



GOVERNMENT COMMODITIES AGREEMENT
 JANUARY 1, 2018 – DECEMBER 31, 2018

PARTNER AGENCY NAME

ACCOUNT NUMBER

PROGRAM TYPE (CIRCLE ONE): PANTRY KITCHEN SHELTER

COUNTY (CIRCLE ONE): HARTFORD TOLLAND

By initialing next to each government commodity program for which it is eligible, the Agency agrees to comply with the requirements specified.

*Initial Below to Participate

Commodity Program	Agency Eligibility	Overview of Administrative Requirements
TEFAP	Pantries	<ul style="list-style-type: none"> Client self-declaration of need forms Distribution logs Civil Rights Monthly reporting
	Soup Kitchens	
	Shelters	
CT-NAP	Pantries	<ul style="list-style-type: none"> Client self-declaration of need form Collection of household demographics Monthly reporting
	Soup Kitchens	
	Shelters	
FEMA	Hartford County Only	<ul style="list-style-type: none"> Monthly reporting
	Pantries	
	Soup Kitchens	

I understand that failure to submit accurate statistics before the 5th of each month will remove my organization's ability to access Government Commodity Products.

 SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE

 DATE

 PRINT NAME

 PHONE W C H

 FAX

 TITLE

 EMAIL ADDRESS

RETURN THIS COMPLETED AGREEMENT TO SARAH HILL SEHILL@FOODSHARE.ORG

The Emergency Food Assistance Program (TEFAP)

The Emergency Food Assistance Program (TEFAP) is a Federal program that helps supplement the diets of low-income individuals by providing emergency food assistance at no cost.

Eligible Agencies completing this annual agreement have access to such staples as rice, cereal, canned fruits and vegetables, juice, and frozen meats.

The rules and regulations established by the United States Department of Agriculture (USDA) for the use and distribution of TEFAP product can be found in 7 CFR Part 251.

How to access	TEFAP product is available year-round through Foodshare’s online ordering system. The product is in case quantity and has no handling fees or purchase cost.	
Administrative Requirements		
Recipient Eligibility	Each household receiving TEFAP product must complete a TEFAP Eligibility Form once a year.	Pantries only
	The most current version of this eligibility form must be used. Updated version are always available on the Partner Resources page of our website.	
Reporting	Use a distribution log at each distribution that identifies each household receiving TEFAP product.	All programs
	Provide Foodshare with monthly statistics on the number of meals distributed.	
	Provide monthly statistics on the number of unduplicated individuals served, broken down by Age (child, adult, senior).	
Civil Rights	Provide yearly Civil Rights Training to all front-line staff or volunteers who regularly interact with TEFAP participants or who are responsible for determining participant eligibility.	All programs
	Maintain a record of volunteers and staff who have received the Civil Rights training.	
	Display the “And Justice for All” non-discrimination poster in a location visible to TEFAP recipients.	
	Display the “Written Notice of Beneficiary Rights” poster in a location visible to TEFAP recipients. Only use the “Beneficiary Referral Request” form when any client is requesting a referral.	Religious programs only
Recordkeeping	Keep all documentation (annual agreements, civil rights training signatures, and, as applicable, eligibility forms and distribution logs) on file at the Agency for three years current.	

Connecticut Nutrition Assistance Program (CT-NAP)

The Connecticut Nutrition Assistance Program (CT-NAP) is a State program where high protein and other nutritionally beneficial supplemental foods are distributed by eligible food pantries, soup kitchens, and shelters to low-income households.

Eligible Agencies completing this annual agreement have access to such staples as tuna, rice, peanut butter, shelf-stable milk, and frozen meats.

How to access	CT-NAP product is available from March - October through Foodshare's online ordering system. The product is in case quantity and has a 5¢ per pound handling fee. The available quantity of each item reflects a maximum ordering limit and is based on Agency size.	
Administrative Requirements		
Recipient Eligibility	Each household receiving CT-NAP products from a pantry must complete a CT-NAP Eligibility Form each year. This form requires specific demographics (ages, genders, ethnicities of individuals in the household.)	Pantries
	While soup kitchens do not need to ensure that attendees are income eligible for meals made with CT-NAP product, they must report on the age, sex, and race/ethnicity of individuals served.	Soup Kitchens
Reporting	Provide Foodshare with monthly statistics on the number of meals distributed.	All programs
	Provide Foodshare with monthly statistics of the number of new CT-NAP participants that month , broken down by age (adults, children and seniors), gender (males and females) and ethnicity.	
Recordkeeping	Keep all documentation (annual agreements, client eligibility forms and/or sign-in sheets, etc.) on file at the Agency for three years current.	All programs

FEMA

FEMA is a Federal program where high protein and other nutritionally beneficial supplemental foods are distributed by eligible food pantries and soup kitchens in **Hartford County** to low-income households.

Eligible Agencies completing this annual agreement have access to such staples as tuna, rice, peanut butter, shelf-stable milk, and frozen meats. Kitchen operations have additional access to paper goods such as plates, cups, napkins and utensils.

How to access	FEMA product is available from March - October through Foodshare's online ordering system. The product is in case quantity and has a 10¢ per pound handling fee. The available quantity of each item reflects a maximum ordering limit and is based on Agency size.	
Administrative Requirements		
Recipient Eligibility	Should be eligible for pantry or meal service provided by Agency.	All programs
Reporting	Provide Foodshare with monthly statistics on the number of meals (or meal equivalents) distributed.	
Recordkeeping	Keep all FEMA-related documentation on file at the Agency for three years current.	