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.

Househ old 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	151,68	0							
	h additional delines refle			erty limit, I	last updated on <mark>7/</mark>	1/2023					ı	Month:				
Apellido	Nombre	Calle #	Calle	Piso #	Cuidad	Codigo		Telefono	Confirmando Igreso Anual							
Last Name	First Name	Num. St. #	Street	Apt/FI#	City	Postal Zip	CT Resident (Y or N)	Phone # (optional)	Self Attested Annual income (Y or N)	Date Self- Attestation Receipt Given to Client	Number of Persons in Household	WK 1	WK2	WK 3	WK 4	WK 5
ie	Mary	4	Gilbert Ave.		Hamen	06514	YES	(000)123-1234	Υ	7/12/2023	2					
berts	Paul	5	Dunbar Hill		Hamen	06514	YES	(000)111-1111	Υ	7/10/2023	3					
nite	Ron	12	Morgan Lane		Hamen	06514	YES	(000) 222-2222	Υ	7/10/2023	4					

- 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 "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

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:

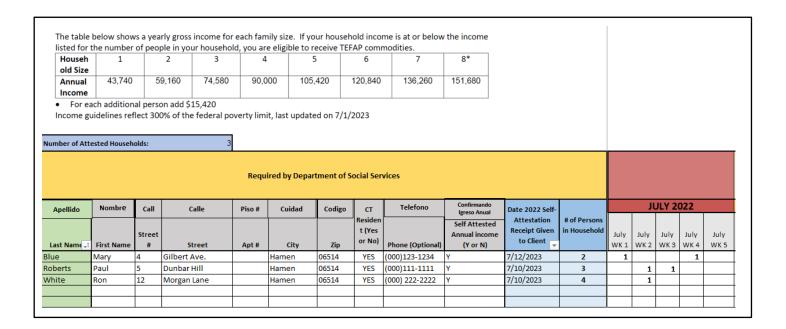
The table below shows a yearly gross income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive TEFAP commodities.

Househ	1	2	3	4	5	6	7	8*
old Size								
Annual	43,740	59,160	74,580	90,000	105,420	120,840	136,260	151,680
Income								

• For each additional person add \$15,420

Income guidelines reflect 300% of the federal poverty limit, last updated on 7/1/2023

- 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.



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.