What is TEFAP?

- The Emergency Food Assistance Program (TEFAP) helps supplement the diet of low-income persons, by providing groceries or meals at no cost to the recipient.
- It’s one of four food streams Golden Harvest Food Bank provides to partner agencies.
Which Agencies Are Eligible for TEFAP?

Tier 1 (First Priority)
- Food Pantries
- Soup Kitchens
- Emergency Centers

Available Foods: Produce, Dairy, Meat, and Shelf-Stable Items

Tier 2 (Second Priority)
- Rehabilitation Centers
- After-School Programs
- Residential
- Any agency catering to a specific target group.

Available Foods: Produce & Dairy
Who Can You Serve?

Income Eligible Clients
- Clients that meet the income guidelines listed on the TEFAP Application.
- New income guidelines will be available October.

GA Residents
- Clients must reside in our 19 GA Counties:

<table>
<thead>
<tr>
<th>Household size</th>
<th>Monthly income</th>
<th>Weekly income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,383</td>
<td>$319</td>
</tr>
<tr>
<td>2</td>
<td>$1,688</td>
<td>$431</td>
</tr>
<tr>
<td>3</td>
<td>$2,353</td>
<td>$551</td>
</tr>
<tr>
<td>4</td>
<td>$2,839</td>
<td>$655</td>
</tr>
<tr>
<td>5</td>
<td>$3,324</td>
<td>$767</td>
</tr>
<tr>
<td>6</td>
<td>$3,809</td>
<td>$879</td>
</tr>
<tr>
<td>7</td>
<td>$4,295</td>
<td>$991</td>
</tr>
<tr>
<td>8</td>
<td>$4,780</td>
<td>$1,103</td>
</tr>
</tbody>
</table>

Each add'l member adds $486 and $120.
Available Foods through TEFAP:

- USDA/TEFAP food’s order number will always begin with the #6 on the ordering website.
- The product name will always start with GA.
- SMF $0.00 - $0.16 cents per pound.

<table>
<thead>
<tr>
<th>Food Description</th>
<th>Code</th>
<th>Case Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almonds, Dry Roasted 12/2 lb. 100393</td>
<td>5231024</td>
<td>2.40</td>
</tr>
<tr>
<td>Beans, Black 24/300 110020</td>
<td>5237800</td>
<td>2.70</td>
</tr>
<tr>
<td>Beans, Light Red Kidney Dry 12/2 lb 100385 / A920</td>
<td>5250841</td>
<td>0.00</td>
</tr>
<tr>
<td>Pinto Canned 24/300 CANS 110021 / A049</td>
<td>5255874</td>
<td>2.70</td>
</tr>
<tr>
<td>Beans, Pinto Dry 12/2 lb. BAG 100382 / A914</td>
<td>5234129</td>
<td>0.00</td>
</tr>
<tr>
<td>Beans, Vegetarian Canned 24/300 100365 / A090</td>
<td>5254261</td>
<td>2.82</td>
</tr>
<tr>
<td>Beef Chili, with NO BEANS 24/24 oz. 100130</td>
<td>5068763</td>
<td>3.70</td>
</tr>
<tr>
<td>Beef Stew, 24/24 oz. 100526 / A590</td>
<td>6069251</td>
<td>4.30</td>
</tr>
<tr>
<td>Beef, Canned 24/24 oz. 100127</td>
<td>6159310</td>
<td>3.60</td>
</tr>
<tr>
<td>Blackeyed Peas, Canned 24/15 oz 100367 / A062</td>
<td>6275200</td>
<td>2.80</td>
</tr>
<tr>
<td>Blueberries, Dried 8/2 lb</td>
<td>6109433</td>
<td>1.70</td>
</tr>
<tr>
<td>Cereal, Crispy Hexagons 14/12 oz.</td>
<td>6051038</td>
<td>1.10</td>
</tr>
<tr>
<td>Peas, Green Split Dry 12/2 lb. 111055</td>
<td>6279215</td>
<td>0.00</td>
</tr>
<tr>
<td>Peas, Yellow Split Dry 12/2 lb. 111057</td>
<td>6278592</td>
<td>0.00</td>
</tr>
<tr>
<td>Potatoes, Instant Mashed 12/16 oz. 100337 / A196</td>
<td>6276577</td>
<td>0.00</td>
</tr>
<tr>
<td>Salmon, Canned 24/14.75 oz. 100198 / A802</td>
<td>6158258</td>
<td>2.70</td>
</tr>
<tr>
<td>Sauce, Tomato 24/15 oz. 100333</td>
<td>6263050</td>
<td>0.00</td>
</tr>
<tr>
<td>Soup, Vegetable 24/10.25 oz. 100321</td>
<td>6061011</td>
<td>0.00</td>
</tr>
<tr>
<td>Soup, Vegetarian Vegetable 24/10.5 oz. 100321</td>
<td>6061506</td>
<td>0.00</td>
</tr>
<tr>
<td>Turkey Ham, Sliced Smoked 8/5 lb. 110911</td>
<td>6151038</td>
<td>4.00</td>
</tr>
</tbody>
</table>
TEFAP Check List

- This federal program requires partner agencies to adhere to and keep the following items on file:

  - Updated TEFAP Form 832 (Food Pantry Only)
  - Commodity Distribution Record (Food Pantry Only)
  - Menu: USDA/TEFAP (On-Sites Only)
  - Report totals by the 1st of the month
  - Labels for dry and frozen storage areas
  - And Justice for All poster
  - Notice of Beneficiary Rights (Faith Based Organizations Only)
  - Public Notification (Annually in October)
TEFAP Application

• Your agency may choose to use one application per visit or opt to have the client to fill one application annually and sign the back of the form each visit.

• Electronic versions are also permitted, providing they have the proper wording and signing options.
Commodity Distribution Record

• This record serves as a menu of items provided to households.

• Only one record is required per distribution.

• Be sure to include the commodity number, name, and units provided per household.
Menu (On-Sites Only)

- Any item included in the meal that contains USDA/TEFAP will be counted as a meal.

- If USDA/TEFAP is not used in the meal, do not include that meal in the TEFAP section of your meal report.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Macaroni &amp; Cheese</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Green Beans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peach Cobbler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweet Tea</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reporting:

• The total number & total people should match the USDA total families and total USDA people.

• Exceptions include:
  • If the client was not eligible.
  • You ran out of USDA/TEFAP.
  • You did not serve USDA/TEFAP at every distribution.

Food Pantry

1. Total number of Families served this month at your pantry
   - 50

2. Total number of People in the households you served
   - 100

3. Total number of Families that received USDA product
   - 50

4. Total number of People in the Families that received USDA product
   - 100

5. Total number of Seniors (60+) served at your pantry
   - 25

6. Total number of Children (under 18) served at your pantry
   - 10
Storage Requirements:

- Label all dry and frozen TEFAP storage areas.
- Maintain & record temperature logs weekly.

Dry Storage Range: 50-70 degrees.

Refrigerator storage range: 36-41 degrees.

Frozen storage range: 0 degrees
Commodity Loss Form

- All occurrences of loss, damaged, or spoiled product must be reported to the food bank within 3 days.

- When disposing product:
  - Fill out a commodity Loss Form and contact your coordinator.
  - Take pictures of video of the product before and after disposal.
  - Pour bleach over the product once it is in the trash.

### Commodity Loss Form

Please use this form to record all TEFAP/USDA product that your agency throws away. Include pictures and or video of the items that were discarded.

<table>
<thead>
<tr>
<th>Date of occurrence:</th>
</tr>
</thead>
</table>

**Agency Name:**

| Agency No.:  | Digit number assigned to your agency by Golden Harvest Food Bank |

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>City, State, Zip Code:</th>
</tr>
</thead>
</table>

| County: | Phone Number: |

#### Type of Loss

- **A.** Adjustment to Inventory
- **B.** Contamination
- **C.** Infestation
- **D.** Freezer/Refrigerator Failure
- **E.** Theft or Fire (Police Report)
- **F.** Theft or Fire (No Police Report)
- **G.** Missing from sealed carton
- **H.** Damaged by weather
- **I.** Already damaged when removed
- **K.** Spoilage, mold, etc.

List all items that were damaged/spoiled.

<table>
<thead>
<tr>
<th>Commodity Name</th>
<th>Item No.</th>
<th>Type of Loss</th>
</tr>
</thead>
</table>

#### Refrigeration/Freezer Failure

- **Palletized:**
- **Shelves:**
- **Door:**
- **Freezer:**
- **Refrigerator:**

#### Infestation/Contamination - Spoilage

- **Insects:**
- **Rodents:**
- **Other (Explain):**

<table>
<thead>
<tr>
<th>Name of Exterminator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of Extermination:</td>
</tr>
</tbody>
</table>

| Date of last treatment: |

(Attach a copy of exterminator report)

#### Theft / Fire

- **Forced Entry:**
- **Locks/Alarms:**
- **Insured for Theft:**

| Police Informed: |

| Yes | No |

How did you ensure final destruction of commodity?

<table>
<thead>
<tr>
<th>Was the trash receptacle used located at your agency?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

If no, what is the address of where the dumpster was located:

| Agency Representative Signature: |

| Date: |

| Witness Signature: |

| Date: |
What Should Be Posted?

Only applicable for Faith-Based Organizations.

Label needed on all dry and frozen TEFAP storage areas.
Public Notification:

- Each October, agencies must provide public notification that includes the non-discrimination statement found on the And Justice for All poster.

- These can include:
  - Social media posts
  - Fliers

Partner Agency Information

Agency Name Agency Name Agency Name Agency Name

Address, City, State Zip Code

Hours of Operation

Day, Time Day, Time
Day, Time Day, Time
Day, Time Day, Time
Day, Time Day, Time
Day, Time Day, Time
Day, Time Day, Time

USDA Nondiscrimination Statement

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, 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.

USDA is an equal opportunity provider, employer, and lender.
FAQ Recap?

• Can families with children receive both TEFAP/USDA & GNAP?
  • Yes.

• Are we still allowed to use COVID-19 in the signature block of the TEFAP/USDA Form 832?
  • Yes, we continue to be granted this exception throughout the duration of the COVID-19 Pandemic.

• Do we ask for income verification?
  • Yes. Each client will need to verbally be asked if they are at or below the income bracket for their household. Note: This does not apply to agencies that cook meals.

• Are we allowed to serve residents outside of our county?
  • Yes, if the client resides in Golden Harvest’s service area in GA.

• Can we serve TEFAP more than once a month?
  • Yes. Contractual requirements are that an approved agency must serve USDA/TEFAP a minimum of 1 time each month. An agency may serve a client TEFAP as often as their budget permits.

• We lost product, what should we do?
  • Utilize the Commodity Loss Form and report the loss within 3 business days.
TEFAP/USDA Questions?