

- 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	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

Number of Attested Households:

Required by Department of Social Services

Apellido	Nombre	Call	Calle	Piso #	Cuidad	Codigo	CT Resident (Yes or No)	Telefono	Confirmando Ingreso Anual Self Attested Annual Income (Y or N)	Date 2022 Self-Attestation Receipt Given to Client	# of Persons in Household	JULY 2022						
												Last Name	First Name	Street #	Street	Apt #	City	Zip
Blue	Mary	4	Gilbert Ave.		Hamen	06514	YES	(000)123-1234	Y	7/12/2023	2	1					1	
Roberts	Paul	5	Dunbar Hill		Hamen	06514	YES	(000)111-1111	Y	7/10/2023	3		1	1				
White	Ron	12	Morgan Lane		Hamen	06514	YES	(000) 222-2222	Y	7/10/2023	4		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. Make sure to mark “Y” Yes or “N” for “No” in the “Self-Attested to Annual Income” column. 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.