

USDA TEFAP TRAINING

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



Program Eligibility

- Must be a crisis response program
 - Crisis means a temporary, unanticipated, short-term need for food.
 - Emergency Pantry
 - Onsite Feeding Program Open to the Public and Serving Low Income Individuals
 - 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 TEFAP products

	5505	27874	Tomatoes/ Diced Ferrier 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



- USDA/TEFAP items appear on Agency Express for USDA authorized programs only
 - No Shared Maintenance Fee applied to these items
- Programs are not allowed to “stockpile”

Record-Keeping

Community Food Bank
AGENCY INVOICE

To: Agency # 10530
Lori Dyer
The People's Party
3110 S. Yale Ave. Ste 430
Tulsa, OK 74135

From: Program # 10530-01
Lori Dyer
The People's Party
4739 East 9th Street
Tulsa, OK 74112

Due Date: 08/21/13
Reference: PO1276417

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

Item No.	Description	Ordered	Unit Weight	Total Weight	Unit \$	Total \$
59157	Beverages/ Diet Pepsi	4	11.00	44.00	0.00	0.00
23149	Corn/ Extra Sweet Niblets	6	20.00	120.00	3.20	19.20
50505	Corn/ Whole Kernel	6	20.00	120.00	3.20	19.20
PF1571	Green Beans/ French Style	6	13.00	78.00	6.83	40.98
PF1574	Green Beans/ Whole	6	13.00	78.00	6.83	40.98
31214	Juice/ MinuteMaid Fruit Punch				0.00	0.00
PF1575	Mixed Vegetables	6	13.00	78.00	6.83	40.98
10046	Pasta/ Fettuccine	6	25.00	150.00	4.50	24.00
21040	Pineapple/ Tobito Individual Serving Packs				0.00	0.00
03241	Triscuit/ Savory Red Bean	3	8.00	24.00	1.28	3.84
U00275	USDA Cranberry Juice Concentrate	10	11.00	110.00	0.00	0.00
U00395	USDA Juicy Grapefruit	4	34.00	136.00	0.00	0.00
U00435	USDA Pasta/ Whole Grain Rotini Macaroni	5	22.00	110.00	0.00	0.00
U00323	USDA Spinach/ 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: 82 units, 1,528.00 weight, 189.14 total

Agency Signature: [Signature]
Counter Signature: [Signature]

Total Charges: 189.14
Grant Allocations: 0.00
Order Total: 189.14

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

Standard Food Bank Procedures:

- FBEO Letter of Agreement*
- Client Intake Forms (pantry)*
- Temperature Logs*
- FBEO Invoices*

USDA Procedures:

- USDA Letter of Agreement
- Civil Rights Training
- Loss Reports

Keep All Documents for 4 Years

Loss and Theft

If TEFAP Product is unfit for distribution (i.e., spoils, infestation):

- Loss report must be submitted to the Food Bank and OKDHS **immediately**
- **DO NOT** destroy or throw away any USDA food that is unfit for distribution
 - Call the Food Bank for further instructions on how to dispose of the product
- If loss is a theft, a **police report** must also be filed.

STORAGE



FBEO Standard Storage Guidelines:

- At least 4” off the floor and at least 4” away from the walls
- Food is stored separate from toxic/cleaning materials
- Area is clean and well-organized
- Food is distributed on a First In First Out (FIFO) basis
- Food is kept away from water pipes and furnaces
- Area is free of pests

USDA Additional Storage Guidelines:

- TEFAP products are kept separate from non-USDA products
- TEFAP products are labeled and easily identifiable
- USDA TEFAP food cannot be distributed past its printed date

Storage Checklist

- 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

- Temperature gauges in each compartment
 - Freezer kept at ≤ 0 degrees Fahrenheit
 - Refrigerator kept between 36-40 degrees Fahrenheit
- Temperature logs are maintained routinely and kept on file for 4 years
- All freezers and refrigerators are clean and have been properly defrosted as needed.
- All freezers and refrigerators are secure and protected.
- TEFAP products are kept separate from non-USDA products and labeled.



The Intake Process: Pantry Programs

- Every household receiving food assistance must complete an intake form at least annually
- TEFAP partner pantries **must ask, but not require**, any applicant or participant to provide proof of identification (ID) during a FIRST VISIT. Proof of residency is not required, but persons must be OK residents.
 - IDs do not need to be current
 - If a household identifies as homeless, the household may list the nearest shelter or Oklahoma Human Services Office's address
 - Pantries that request ID verification must do so of all applicants/recipients, and pantries must also make it clear that participants **will receive USDA foods without proof**
- Clients must **SELF-declare** their **total household income**
 - Program staff must then check to see if household qualifies to receive TEFAP using the Federal Poverty Guidelines

Client Intake Forms

Internal Use Only

- Used by program staff to check that a form of **identification** of a client were received.
- It is recommended to also include the **date** client was served.

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.

Signature Line(s)

- Clients must sign intake form at each visit under a statement verifying information provided is true and correct.
- This is a liability protection for the program, as it is a federal felony offense to misuse the USDA commodity products.

Non-Discrimination Statement

- The FULL statement must be included on the client intake form and text must be same size as the rest of the document.

Emergency Food Pantry Intake Form

ID Checked: _____
Date Served: _____

Name: _____ Phone: _____

Address: _____

City: _____ County: _____ Zip Code: _____

Total in household: _____ Adults: 18 - 54: _____ 55+: _____ Children 0 - 17: _____

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

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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442; or
- email: program.intake@usda.gov

Client Eligibility

- TEFAP products may **ONLY** be distributed to low-income households in emergency situations
- The **Federal Poverty Guidelines** are used to determine household eligibility
 - Eligibility set at 200% of the poverty line for FY 23-24
 - These guidelines are **required to be posted or available for review** at the program site
- TEFAP **cannot cross state lines** so only Oklahoma residents are eligible to receive TEFAP

# of Household Members	Annual	Monthly	Weekly
1	\$25,520	\$2,126	\$490
2	\$34,480	\$2,873	\$663
3	\$43,440	\$3,620	\$835
4	\$52,400	\$4,366	\$1,007
5	\$61,360	\$5,113	\$1,180
6	\$70,320	\$5,860	\$1,352
7	\$79,280	\$6,606	\$1,524
8	\$88,240	\$7,353	\$1,696
For each additional family member, add:	+ \$8,960	+ \$746	+\$172

Faith-Based Programs

- Must post *Written Notice of Beneficiary Rights* in client intake area
 - May not discriminate on the basis of religion or religious belief
 - May not require clients to attend or participate in any explicitly religious activities
 - Must separate food distribution from any explicitly religious activity
 - Must make reasonable efforts to identify and refer clients who object to religious character or your organization to another USDA distributing agency

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

- Annual requirements:
 - Participate in **Civil Rights Training** and follow guidelines provided in that training
 - Post “**And Justice for All**” poster
 - **Bi-Annual Public Notification**
 - Conduct Civil Rights Training **for program staff/volunteers**
 - OKDHS will conduct an on-site review once every 4 years to monitor program compliance unless a complaint is received or the site had findings during the previous review
 - 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.

Holdings 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 FBEO.
- 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

Language Line

The Language Line provides language translation services over the phone. OK DHS has partnered with the Language Line to cover the usage fee so language never has to be a barrier at your USDA/TEFAP sites.

This service is **FREE** to you as a Partner Agency using the USDA/TEFAP program!

Note: all agencies that provide non-USDA food assistance services that the Language Line can only be used for USDA/TEFAP-related calls if the OK DHS code is used to pay for the call.



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.
- 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. All invoices should be kept on file for 4 years and USDA items on invoices must be highlighted
- 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 4 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.

USDA Authorization Steps

- ❑ Attend USDA & Civil Rights Training provided by FBEO staff
- ❑ Post required documents and send proof to Partner Services Representative
 - ❑ And Justice For All poster
 - ❑ Federal Poverty Guidelines
 - ❑ Written Notice of Beneficiary Rights (faith-based programs only)
- ❑ Submit client intake form that includes the following:
 - ❑ Name and Address of client
 - ❑ Total Household Size
 - ❑ Total Household Income
 - ❑ Signature Line Verifying Information Provided is True and Correct
 - ❑ Full Non-Discrimination Statement
- ❑ Submit Pre-Aware Civil Rights Questionnaire to Partner Services Representative