TEFAP Eligibility and Documentation Guidance Using Approved Spreadsheet

For Pantries that Use a Computer to Track Client Information

If a computer is NOT available when checking-in pantry clients follow these 3 steps:

1) The Connecticut Foodshare Electronic TEFAP Participation Log has a “Printable List” feature.
   a. Print the Master List **before each distribution**, being sure to sort alphabetically by last name before printing so you can easily find previous clients on the list.

   ![Printable List Image]

   - For additional information, see the table below: If your household is at or below the income listed for the number of people in your household, you are eligible to receive TEFAP commodities.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Income</td>
<td>43,740</td>
<td>59,160</td>
<td>74,580</td>
<td>90,000</td>
<td>105,420</td>
<td>120,840</td>
<td>136,260</td>
<td>151,680</td>
</tr>
</tbody>
</table>

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

   b. Anyone not on the list is considered new and needs to attest to eligibility. Record all their information on printed list.

   c. **Every time a person comes for food**, ask them to confirm there are no changes to income or household size. Have copies of the Self-Declaration Receipts on site for them to refer to. If anything changes, the person must attest to eligibility again. Make sure to mark “Y” Yes or “N” for “No” in the “Self-Attested to Annual Income” column.

2) Give each new person or any person that must update eligibility a copy of the TEFAP Self-Declaration Receipt with Non-Discrimination Statement
   - Make sure to have all language **translations** available on site
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.

![Image of Master List]

**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.