

TEFAP Update

October 2017

Food Bank of the Albemarle
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If you have a large volume of ending inventory on a monthly basis please notify us here at the Food Bank so that we can help you distribute the product.

Quantity of Distribution per Household	NAME OF COMMODITY	UNIT
1	Spaghetti Sauce	24/15 oz
1	Spaghetti	20/1 lb
1	Applesauce Cups (sleeve of 6)	96/4.5 oz
1	Apple Juice	8/64 oz
1	Peanut Butter	12/18 oz
1	Raisins	24/15 oz
1	Beef Stew	24/24 oz
1	American Cheese Loaves	12/2 lb
1	Ground Beef	40/1 lb
1	Cranberry Sauce	24/14 oz
1	Shred Cheese	6/5 lb
3	Conc. Cranberry Juice	12/11.5
1	Fresh Apples	12/ 3 lbs
1	Sweet Cherries	12/2.5
1	Peaches	24/15 oz
1	Dried Cherries	8/2 lb
1	Green Beans	24/15 oz cans
1	Ham	12/3 lb
1	Pears	24/15 oz
1	Corn	24/15 oz

Leftover TEFAP inventory will be combined with new delivery. Please distribute all TEFAP in your inventory according to the distribution chart until all clients have been served. Remember to use first-in-first-out procedure.

All items must be offered when available. You may not withhold any single item of TEFAP from the recipients.

AGENCY COMPLIANCE

The NCDA and Consumer Services Food Distribution Division encourages all recipient agencies to prepare USDA commodities for proper storage. Planning ahead will help products maintain their wholesomeness. If your dry storage area remains at a temperature of 70° F, or below, your commodities should be fine. If your dry storage temperature has the potential to rise above 75°F, then we recommend the following

- Store grain products preferably in the freezer; the cooler is a second choice. This includes commodities such as flour, pasta, and dry beans. Cold/cool temperatures reduce the chance of insect infestation.
- As a reminder, once the food is placed in the freezer/cooler for storage, it should remain there until ready to use. This prevents condensation, which leads to molding and deterioration for bagged/boxed goods, or rusting for canned goods stored in the cooler.
- Try to maintain the dry storage temperature at 70°F or under. This reduces the risk of cans swelling and rusting.
- You are required to record the temperatures of coolers and freezers **7 out of 7 days**, even during vacations and holidays. It is highly recommended to also record dry storage temperatures daily. Should an agency encounter a food loss, they must report the loss to the Food Bank of the Albemarle immediately and file a Loss Claim when the value of the loss is greater than \$100.00. If found negligent, the agency may be required to replace lost commodities with in kind product or pay the value of the loss.
- **By taking the necessary precautions, food losses can be prevented.**

TEFAP INSPECTIONS

TEFAP Inspections are done on a regular basis. During the inspection we review the following:

- TEFAP 3 Form and log sheet must be signed and dated by client and agency
- TEFAP Invoices-On file for five years
- First In – First Out – Rotation of inventory.
- Temperature Charts– Must be taken seven out of seven days

CIVIL RIGHTS POSTER, ADDENDUM & TRAINING

Your civil rights (“And Justice for All”) poster must be displayed in your pantry. If you do not have one, please contact the Food Bank and we will send you one.

There is an addendum paragraph that should be displayed along with the poster. Please download “Civil Rights Addendum” on the website if that is something you do not currently have displayed.

If you have not attended one of the Civil Rights Training classes offered this year, please contact the Food Bank. All pantry staff and volunteers need to be aware of the Civil Rights requirements and receive Civil Rights Training every twelve months.

TEFAP FORMS

For any required TEFAP forms please go to our website: www.afoodbank.org and click on **Agency Tools** in the upper right hand corner, click on forms, scroll down and click on **TEFAP Form**.

Please retain all Records for 5 years.

DID YOU KNOW?

FNS requires civil rights training for people involved in all levels of the administration of programs that receive financial assistance. Civil rights training requirements for volunteers should be approached in the following manner:

Frontline volunteers, such as individuals who regularly interact with program applicants and participants or determine eligibility must receive full civil rights training on an annual basis, as outlined in FNS Instruction 113-1, Section XI. Any volunteer who handles personal information must receive this training as well. Training should first occur during each individual's orientation to the program(s).

Volunteers who do not handle personal information and who may infrequently interact with program applicants, participants, or frontline staff must receive, at a minimum, limited civil rights training which covers customer service and any other subject matter applicable to each volunteer's role and responsibilities.

This training may be less time intensive than the full training provided to front line volunteers. Consistent to the above, it must first occur during volunteers' orientation to the program(s) and through refresher training as needed.

Volunteers who do not interact in any way with program applicants and participants, and who do not handle personal information, do not need civil rights training.

ELIGIBILITY REQUIREMENTS

To be eligible for participation in the Emergency Food Assistance Program (TEFAP), individuals are required to meet the Secretary of Agriculture's income poverty guideline based upon household income and size. Individuals are responsible for self-declaring their eligibility.

All pantries distributing TEFAP must allow clients to walk in and self declare by using the TEFAP application, therefore not mandating referrals.

If an individual is a food stamp recipient, he/she is automatically eligible for TEFAP. If he/she does not receive food stamps, the client's income should be at or below the level on the TEFAP eligibility form. Also, check to make sure that all required signatures are in place on the front and the back of the form each time the individual receives commodities.

Your agency must provide services to all eligible individuals regardless of 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.

“To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

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TEFAP Reminders

TEFAP Monthly Reports **MUST** be turned in to the Food Bank of the Albemarle by the **10th** of the following month. Agencies not turning in their reports on time will be placed on product hold! This means that you will not receive product until the reports are turned in.

Temperature Charts must be maintained 7 out of 7 days and kept on file for five years.

The ill, elderly, and households with children can receive TEFAP more frequently than once a quarter, but not more than once a month.

The TEFAP Food package is intended as a supplement to other sources of foods, and not intended to be used as a household's primary food source.

A physical inventory of the TEFAP product must be done at the time of receipt and at the end of each month. If an end of month inventory is not done, then the inventory will be inaccurate.

A pantry distribution log with the name of the head of households must be kept on file to show that commodities were issued. This is in addition to the TEFAP self declaration form.

Please be sure that your client signs the TEFAP Eligibility form on the front and back as well as listing any authorized representatives if applicable.

All records must be maintained for 5 full years.

If you have lost or misplaced your "Justice for All" poster, please contact Ethel at 252-335-4035, ext. 108, for a replacement poster.

DISPOSAL OF TEFAP PRODUCT

If you have to dispose of TEFAP commodities (examples: torn packages, dented cans, etc.), open the containers and pour bleach over the contents before putting it in the trash. All commodity food losses must be reported to the Food Bank of the Albemarle immediately. Please document the product loss on the TEFAP Loss form and submit to the Food Bank with your end of month inventory report.