

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.



USDA is an equal opportunity provider and employer.

11/26/2018

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

	3303	37845	Tomatoes/ Diced Fire Roasted Red Pepper	2.00	0.00	12/ 14.5 oz Cans		13
	4794	37845	Tomatoes/ Diced Spicy Red Peppers	2.08	0.00	12/ 14.5 oz Cans		13
	93	38069	Tomatoes/ Diced and Fire Roasted	6.24	0.00	6/ #10 Cans		39
	1297	37844	Tomatoes/ Diced with Rosemary and Oregano	2.08	0.00	12/ 14.5 oz Cans		13
	1757	PF1569	Tomatoes/ Petite Diced	6.08	0.00	12/ 14.5 oz Cans		13
	29	10045	Tomatoes/ Roasted Frozen	7.60	0.00	Bulk		40
	10	U00363	USDA Beans/ Vegetarian	0.00	0.00	24/ #300 Cans	Free Item	27
	39	PF1592	Veggie Cups/ Corn (Suitable for most Back Pack Programs)	30.67	0.00	96/ 4 oz Cups		27

1
2
3
4
5

Tip: Please Add to Cart requested items before leaving page

For USDA authorized programs these products are included on the **order list**. 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

Community Food Bank
1110 S. Yale Ave. Ste 430
Tulsa, OK 74106

AGENCY INVOICE
COPY
Page 1 of 1

Bill Agency # 10330
To: Lori Dyer
The People's Pantry
1110 S. Yale Ave. Ste 430
Tulsa, OK 74106

Ship Program # 10330-01
To: Lori Dyer
The People's Pantry
4730 East 9th Street
Tulsa, OK 74112

Due Date 10/15/13
Reference PCH1278417

Pickup Date 08/21/13
Pickup Date 08/21/13

Item No.	Description	Ordered	Unit Weight	Total Weight	Unit \$	Total \$
50151	Beverages/ Diet Pepsi	4	11.00	44.00	0.00	0.00
29148	Corn/ Extra Sweet Niblets	6	20.00	120.00	3.20	19.20
20208	Corn/ Whole Kernel	6	20.00	120.00	3.20	19.20
PP1574	Green Beans/ French Style	6	13.00	78.00	6.83	40.98
PP1574	Green Beans/ Whole	6	13.00	78.00	6.83	40.98
31214	Juice/ Minute Fruit Punch	8	13.00	78.00	6.83	40.98
10046	Mixed Vegetables	6	25.00	150.00	4.00	24.00
21040	Pineapple Tubs/ Individual Serving Packs	6	25.00	150.00	0.00	0.00
03041	Triscuit Savory Red Bean	3	8.00	24.00	1.28	3.84
U00278	USDA Cranberry Juice Concentrate	10	11.00	110.00	0.00	0.00
U00298	USDA Junior Omelette	4	34.00	136.00	0.00	0.00
U00435	USDA Pasta/ Whole Grain Rotini Macaroni	6	22.00	132.00	0.00	0.00
U00323	USDA Spaghetti Canned	10	21.00	210.00	0.00	0.00
U00333	USDA Tomato Sauce	10	27.00	270.00	0.00	0.00

Invoice Total 62 1,528.00 189.14

Agency Signature _____ Total Charges: 189.14
Grant Allocations: 0.00
Order Total: 189.14

Counter Signature _____

Food Bank Policy requires that all invoices be paid within 30 days of the invoice date.

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Item No.	Description	Ordered	Unit Weight	Total Weight	Unit \$	Total \$
U00384	Delivery Fee	1			7.71	7.71
U00380	USDA Beans/ Dark Red Kidney Dry	4	24.00	96.00	0.00	0.00
U00380	USDA Beans/ Dry Great Northern	6	24.00	144.00	0.00	0.00
U00382	USDA Beans/ Green	6	27.00	162.00	0.00	0.00
U00323	USDA Pasta/ Spaghetti	6	40.00	240.00	0.00	0.00
U00433	USDA Pasta/ Spaghetti 1/2 Inch Wide	3	24.00	72.00	0.00	0.00
U00435	USDA Pasta/ Whole Grain Rotini Macaroni	10	12.00	120.00	0.00	0.00
20210	USDA Pasta/ Whole Grain Rotini Macaroni	3	22.00	66.00	0.00	0.00
21130	Quaker Mini Chex	10	15.00	150.00	2.40	36.00
24089	Beverage/ Drink/ Iced Tea with Lemonade	10	11.00	110.00	2.58	25.90
24013	Bread/ Loaves/ Frozen	3	1.00	3.00	0.00	0.00
50054	Glass and Bottle	3	20.00	60.00	3.25	9.75
50278	Glass and Bottle	4	15.00	60.00	2.40	9.60

Invoice Total 66 1,199.00

Agency Signature _____ SIGNATURE ON
WORK TICKET
Counter Signature _____

Food Bank Policy requires that all invoices be paid within 30 days of the invoice date.

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



USDA COMMODITY ANNUAL SELF REVIEW 2016

Agency Name: _____ Food Bank ID# _____
Address where commodities are stored: _____
Date of Self Review: _____ Person Conducting Review: _____

Dry Storage of Commodities

YES NO

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

1. Frozen food is maintained at 0 degrees or below. _____
2. The freezer is clean. Freezers that need defrosting are properly defrosted as needed. _____
3. The freezer is secure and protected against theft. _____
4. Temperature gauge is in each compartment and log is maintained. _____

Refrigerator Storage of Commodities (Complete ONLY if you receive refrigerated commodities)

1. Refrigerated food is maintained above 34 degrees and below 40. _____
2. The refrigerator is clean. _____
3. The refrigerator is secure and protected against theft. _____
4. Temperature gauge is in each compartment and log is maintained. _____

General Review – All Programs

1. Commodities in stock can be used or distributed in one month. No more than one month supply is ordered at a time. _____
2. Commodities are stored only at Food Bank monitored facilities. _____
3. Any losses of commodities (theft, infestation, fire, etc.), are promptly reported to the Food Bank. _____
4. Commodities are stored separately to easily distinguish them from other food products. _____

Page 1 of 2

(Continued on back)

USDA COMMODITY ANNUAL SELF REVIEW 2016 (Continued)

General Review – All Programs (Continued)

YES NO

5. Separate file is kept for invoices with USDA products highlighted. _____
6. Federal Poverty Guidelines are posted and available. _____
7. "And Justice for All" Poster is displayed, if provided by DHS/USDA. _____
8. Annual Civil Rights Training Documentation for all staff/volunteers are on file. _____

General Review – Pantry Programs*

1. Client intake form includes self declared TOTAL household income information (not a range). _____
2. Client intake form includes FULL Non-Discrimination Statement in same size print as the rest of the document. _____
3. Client intake form has a statement that verifies all information provided is true and correct with a client signature line. _____

VERY IMPORTANT!

1. MAKE A COPY OF THIS SELF REVIEW FOR YOUR FILES
2. RETURN THE ORIGINAL BY MAY 27TH

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Page 2 of 2

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11/26/2018

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 **SELF-declaration** 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**

ID Checked: _____ Type: _____
 Proof of Residence: _____
 Date Served: _____
 Amount of Food Provided: _____

Name: _____ Phone: _____
 Address: _____ How long at this address: _____
 City: _____ County: _____ Zip Code: _____
 Total in household: _____ Adults: 18 - 54: _____ 55+: _____ Children 0 - 18: _____

NAMES OF THOSE IN HOUSEHOLD	RELATIONSHIP	BIRTHDATE	INCOME	If ever in military, please indicate if Currently Active or Past Military

Do you receive: **SNAP** _____ If yes, how much: _____ **WIC** _____

TOTAL HOUSEHOLD INCOME: _____ Circle One: Week Month Year

By signing below, I verify that the information provided is true and correct.
 Signature _____ Date: _____

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, 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.

This institution is an equal opportunity provider.

Eligibility

USDA products may be distributed ONLY to low-income 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 additional family member, add:	+ \$7,992	+ \$666	+ \$154

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

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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.

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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 annually 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 **FEDERAL FELONY** offense **PER** item.