



- 3) As soon as possible after the distribution, add any new people to the Master List, making sure you enter data in all columns. That way when you print the list out for your next distribution it will be up to date.
- Record the number “1” for each week of the month an individual comes to the pantry. Data for each month will calculate automatically to make reporting easier, see sample below.

The table below shows a yearly gross income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive TEFAP commodities.

Household Size	1	2	3	4	5	6	7	8*
Annual Income	31,937	43,029	54,121	65,213	76,305	87,397	98,489	109,581

• For each additional person add \$11,092  
Income guidelines reflect 235% of the federal poverty limit, last updated on 7/1/2022

Number of Attested Households:

**Required by Department of Social Services**

										<b>JULY 2022</b>					
Apellido	Nombre	Call	Calle	Piso #	Cuidad	Codigo	CT	Telefono	Date 2022 Self-Attestation Receipt Given to Client	# of Persons in Household	July WK 1	July WK 2	July WK 3	July WK 4	July WK 5
Last Name	First Name	Street #	Street	Apt #	City	Zip	Resident (Yes or No)	Phone (Optional)							
Blue	Mary	4	Gilbert Ave.		Hamden	06514	YES	(000)222-2222	7/10/2022	2			1	1	
Roberts	Paul	5	Dunbar Hill		Hamden	06514	YES	(000) 333-3333	7/1/2022	1	1	1			
White	Ron	12	Morgan Lane		Hamden	06514	YES	(000)111-1111	7/7/2022	4	1		1		

**If a computer IS available when you check-in pantry clients:**

- 1) Follow Step 2 above.
- 2) No need to print the Master List.
  - Check-in people that are already on your Master List by asking if their income has changed since the last visit. Have copies of the income guidelines on site for them to refer to. If anything changes, the person must attest to eligibility again and you should record the most recent date of their self-attestation. If nothing has changed, simply record their visit by entering the number “1” in the proper week of the current month, see sample above.
  - Add any new people to the Master List by completing all the information in the columns.



Contact your Network Relations Representative with questions.