (i) The organization may not discriminate against beneficiaries on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- (ii) The organization may not require beneficiaries to attend or participate in any explicitly religious activities that are offered by the organization, and any participation by beneficiaries in such activities must be purely voluntary;
- (iii) The organization must separate in time or location any privately funded explicitly religious activities from activities supported by direct Federal financial assistance;
- (iv) If a beneficiary objects to the religious character of the organization, the organization will undertake reasonable efforts to identify and refer the

beneficiary to an alternate provider to which the prospective beneficiary has no objection; the organization may not be able to guarantee, however, that in every instance, an alternate provider will be available; and

- (v) Beneficiaries may report violations of these protections (including denials of services or benefits) by an organization to the State agency (<http://www.fns.usda.gov/fdd/food-distribution-contacts>). The State agency will respond to the complaint and report the alleged violations to their respective USDA FNS Regional Office (<http://www.fns.usda.gov/fns-regional-offices>).

Organizations, inclusive of all recipient agencies and local agencies certifying potential beneficiaries and providing TEFAP and CSFP benefits to participants, must provide the written notice, per the program specific requirements described below, to applicants prior to the time they enroll in the program or receive services from such programs.

TEFAP

Preamble language to the final rule amending 7 CFR Part 16 provided for an exception to the individual written notice of beneficiary protections requirement. When the service provided to the beneficiary involves only a brief interaction between the provider and the beneficiary, and the beneficiary is receiving what may be a one-time service from the provider (such as a meal at an emergency kitchen or food for home consumption at a food pantry), the service provider may post the written notice of beneficiary protections in a prominent place, in lieu of providing individual written notice to each beneficiary.

This exception is applicable only to TEFAP. Accordingly, religious organizations providing TEFAP services can comply with the federal regulations and meet the requirements of this guidance memorandum by posting a written notice, which includes the complete list of beneficiary protections described above, at service locations. The posted written notice must be visible to all TEFAP beneficiaries and prospective beneficiaries upon entrance into the distribution site. A sample poster for posting written notice of beneficiary protections is included as an attachment to this memorandum.

CSFP

For religious organizations operating CSFP, individual written notice of beneficiary protections provided under 7 CFR Part 16, including the right to be referred to another organization, must be given to all applicants at the time that they apply for CSFP benefits. For beneficiaries already enrolled in the program as of the implementation date of this requirement, written notice must be provided no later than July 5, 2016.

A sample form for providing individual written notice of beneficiary protections is included as an attachment to this memorandum. Religious organizations can comply with federal regulations and meet the requirements of this guidance by providing CSFP applicants with this sample form at the time of application or by incorporating the required notification language at 7 CFR Part 16.4(f) into their existing CSFP applications or another format of their choice, provided that each individual beneficiary or prospective beneficiary receives an individual written notice, which includes the complete list of beneficiary protections described above.

Beneficiary Protections: Referral Requirements

In accordance with 7 CFR Part 16.4(g), if a beneficiary or prospective beneficiary of TEFAP or CSFP objects to the religious character of an organization that provides services under the program, that organization must promptly undertake reasonable efforts to identify and refer the beneficiary to an alternate provider, if available, to which the prospective beneficiary has no objection. A sample form for recording a beneficiary referral request is included as an attachment to this memorandum.

In some cases, a referral option may not be available. What constitutes “reasonable efforts” will depend on the situation. Organizations should at a minimum attempt to identify an alternative provider, determine what services the alternative provider offers, and determine whether the alternative provider is accepting new referrals. Below are the standards that must be followed:

- In making the referral, the organization must comply with all applicable State and local privacy laws and regulations.
- A referral may be made to another faith-based organization, if the beneficiary has no objection to that provider. But if the beneficiary requests a secular provider, and a secular provider is available, then a referral must be made to that provider.
- The referral must be to an alternate provider that is in reasonable geographic proximity to the organization making the referral and offers services that are similar in substance and quality to those offered by the organization, if one is available. The alternate provider also should have the capacity to accept additional clients, if one with capacity to accept additional clients is available. A referral may be made to non-USDA funded organizations, including non-TEFAP and non-CSFP providers, if necessary and available.
- If the organization determines that it is unable to identify an alternate provider, the organization must promptly notify the State agency, or local or eligible recipient agency with which it has an agreement. That agency must determine whether there is any other suitable alternate provider to which the beneficiary may be referred. A local or eligible recipient agency that receives a request for assistance in identifying an alternate provider may request assistance from the State agency. The State agency is ultimately responsible for ensuring an alternate provider is identified, if available.
- State agencies may assist recipient or local agencies or organizations by providing such entities with information regarding alternate providers. Such information regarding alternative providers should include providers (including secular and non-USDA funded organizations) within a reasonable geographic proximity that offer services that are similar in substance and quality and that would reasonably be expected to have the capacity to accept additional clients, provided any such organizations exist. Examples of alternate methods of referral the State agency could provide organizations may include but is not limited to referral to websites, hotlines, or other service providers funded by the State agency. An organization which relies on such information provided by the State

agency will be considered to have undertaken reasonable efforts to identify an alternate provider for the purposes of 7 CFR Part 16.

Record Keeping

State and local agencies must continue to follow record keeping requirements in accordance with current program regulations for both TEFAP and CSFP and 7 CFR 250.19. Such requirements extend to the maintenance of records of beneficiary referrals by religious organizations to other entities in accordance with the beneficiary protections at 7 CFR Part 16. All records must be maintained for a period of three years from the close of the fiscal year to which they pertain.

Monitoring

In accordance with USDA regulations at 7 CFR Part 16.6, FNS will monitor compliance with these new provisions during the course of regular program review and oversight. State agencies should continue to follow existing regulatory requirements and program mechanisms in regards to monitoring and enforcement of these requirements, including coverage of the minimum notice and referral requirements provided in this memorandum and maintenance of records related to referrals. FNS will use Management Evaluation Reviews to monitor compliance with this, and all, statutory and regulatory provisions in TEFAP and CSFP.



Laura Castro
Director
Food Distribution Division

Attachments

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

Name of Organization:

Contact Information for Program Staff: Name
Phone Number
Email Address

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 or 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 that are offered by us, and any participation by you in these activities must be purely voluntary;
- We must separate in time or location any privately funded explicitly religious activities from activities supported with USDA direct assistance;
- If you object to the religious character of our organization, we must make reasonable efforts to identify and refer you to an alternate provider to which you have no objection. We cannot guarantee, however, that in every instance, an alternate provider will be available; and
- You may report violations of these protections (including denials of services or benefits) by an organization to the State agency (<http://www.fns.usda.gov/fdd/food-distribution-contacts>). The State agency will respond to the complaint and report the alleged violations to their respective USDA FNS Regional Office (<http://www.fns.usda.gov/fns-regional-offices>).

We must provide you with this written notice before you enroll in TEFAP or receive services from TEFAP, as required by 7 CFR part 16.

Alternate Service Location(s) or State Agency Contact Information:

Name of Organization and Contact Person
Phone Number
Email Address

**The Emergency Food Assistance Program (TEFAP) and
Commodity Supplemental Food Program (CSFP) –
Beneficiary Referral Request**

Name of Organization:

Contact information for program staff (name, phone number, and email address, if appropriate):

If you object to receiving services from us based on the religious character of our organization, please complete this form and return it to the program contact identified above. Your use of this form is voluntary.

If you object to the religious character of our organization, we must make reasonable efforts to identify and refer you to an alternate provider to which you have no objection. We cannot guarantee, however, that in every instance, an alternate provider will be available.

Please check if you want to be referred to another service provider.

Please provide the following information:

Your name:

Best way to reach you (phone/address/email):

FOR STAFF USE ONLY

1. Date of objection: __/__/__

2. Referral (check one):

Individual was referred to (name of alternate provider and contact information):

Individual was given State agency-provided referral information (i.e. a website, hotline, or list of other service providers funded by the State agency)

Individual left without a referral

No alternate service provider is available—summarize below what efforts you made to identify an alternate provider (including reaching out to State agency or local or eligible recipient agency):

TEFAP Agreement 2020-21

Please read the following updated requirements for The Emergency Food Assistance Program (TEFAP), and sign the reverse side in order to sign up to receive TEFAP commodities. By signing and returning this agreement to the Food Bank of Central & Eastern North Carolina, your agency agrees to maintain the paperwork required for the distribution of TEFAP commodities and agrees to abide by the requirements of the program. Failure to abide by these requirements will cause an agency to be removed from TEFAP.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions:

TEFAP partner agencies may not be presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency (i.e. the partner agency is not barred from participating in TEFAP or in danger of being barred from participation in the program).

Record-keeping:

1. All records, including TEFAP invoices from the Food Bank, TEFAP temperature charts, and client records should be kept on file at your agency for FIVE calendar years.
2. All client information that your agency records for TEFAP is confidential and should also remain on file at your agency for FIVE calendar years. Notify clients that the information that they share with your agency regarding TEFAP eligibility will be kept confidential. Please properly dispose of records older than five calendar years.
3. It is not a requirement for TEFAP distribution that clients be legal residents of the United States. Undocumented immigrants are eligible for TEFAP if they are currently living in your agency's county.
4. TEFAP commodity recipients "self-declare" their eligibility. Partner agencies may not refuse to distribute TEFAP commodities to individuals/families whose self-declaration makes them eligible (i.e. clients do not have to show proof of income, identity, or residence in order to receive TEFAP commodities).
5. Agencies are required to turn-in TEFAP Monthly Reports to the Food Bank by the 1st of each following month (they are late after the 5th). Agencies that are missing any monthly reports will not be allowed to pick-up TEFAP commodities until reports are current. If an agency is missing two or more reports it may be removed from the program. Please submit TEFAP monthly reports to the Food Bank each month, even if your agency did not distribute TEFAP commodities during that month. Record zeros for the number of households and individuals served if you served no clients that month.
6. Agencies that do not order TEFAP commodities during a consecutive two-month period will be removed from the program. If an agency has extenuating circumstances that will cause it not to order for two months or more in a row, please let your local Food Bank representative know.

Distribution:

1. All counties in North Carolina receive an allocation of TEFAP commodities. You should primarily distribute TEFAP to clients in the county in which your agency is located. You may provide information to households about pantries that are in their home county. Contact your local Food Bank representative for a list of groups that distribute TEFAP commodities in other counties. Participants should be encouraged to apply for TEFAP in the county in which they reside, however in certain circumstances flexibilities may be allowed. For example, a participant may reside near the county line and your TEFAP pantry may be located closer to their residence. You should not deny this participant the right to apply.
2. To the extent that TEFAP commodities are available, they must be distributed to persons who meet the eligibility criteria established by the State based upon the self-declared TEFAP Eligibility Form. ***Agencies may not impose any additional qualification or condition of any sort that would preclude an otherwise eligible person from receiving TEFAP commodities.*** Representatives from the Food Bank and the Department of Agriculture will visit

agencies during times of distribution to ensure that TEFAP commodities are being distributed fairly and without discrimination of any sort against any person who meets the eligibility criteria.

Partner agencies must display the “And Justice For All” Poster in prominent, public areas of the food pantry. This is the nondiscrimination statement from the poster: “In accordance with Federal Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)”

3. If a client is refused TEFAP commodities by your agency, you must document why the client was refused. Please keep this information on file at your agency for five years.

4. Clients may not be charged a fee for, or be required to provide services in exchange for food. In addition, agencies may not require clients to pray or worship as a condition for receiving food. Agencies are welcome to invite clients to stay after food distribution for religious services and other messages.

5. There are no maximum distribution rates for TEFAP, meaning that agencies can distribute TEFAP food to the same families more than once each quarter, and more than once each month. Agencies may wish to distribute one of each TEFAP commodity to a small family and two of each item to a large family in order to distribute TEFAP commodities to as many eligible families as possible.

Monitoring & Training:

1. Your local Food Bank Agency Services representative will visit your agency approximately once every 20 months for a site visit. During site visits, Food Bank representatives will identify themselves by presenting a Food Bank issued identification card, and will ask to review all TEFAP and Food Bank records.

2. Agencies that are not keeping required TEFAP records will be revisited within 30 days to ensure compliance. Agencies that do not keep required records will be removed from the program.

3. Additionally, an authorized North Carolina Department of Agriculture field representative will visit approximately 25% of current TEFAP agencies each year. These visits are typically scheduled during a time when TEFAP commodities are distributed by your agency in order to ensure that clients are not being discriminated against on the basis of race, color, national origin, sex, age or disability. At this time, the first names of clients may be recorded by the field representative in order to ensure that food is being distributed fairly.

4. TEFAP agencies must complete Civil Rights training annually. An attendee list that shows the date of the training must be documented and kept on file.

Our agency has read the Revised TEFAP Agreement and will abide by the record keeping, distribution and monitoring requirements. We understand that failure to do so will result in being removed from the program.

(Name of Agency)

(Agency ID number)

(Signature of Director)

(Date)

Please return to:
FOOD BANK OF CENTRAL & EASTERN NORTH CAROLINA
1924 CAPITAL BLVD., RALEIGH, NC 27604
Fax (919) 954-8427 or email: jmccconnell@foodbankcenc.org

This institution is an equal opportunity provider.

Temporary TEFAP Agreement 2020-21

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6. Agencies that do not order TEFAP commodities during a consecutive two-month period will be removed from the program. If an agency has extenuating circumstances that will cause it not to order for two months or more in a row, please let your local Food Bank representative know.

Distribution:

1. All counties in North Carolina receive an allocation of TEFAP commodities. You should primarily distribute TEFAP to clients in the county in which your agency is located. You may provide information to households about pantries that are in their home county. Contact your local Food Bank representative for a list of groups that distribute TEFAP commodities in other counties. Participants should be encouraged to apply for TEFAP in the county in which they reside, however in certain circumstances flexibilities may be allowed. For example, a participant may reside near the county line and your TEFAP pantry may be located closer to their residence. You should not deny this participant the right to apply.
2. To the extent that TEFAP commodities are available, they must be distributed to persons who meet the eligibility criteria established by the State based upon the self-declared TEFAP Eligibility Form. ***Agencies may not impose any additional qualification or condition of any sort that would preclude an otherwise eligible person from receiving TEFAP commodities.*** Representatives from the Food Bank and the Department of Agriculture will visit

agencies during times of distribution to ensure that TEFAP commodities are being distributed fairly and without discrimination of any sort against any person who meets the eligibility criteria.

Partner agencies must display the “And Justice For All” Poster in prominent, public areas of the food pantry. This is the nondiscrimination statement from the poster: “In accordance with Federal Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)”

3. If a client is refused TEFAP commodities by your agency, you must document why the client was refused. Please keep this information on file at your agency for five years.

4. Clients may not be charged a fee for, or be required to provide services in exchange for food. In addition, agencies may not require clients to pray or worship as a condition for receiving food. Agencies are welcome to invite clients to stay after food distribution for religious services and other messages.

5. There are no maximum distribution rates for TEFAP, meaning that agencies can distribute TEFAP food to the same families more than once each quarter, and more than once each month. Agencies may wish to distribute one of each TEFAP commodity to a small family and two of each item to a large family in order to distribute TEFAP commodities to as many eligible families as possible.

Monitoring & Training:

1. Your local Food Bank Agency Services representative will visit your agency approximately once every 20 months for a site visit. During site visits, Food Bank representatives will identify themselves by presenting a Food Bank issued identification card, and will ask to review all TEFAP and Food Bank records.

2. Agencies that are not keeping required TEFAP records will be revisited within 30 days to ensure compliance. Agencies that do not keep required records will be removed from the program.

3. Additionally, an authorized North Carolina Department of Agriculture field representative will visit approximately 25% of current TEFAP agencies each year. These visits are typically scheduled during a time when TEFAP commodities are distributed by your agency in order to ensure that clients are not being discriminated against on the basis of race, color, national origin, sex, age or disability. At this time, the first names of clients may be recorded by the field representative in order to ensure that food is being distributed fairly.

4. TEFAP agencies must complete Civil Rights training annually. An attendee list that shows the date of the training must be documented and kept on file.

Our agency has read the Revised TEFAP Agreement and will abide by the record keeping, distribution and monitoring requirements. We understand that failure to do so will result in being removed from the program.

(Name of Agency)

(Agency ID number)

(Signature of Director)

(Date)

Please return to:
FOOD BANK OF CENTRAL & EASTERN NORTH CAROLINA
1924 CAPITAL BLVD., RALEIGH, NC 27604
Fax (919) 954-8427 or email: jmccconnell@foodbankcenc.org

This institution is an equal opportunity provider.

TEFAP Eligibility Form October 2020 – September 2021

Name:	
Address:	
City:	
County:	
Number of People in Household:	

<u>Effective October 1, 2020 through September 30, 2021</u> (Household gross income must be at or below for appropriate size household.)			
HOUSEHOLD SIZE	PER YEAR	PER MONTH	PER WEEK
1	\$25,536	\$2,128	\$491
2	\$34,488	\$2,874	\$663
3	\$43,440	\$3,620	\$835
4	\$52,416	\$4,368	\$1,008
5	\$61,368	\$5,114	\$1,180
6	\$70,320	\$5,860	\$1,352
7	\$79,296	\$6,608	\$1,525
8	\$88,248	\$7,354	\$1,697
EACH ADDITIONAL FAMILY MEMBER	(+\$8,976)	(+\$748)	(+\$173)

The above table shows a yearly gross 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. A household is defined as a group of people who live together and share money and other resources in order to get food. **OR, if you currently participate in a Food & Nutrition Services Program (i.e. Food Stamps)** you are automatically eligible to receive TEFAP and do not need to look at the income scale.

Note: The above may be read to persons who are unable to read. People who are unable to sign their name may sign by using an X.

Please read the following statement carefully, then sign the form and write in today's date.

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

The section below is only for homebound individuals

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

Authorized Representative:	
Authorized Representative:	

(Client Signature)

(Date)

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, 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

This institution is an equal opportunity provider.

FORMA DE ELEGIBILIDAD PARA TEFAP Octubre 2020– Septiembre 2021

Nombre:	
Dirección:	
Ciudad:	
Condado:	
Número de personas en el hogar:	

Efectivo desde 1 de Octubre 2020 hasta 30 de Septiembre de 2021 (Los ingresos gruesos tienen que estar en o abajo para el tamaño apropiado del hogar.)			
TAMAÑO DE HOGAR	POR AÑO	POR MES	POR SEMANA
1	\$25,536	\$2,128	\$491
2	\$34,488	\$2,874	\$663
3	\$43,440	\$3,620	\$835
4	\$52,416	\$4,368	\$1,008
5	\$61,368	\$5,114	\$1,180
6	\$70,320	\$5,860	\$1,352
7	\$79,296	\$6,608	\$1,525
8	\$88,248	\$7,354	\$1,697
CADA MIEMBRO ADICIONAL DE LA FAMILIA	(+\$8,976)	(+\$748)	(+\$173)

La tabla abajo muestra los ingresos gruesos anuales para cada tamaño de familia. Si sus ingresos de hogar están en o debajo los ingresos en la tabla para el número de personas en su hogar, usted es elegible para recibir los alimentos. Un hogar es definido como un grupo de personas que viven juntos y comparten dinero y otros recursos a fin de conseguir el alimento. O, si usted participa en una programa de estampillas de alimentos, usted es automáticamente elegible para recibir TEFAP y no tiene que mirar la escala de ingresos.

Nota: Los siguiente puede ser leído a personas que no saben leer. La gente que es incapaz de firmar su nombre puede firmar usando un X.

Por favor lea la declaración siguiente con cuidado, luego firme la forma y escriba la fecha de hoy.

Entiendo que cualquier falsificación de necesidad, venta, o mal uso de la comida que he recibido es prohibida y podría causar multas, el encarcelamiento, o ambos. (Sec. 211 E, PL 960494 y Sec. 4C, PL 93-86, según enmendado.)

La siguiente sección es sólo para los individuos reclusos

Las siguientes personas están autorizadas a recoger a mi comida:

Representante Autorizado:	
Representante Autorizado:	

Firma de persona recogiendo alimentos: _____
(Firma de Cliente) (Fecha)

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf, y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

- (1) correo: 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; o
- (3) correo electrónico: program.intake@usda.gov.

