

TEFAP Verification Process - Eligibility and Documentation Guidance For Pantries that Don't Use a Computer to Check-in Clients

1) Give each person that comes to your pantry a copy of the TEFAP Self-Declaration Receipt with Non-Discrimination Statement

- Make sure to have all language translations available on site

You are verbally confirming that the following information is true:

1. You are a resident of the State of Connecticut.
2. You are at or below the (yearly) gross income limit for the number of people in your household 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	43,740	59,160	74,580	90,000	105,420	120,840	136,260	151,680

- For each additional person add \$15,420
- Income guidelines reflect 300% of the federal poverty limit, last updated on 7/1/2023

2) Add the person's household's information to the TEFAP Participation Log

TEFAP Participation Log
Revised 7/1/2023

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Income guidelines reflect 300% of the federal poverty limit

Distribution Date:

Households	Date Self Attestation Form Given to Participant	Client Self Attested/ Confirmando Annual Income/ Ingreso Anual (Y or N)	Participant's Name/Nombre	Participant's Address/Direccion de casa	CT Resident/ Vivir en CT (Y or N)	Number in Household/No. de personas en el hogar
1						

- Make sure to record the distribution date

3) File the completed TEFAP Participation Logs by month and year. Save for 3 years.



Contact your Network Relations Representative with questions.