

TEFAP Eligibility and Documentation Guidance

For Pantries that Use their own Database or Spreadsheet to Check-in Clients

- 1) Give each new person or anyone who must update their 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.

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) The following information must then be entered in your database or spreadsheet for every new person receiving TEFAP. For those who are returning to your pantry, only the date of each visit must be added to their record.

- First and Last Name
 - Address
 - State of residence (must be a CT resident to be TEFAP eligible)
 - Telephone Number – *optional*
 - Date Self-Attestation Form was given to the person
 - Attested to Annual Income Yes/No
 - Number of persons in household
 - The date of each visit to the food pantry
- Remember to ask everyone returning to the pantry if their income has changed. If they say “yes”, provide them with a **TEFAP Self-Declaration Receipt** to confirm they are still eligible and record the new self-attestation date in their record and “Yes” in the attested annual income column.
 - Upon request by Connecticut Foodshare or the Department of Social Services, your agency will need to *provide proof* that you have the required information for all clients and are using current TEFAP eligibility income guidelines.
 - *Does your system allow you to print up a client list showing this information is recorded?*
 - If not, you will need to use the TEFAP Participation Log to track all persons using the food pantry at least once per year July 1 – June 30.



Contact your Network Relations Representative with questions.