How to Fill out the TEFAP – 3 Eligibility Form

* New forms MUST be signed every October 1st, before your October TEFAP distribution.
* Have the client fill out their information (or have a volunteer assist writing). They do NOT have to show proof of address, ID, etc. It is self-declared.
* They must sign the front, at the bottom.
* If a client wants someone to pick up on his/her behalf, the representative’s name should be included in the boxes labeled “Authorized Representative.”
* Proceed to back page.
* Have client date & sign.
* Clients who receive Food Stamps (FNS) do not have to declare income.
* If a client is NOT receiving FNS, they must indicate their household income, including disability/SS. Fill it yearly OR monthly OR weekly income.
* Food pantry volunteer needs to sign/initial under “Agency Representative Signature.”

Be sure that the client or Authorized representative signs the back every month they pick up TEFAP.