USDA, Community Food Bank of Eastern Oklahoma, and You

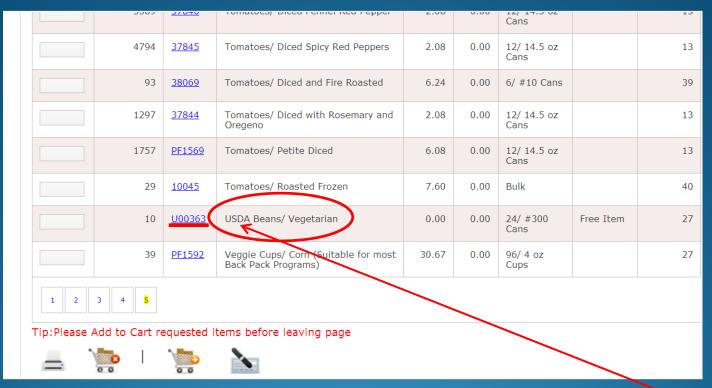
As a part of The Emergency Food Assistance Program (TEFAP), Community Food Bank of Eastern Oklahoma distributes USDA commodity products to crisis response programs – emergency pantries, shelters and soup kitchens feeding the homeless.



QUALIFICATIONS TO DISTRIBUTE USDA

- Must be a crisis response program
 - Crisis means a temporary, unanticipated, short-term need for food.
 - Emergency Pantry
 - Soup Kitchen feeding homeless
 - Emergency Shelter
- Must have capacity to respond to emergency situations
 - After hours contact information must be posted and ability to respond to those needs

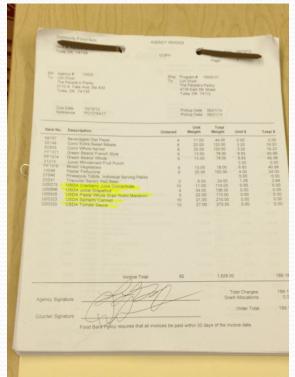
Acquiring USDA products

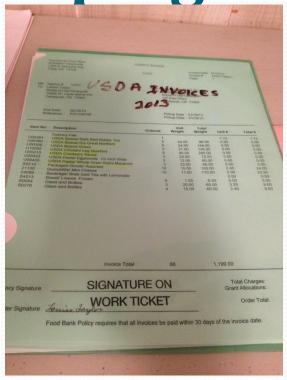


For <u>USDA</u> authorized programs these products are included on the <u>order list</u>. Authorized programs may order them just as they order private sector donated products. There is no Shared Maintenance Fee applied to these items.

Programs may order enough to be distributed in one month only. Programs are not allowed to "stockpile".

Record-Keeping





Programs should keep a record of commodity inventory—simply make a copy of the Food Bank invoice, highlight USDA products, and place them in a separate file. Records related to **USDA inventory** and **client intake forms** should be stored on-site for four years. Other records on file should include the **Letter of Agreement** between the program and the Food Bank, **Letter of Agreement to Participate** in USDA distribution, **Annual USDA Self-Review**, **Temperature Logs**, **Annual Civil Rights Training Documentation**, and **Loss Reports**.

Annual Self Review

F	BAK mustly FOOD BANK of Eastern Chlahoma	BANK () ANNUAL SELF REVIEW						
Ag	ency Name: Fo	od Bank ID#_						
Ad	dress where commodities are stored:		108					
Da	te of Self Review:Person Conducting Revie	:W:						
Dr	y Storage of Commodities		YES	NO				
1.	Commodities are stored on pallets or shelves. Items are a least 4 inches from walls and 4" off the floor to allow ade air circulation around the food.	it equate						
2.	The storage area is clean and dry.							
3.	The storage area is secure and protected against theft. The storage area or building is kept locked when no one is there.							
4.	Storage areas are rodent and insect proof. Cracks and holes where rodents or insects can enter are repaired as needed.							
5.	The storage area is sprayed or otherwise exterminated as	needed.						
6.	Storage areas that get hot (over 70 degrees) are regularly opened and aired out.							
7.	Toxic items are stored away from food.							
Freezer Storage of Commodities (Complete ONLY if you receive frozen commodities)								
	Frozen food is maintained at 0 degrees or below.							
	. The freezer is clean. Freezers that need defrosting are properly							
	defrosted as needed.	•						
	The freezer is secure and protected against theft.							
4.	Temperature gauge is in each compartment and log is mai	ntained.						
Re	frigerator Storage of Commodities (Complete ONLY if y	ou receive refrig	erated com	modities)				
1.	Refrigerated food is maintained above 34 degrees and below 40.							
	The refrigerator is clean.							
	The refrigerator is secure and protected against theft.							
4.	Temperature gauge is in each compartment and log is mai	ntained.						
Ge	neral Review – All Programs							
1.	Commodities in stock can be used or distributed in one more than one month supply is ordered at a time.	ionth. No						
2.	Commodities are stored only at Food Bank monitored fac	cilities.						
	Any losses of commodities (theft, infestation, fire, etc.), a promptly reported to the Food Bank.							
4.	Commodities are stored separately to easily distinguish the from other food products.	iem	_					
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	Page 1 of 2		(Continue	ed on back)				

	NUAL SE	OMMODITY LF REVIEW 2016 (Continued)
Separate file is kept for invoices with USDA products highlighted. Federal Poverty Guidelines are posted and available. Manual Civil Rights Training Documentation for all staffivolunteers are on file. General Review – Pantry Programs* Client intake form includes self declared TOTAL household income information (not a range). Client intake form includes FULL Non-Discrimination Statement in same size print as the rest of the document. Client intake form has a statement that verifies all information provided is true and correct with a client signature line.	<u>YES</u>	_
VERY IMPORTANT! 1. MAKE A COPY OF THIS SELF REVIEW FOR 2. RETURN THE ORIGINAL BY MAY 27TH	YOUR I	FILES
USDA is an equal opportunity provider and empl	oyer.	

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Loss and Theft Report

Programs must report loss and theft **IMMEDIATELY** to the Food Bank.

If loss is a theft, a **police report** must also be filed.

Do NOT destroy or throw away any USDA food that may have spoiled. Call the Food Bank for further instructions on how to dispose of the product.

STORAGE



USDA Commodities should be stored separately from other products and labeled as USDA in order to facilitate easy selection for eligible households and distributed on a First In First Out basis (FIFO).

Commodities are stored on pallets or shelves at least 4 inches off the floor. Items are at least 4 inches from the walls to allow adequate air circulation around the food.



Storage Check-list

- The storage area is clean and dry.
- The storage area is protected against theft.
- The storage area is rodent and insect proof. Documentation of routine maintenance by a licensed pest control company or qualified staff member should be available.
- Toxic or non-food items should never be stored near food products.
- Dry storage should be opened and aired out if the temperature rises above 70 degrees.





Cold Storage Checklist

- All freezer and refrigerator compartments have an independent temperature gauge in place.
- Frozen food is maintained at 0 degrees
 Fahrenheit or below.
- Refrigerator temperature is maintained above 36 degrees Fahrenheit and below 40 degrees Fahrenheit.
- Temperature logs are maintained on a routine basis and kept on file.
- All freezers and refrigerators are clean and have been properly defrosted as needed.
- All Freezers and refrigerators are secure and protected.



The Intake Process

The application/intake form should include a place for volunteers or staff to verify a form of identification and residence of a client. Social Security numbers should not be requested or recorded. Homeless clients are eligible for USDA commodities if need can be established. It is recommended to also include the date client was served and how many days worth of food was provided.

Pantry intake forms must include a <u>SELF-declaration</u> of total **household income**. This declaration can be general categories only, although a program *may* require more detailed documentation of sources and amounts of household income.

The intake form should include a statement verifying information provided and must be **signed by the applicant** - this is a liability protection for the program, as it is a federal felony offense to misuse the USDA commodity products.

The **FULL Non-Discrimination** statement MUST be included on the application/intake form. The print must be the same size as the rest of the document.

EMERGENCY FOOD PANTRY INTAKE FORM		P	ID Checked: Type: Proof of Residence: Date Served: Amount of Food Provided:			
Name:				Phone:		
			How long at this address:			
City:			nty: Zip Code:			
	ousehold: A				Children 0 - 18:	
	MES OF THOSE IN HOUSEHOLD	RELATIONSHIP	BIRTHDATE	INCOME	If ever in military, please ndicate if Currently Active or Past Military	
			→			
			3			
10.70	ceive: SNAP If ye			<u> </u>	ek Month Year	
TOTAL HO	DUSEHOLD INCOME: _		Cir	cle One: We		
By signing Signature In accordant policies, the programs a or retaliation Persons will arge print, applied for through the	g below, I verify that the nce with Federal civil right e USDA, its Agencies, offi are prohibited from discrir on for prior civil rights activ ith disabilities who require audiotape, American Sign benefits. Individuals who	information provides law and U.S. Dices, and employed in the control of the contr	epartment of Areas, and institur race, color, na nor activity coros, should contact hearing or have	cle One: We nd correct. Date: griculture (US tions participa tional origin, s ducted or fur ation for prog t the Agency e speech disa	DA) civil rights regulations an ating in or administering USDA sex, disability, age, or reprisal	
By signing Signature In accordat policies, the programs a or retaliatio Persons with large print, applied for through the in language To file a pri 3027) foun letter addre	g below, I verify that the good of the USDA, its Agencies, offiare prohibited from discrimate of the USDA, its Agencies, offiare prohibited from discrimate of the USDA, its Agencies, offiare prohibited from discrimate of the USDA, its Agencies of the USDA, which is a subject to the USD	information provides law and U.S. Dices, and employed in a matter at lemant	epartment of Arees, and institur race, color, nan or activity cores of communic soft communic hearing or have Additionally, pretent the USDA Prolaint_filing_cus of the informati	cle One: We nd correct. Date: griculture (US tions participa tional origin, s ducted or fur ation for prog t the Agency e speech disa rogram inform ogram Discrir st.html, and at on requested	aDA) civil rights regulations an atting in or administering USDA sex, disability, age, or reprisal aded by USDA. ram information (e.g. Braille, (State or local) where they billities may contact USDA nation may be made available mination Complaint Form, (AD any USDA office, or write a in the form. To request a cop:	
Signature In accordate policies, the programs a or retallation Persons will large print, applied for through the in language To file a program of the comp (1) mail: Office 1400	g below, I verify that the nce with Federal civil right e USDA, its Agencies, offi are prohibited from discrim on for prior civil rights activ ith disabilities who require audiotape, American Sign benefits. Individuals who e Federal Relay Service at es other than English. ogram complaint of discrir d online at: http://www.ase	information provides law and U.S. Dices, and employed in ating based on pity in any program alternative mean alternative mean to Language, etc.) are deaf, hard of t (800) 877-8339. mination, complete cr.usda.gov/comple in the letter all 19992. Submit you culture any for Civil Rights SW	epartment of Alees, and institur race, color, na nor activity cor so of communic, should contachearing or have Additionally, poet the USDA Prolaint_filing_cus of the information of the completed for completed for the information.	cle One: We nd correct. Date: griculture (US tions participa tional origin, s ducted or fur ation for prog t the Agency e speech disa rogram inform ogram Discrir st.html, and at on requested	aDA) civil rights regulations an atting in or administering USDA sex, disability, age, or reprisal aded by USDA. ram information (e.g. Braille, (State or local) where they billities may contact USDA nation may be made available mination Complaint Form, (AD any USDA office, or write a in the form. To request a cop:	
By signing Signature In accordar policies, the policies, the policies, the programs a or retaliatio Persons wi large print, applied for through the in language To file a pri 3027) foun letter addre of the comp (1) mail: Offic 1400 Was	g below, I verify that the nce with Federal civil right e USDA, its Agencies, offiare prohibited from discrim nor for prior civil rights activith disabilities who require audiotape, American Signibenefits. Individuals who e Federal Relay Service at es other than English. orgam complaint of discrimd online at: http://www.assessed to USDA and providuals to USDA and providuals of the Assistant Secreta on Independence Avenue, it	information provides law and U.S. Dices, and employed in ating based on pity in any program alternative mean alternative mean to Language, etc.) are deaf, hard of t (800) 877-8339. mination, complete cr.usda.gov/comple in the letter all 19992. Submit you culture any for Civil Rights SW	epartment of Alees, and institur race, color, na nor activity cor so of communic, should contachearing or have Additionally, poet the USDA Prolaint_filing_cus of the information of the completed for completed for the information.	cle One: We nd correct. Date: griculture (US tions participa tional origin, s ducted or fur ation for prog t the Agency e speech disa rogram inform ogram Discrir st.html, and at on requested	aDA) civil rights regulations an atting in or administering USDA sex, disability, age, or reprisal aded by USDA. ram information (e.g. Braille, (State or local) where they billities may contact USDA nation may be made available mination Complaint Form, (AD any USDA office, or write a in the form. To request a cop:	

Eligibility

USDA products may be distributed ONLY to lowincome households in emergency situation. Income eligibility is generally determined by using the Federal Poverty Guidelines. These guidelines should be posted or available for review at USDA program sites. Clients with total household income (including food stamps and other assistance) of as much as 185% of the base poverty level may be considered income-eligible to receive the commodities. In addition, households that participate in the following means tested programs are also TEFAP eligible: Food Stamps/SNAP, AFDC, WIC, Welfare, Medicaid, Supplemental Security Income, Head Start, Fuel Assistance or Veteran's Aid. The USDA products are simply included as a part of the assistance given the client. Clients must meet the program's guidelines and adhere to its policies and procedures.

# of Household Members	Annual	Monthly	Weekly
1	\$22,459	\$1,872	\$432
2	\$30,451	\$2,538	\$586
3	\$38,443	\$3,204	\$740
4	\$46,435	\$3,870	\$893
5	\$54,427	\$4,536	\$1,047
6	\$62,419	\$5,202	\$1,201
7	\$70,411	\$5,868	\$1,355
8	\$78,403	\$6,534	\$1,508
For each	+ \$7,992	+ \$666	+ \$154
additional			
family			
member,			
add:			

NOTE: TEFAP canNOT cross state lines. Programs distributing TEFAP in Oklahoma can not give TEFAP to a resident of another state.

Faith Based Programs

Because TEFAP is supported in whole or in part by financial assistance from The Federal Government, Faith Based Organizations must post a Written Notice of Beneficiary Rights

The Emergency Food Assistance Program (TEFAP) – Written Notice of Beneficiary Rights

Name of Organization: Your Program Name

Contact Information for Program Staff: Name

Phone Number Email Address

Because TEFAP is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that—

- We may not discriminate against you on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- We may not require you to attend or participate in any explicitly religious activities that are offered by us, and any participation by you in these activities must be purely voluntary;
- We must separate in time or location any privately funded explicitly religious activities from activities supported with USDA direct assistance:
- If you object to the religious character of our organization, we must make reasonable efforts to identify and refer you to an alternate provider to which you have no objection. We cannot guarantee, however, that in every instance, an alternate provider will be available; and
- You may report violations of these protections (including denials of services or benefits) by an organization to the State agency (http://www.fns.usda.gov/fdd/food-distribution-contacts). The State agency will respond to the complaint and report the alleged violations to their respective USDA FNS Regional Office (http://www.fns.usda.gov/fns-regional-offices).

We must provide you with this written notice before you enroll in TEFAP or receive services from TEFAP, as required by 7 CFR part 16.Alternate Service Location(s) or State Agency Contact Information:

Gina Kazerooni, Programs Administrator Commodity Distribution and School Nutrition Programs Oklahoma Department of Human Services 405-521-6472 Gina Kazerooni@okdhs.org

Trainings and Reviews

- All programs receiving and distributing USDA products must fill out and return the Annual Self-Review form.
- All programs receiving and distributing USDA products must participate annually in Civil Rights Training and follow guidelines provided in that training such as:
 - ✓ Posting "And Justice for All Poster"
 - ✓ Bi-Annual Public Notification
 - ✓ Training other volunteers/staff
- All programs receiving and distributing USDA products must submit to an on-site review conducted by the USDA reviewer from OKDHS once every 3 years. (This is in addition to the Food Bank Monitor Visit once every 2 years.)
- Programs who lose their USDA eligibility due to non-compliance must attend a USDA training class before they can be regain their USDA distributor status.

HOLDS AND RECALLS

Each Recipient Agency has the responsibility to:

- Have recall procedures in place.
- Implement the recall procedures upon notification of a recall of USDA Foods.
- Maintain an up-to-date contact list for agency site(s). This list should have two
 recall contacts per site and be verified annually.
- Notify all sites about the recall immediately, ideally in 24 hours or less, and ensure that the affected products are isolated and labeled "Do Not Use" to avoid accidental use.
- Identify the locations of the affected products, and verify that the products have the correct product identification codes.
- Conduct an inventory assessment, ideally in 48 hours or less, of affected product;
- Submit the inventory assessment information to the CFBEO.
- Follow applicable destruction/disposal instruction provided by the state agency.

IMPORTANT

ANY misuse of USDA TEFAP foods is considered a FEDERAL FELONY offense PER item.

- Selling or trading USDA TEFAP foods
- Distributing to ineligible households
- Distributing through ineligible programs
- Sharing with programs

General Review

- USDA Commodities in stock should be used or distributed in one month. No more than one month supply is ordered at a time. If client count is not as expected and USDA foods are not distributed within one month then product should be distributed within six months of ordering products on a FIFO basis.
- USDA Commodities may only be distributed to income eligible clients in accordance with Federal Poverty Guidelines. Clients must fill out an application and sign verifying their information is true.
- USDA Commodities must be distributed separately from any religious activity.
- USDA Commodities may NOT cross state lines. Oklahoma USDA Commodities must be distributed to only Oklahoma residents.
- USDA Commodities are stored only at Food Bank monitored facilities and must be separated from other foods to be easily identified as USDA. A separate file should be kept for USDA invoices.
- Any losses of commodities (theft, infestation, fire, etc.) are promptly reported to the Food Bank.
- The most recent monitor review by the Food Bank is on file at the Food Bank. Programs will be notified regarding recommendations for corrections related to these reviews.
- The USDA "And Justice For All" poster should be displayed and visible to clients as well as income guidelines and for Faith Based Organizations, the Written Notice of Beneficiary Rights.
- The Non-Discrimination Statement must be on Intake Forms as well as any materials that mention USDA programs: including websites, photos & other graphics that are used in publications.
- The days and hours of the program should be posted outside the facility unless special circumstances apply as well as phone number to call for emergency needs (must have voicemail capabilities).
- All Agencies receiving/distributing USDA product must participate in Civil Rights training <u>annually</u> and submit to an on-site USDA review once every 3 years.
- For a complete list of the State of Oklahoma Department of Human Services TEFAP Review Form, for both pantries and on-sites, please visit the USDA Information area of the online Agency Resource Center.
- ANY misuse of USDA TEFAP foods is considered a <u>FEDERAL FELONY</u> offense PER item.