

Government Commodities: TEFAP

The Emergency Food Assistance Program

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 have access to staples such 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.

Eligible Programs	Emergency Programs that distribute groceries or serve a meal <u>at least once a month</u> are eligible to distribute TEFAP product and will receive first priority access to TEFAP products.
Food Safety	Safe food handling and food storage practices as per Agency Agreement is required.
Volunteer and Staff Training	All Programs must complete annual 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 must maintain a record of volunteers and staff who have received the Civil Rights training.
Poster Displays	All Programs must display the "And Justice for All" non-discrimination poster in a location visible to TEFAP recipients.
	Faith-based Programs must display the "Written Notice of Beneficiary Rights" poster in a location visible to TEFAP recipients. Use the "Beneficiary Referral Request" form when any client is requesting a referral to an alternate program.
Recordkeeping	PANTRIES: Each household receiving TEFAP product at a pantry must complete a TEFAP Eligibility Form once a year. The most current version of this eligibility form must be used. Updated versions are released each Spring with an effective date of July 1. These forms are always available on the Partner Programs Resources page of the Foodshare website.
	PANTRIES: Individuals/households receiving TEFAP product must sign a TEFAP Distribution Log each time they receive TEFAP product. A TEFAP Distribution Log template is available on the Partner Programs Resources page of the Foodshare website.
	MEAL PROGRAMS: The number of children, adults and seniors receiving a meal needs counted at each meal. These numbers will be reported to Foodshare monthly. Individuals do NOT need to sign in.
	ALL PROGRAMS: Must keep all documentation (Foodshare Agreements, Civil Rights Training Logs, and as applicable, Eligibility Forms and Distribution Logs) on file at the Program Location for three years.
Monthly Reporting	All Programs must report monthly statistics detailing the number of unduplicated children, adults and seniors served that month.
Cost to Foodshare Programs	There is NO Shared Maintenance Fee on ANY TEFAP Product