The Emergency Food Assistance Program (TEFAP)
Eligible Recipient Agency Training – 2023
Chat Box - put your name and the name of your organization

Q&A Box – write all questions here – we will have time at the end to answer questions
Goals for Today

• Review key TEFAP guidance:
  • Agency Eligibility
  • Household Eligibility & Intake Process
  • Food Handling & Storage
  • Recordkeeping & Reporting

• All slides and materials will be posted on our website with a recording of the training.

• If you have questions after the training, contact us. We are here to support your success!
What is TEFAP and Where Does it Come from:

United States Dept of Agriculture/Food and Nutrition Services

Connecticut Department of Social Services

Connecticut Foodshare

PANTRIES/SOUP KITCHENS/EMERGENCY SHELTERS ("ERAS")

Food Insecure Households
How does Connecticut Foodshare order TEFAP?

❖ Awarded a specific amount of funds (virtual dollars) to order TEFAP food
❖ Orders are placed through USDA online ordering site
❖ Preset list of food available to select from
❖ Our goal -- get the most product for those virtual dollars

Difficult decisions: TEFAP credit of $150,000

<table>
<thead>
<tr>
<th>This?</th>
<th>OR</th>
<th>This?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 truckload of Ground Beef</td>
<td>1 truckload Whole Grain Pasta</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 truckload Dry Pinto Beans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 truckload Beef Stew</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 truckload White Rice</td>
</tr>
</tbody>
</table>
TEFAP Agency Eligibility

- USDA defines eligibility criteria
- DSS must approve all Eligible Recipient Agencies (ERA)

**ERA Eligibility Requirements**

- Is public (municipalities) or
- Is private, possessing tax exempt status (501c3)
- Not a penal institution
- Provides Emergency Food Assistance (most common)
  - Food Pantries
  - Soup Kitchens
  - Emergency Shelters – that serve meals to individuals
Requirements for all Eligible Recipient Agencies

All Programs:
❖ Annual Civil Rights training – staff and volunteers that interact with clients (including 1-time volunteers)
❖ Display the “And Justice for All” poster where all can see – must be 11-inch x 17-inch size

Religious Organizations:
❖ Written Notice of Beneficiary Rights – display where all can see
❖ Beneficiary Referral Forms

If you distribute outdoors, posters still must be displayed!
Even Congresswoman Jahana Hayes completed Civil Rights training before volunteering for one of our partner programs...way to go Jahana!
### Religious Organizations

**Reminder:** Explicit religious activity cannot take place in the same location or at the time of TEFAP food distribution.

#### Examples

<table>
<thead>
<tr>
<th>It is acceptable to…</th>
<th>It is unacceptable to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have a cross hanging on a wall at the food distribution facility.</td>
<td>Require beneficiaries to stand by the cross and recite a prayer prior to receiving USDA Foods.</td>
</tr>
<tr>
<td>Have a menorah on a table at the USDA Foods distribution facility during the holiday season.</td>
<td>Refuse USDA Foods to beneficiaries who do not practice the Jewish faith.</td>
</tr>
<tr>
<td>Have a display stand at the front/back of the USDA Foods distribution facility that contains faith-based pamphlets for anyone interested.</td>
<td>Insert faith-based pamphlets in bags or boxes when distributing USDA Foods.</td>
</tr>
<tr>
<td>Have a pastor or other religious official assist with the distribution of USDA Foods.</td>
<td>Require or encourage beneficiaries to have a religious conversation with the pastor or official prior to receiving USDA Foods.</td>
</tr>
<tr>
<td>Have a prayer service on the second level of a church building while the distribution of USDA Foods is happening on the lower level.</td>
<td>Have a prayer service in the same room and at the same time as the distribution of USDA Foods.</td>
</tr>
<tr>
<td>Invite beneficiaries to participate in a voluntary prayer before, and clearly separate from, the distribution of USDA Foods.</td>
<td>Lead beneficiaries in a prayer at the beginning of the distribution of USDA Foods.</td>
</tr>
</tbody>
</table>
Posters and Beneficiary Forms

The Emergency Food Assistance Program (TEFAP) – Written Notice of Beneficiary Rights

Name of Organization: [Insert Name of Your Organization]

Contact Information for Program Staff: Name [Insert Primary Program Contact]

Phone Number [Insert phone #]

Email Address [insert contact email]

Because TEFAP is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

- We may not discriminate against you on the basis of religion or religious beliefs, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- We may not要求 you to attend or participate in any explicitly religious activities that are offered by us, and any participation by you in these activities must be purely voluntary;
- We must separate in time or location any privately funded explicitly religious activities from activities supported with USDA direct assistance;
- If you object to the religious character of our organization, we must make reasonable efforts to identify and refer you to an alternate provider to which you have no objection. We cannot guarantee, however, that in every instance, an alternate provider will be available;
- You may report violations of these protections (including denial of services or benefits) by an organization to the State agency (http://www.fns.usda.gov/fms-food-distribution-contacts). The State agency will respond to the complaint and report the alleged violations to their respective USDA FNS Regional Office (http://www.fns.usda.gov/fns-regional-locations).

We must provide you with this written notice before you enroll in TEFAP or receive services from TEFAP, as required by 7 CFR part 16.

Alternate Service Location(s) or State Agency Contact Information:

Department of Social Services
SNAP Division
(360) 424-4992

The Emergency Food Assistance Program (TEFAP) – Beneficiary Referral Request

[Before copying, add contact information and copy]

Name of Organization: [Insert your organization’s name]

Contact information for program staff (name, phone number, and email address, if appropriate): [Insert Organization’s Primary Contact Information]

If you object to receiving services from or based on the religious character of our organization, please complete this form and return to the program contact listed above. Your use of this form is voluntary.

If you object to the religious character of our organization, we must make reasonable efforts to identify and refer you to an alternate provider to which you have no objection. We cannot guarantee, however, that in every instance, an alternate provider will be available.

Please check if you want to be referred to another service provider.

Please provide the following information:

Your name:

Best way to reach you (phone and/or email):

FOR STAFF USE ONLY

1. Date of request:
2. Reference (check box):
3. Individual was referred to (name of alternate provider and contact information):
4. Individual was given State agency-provided referral information (i.e. a website, hotline, or list of other service providers) marked by the State agency:
5. Individual left without a referral:
6. No alternate service provider is available—indicate below what efforts you made to identify an alternate provider (including reaching out to State agency or local or adjacent recipient agency):
Guidance for Intake
Verbal Attestation Process
Monthly Reporting
Storage
Each state sets standards for determining eligibility of households to receive TEFAP foods

In Connecticut the household must:

- Live in the state, length of residency cannot be considered
- Food pantry recipients must verbally attest to meeting income guidelines (300% of FPL) and provide name, address and number in household
- Recipients of prepared meals are considered low-income and are not subject to a means test, nor do they have to provide information by household
Food Pantry Intake

Eligible Recipient Agencies cannot impose restrictions on TEFAP food that conflict with DSS requirements. All CT residents that attest to the income guidelines must receive a selection of available TEFAP food from a program. One of the goals of TEFAP is to give CT Residents increased access to nutritious foods at no cost.

To receive TEFAP food from your Program a client needs to:
- be a Connecticut resident
- verbally attest to eligibility based on TEFAP income guidelines
- provide an address and the number of persons in the household

Individuals cannot be asked to:
- show ID
- prove CT residency or US citizenship
- prove income or report income amounts
- prove whether they receive other benefits or report amount of benefits received
- prove residency in a certain town/city, provide mail showing their residence
- prove residency in a certain zip code or neighborhood, provide mail showing their residence
- prove number of persons in a household, provide birth dates or show birth certificates
- provide social security number for themselves or anyone in their family

For Multi Service Programs:
If your program provides additional services (e.g., SNAP, WIC, Energy Assistance, Rental, Summer Camps, etc.) that require individuals to prove residency, income, and/or number of persons in household:
1) Complete verbal attestation for TEFAP food first so individual clearly understands that is all they need to do to receive TEFAP food.
2) If an individual does not wish to apply for additional services, they are still eligible to receive at least TEFAP food.
3) If your program has to report additional race/ethnicity or gender information to funders, individual needs to understand that your program isn’t collecting data for TEFAP.
Verbal Attestation Procedure

- **Income Guidelines**
  - updated annually, expect new forms at the end of June

- Always have copies of the current Self-Declaration Receipt in all languages available
  - Give the Self-Declaration Receipt to individuals to keep
  - Complete TEFAP Participation Log for household

- Renew eligibility for all individuals beginning July 1

- At each visit, ask all returning clients if anything has changed
  - Make sure current income guidelines are available.
Verbal Attestation Procedure: No Computer

- Pantries that do not use a computer to record client information must have guests attest every time they receive food and complete the TEFAP Participation Log.

- Save dated logs for each distribution for 3 years.
Verbal Attestation: Spreadsheet or Database

- Pantries with access to a computer on site and/or can print guest lists for each distribution
  - Connecticut Foodshare’s approved Excel spreadsheet
- Pantries that use their own spreadsheet or database
  - Must get approval from Connecticut Foodshare to ensure all required data is being documented

Be prepared to demonstrate your recordkeeping procedures!
Verbal Attestation: Home Deliveries

- Verbal attestation with self-declaration receipt is required for all food pantries, including home delivery programs (like DoorDash)

- Ideas include:
  - Phone call in advance or online registration form to collect attestation information
  - Self-declaration receipt should always be included in home delivery grocery bags

- To learn more about how to incorporate this to your home delivery program, contact your Network Relations Representative
Self-Declaration Receipt and TEFAP Participation Log

Self-Declaration Receipt for The Emergency Food Assistance Program (TEFAP) Participant
(Rev. 7/23)

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.

<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 line, last updated on 7/1/2023

You are also eligible to receive TEFAP commodities if your household participates in any of the following programs: Supplemental Nutrition Assistance Program (SNAP), Women, Infants and Children (WIC), Temporary Assistance for Needy Families (TANF or TFA), Energy Assistance, HUSKY Health/Medicaid, Section 8 Rental Assistance Program, State Administered General Assistance (SAGA), and Supplemental Security Income (SSI).

3. You will report any household or income changes prior to the next visit.

USDA Non-Disclosure Statement
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, sex, religion, reprisal or discrimination for fear of reporting discrimination (known as harassment). Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to review program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administrates the USDA's Target Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at USDA Program Discrimination Complaint Form. From any USDA office, by calling (877) 833-9595, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;
   or
2. Fax:
   (202) 720-2600;
   or
3. Email:
   program.intake@usda.gov

This institution is an equal opportunity provider.

This document has been provided in connection with the receipt of Federal Assistance from The Emergency Food Assistance Program (TEFAP). Program officials may verify what has been stated on this document. You have been provided this documentation as validation of your eligibility. False certification may result in being to the State Agency for the value of the food improperly issued to you, and may result in civil or criminal prosecution under state or Federal Law.
Monthly Reporting

✓ Due by the 15th of every month for the previous month

✓ Data required
  • Total number of unduplicated individuals served
  • Total number of unduplicated households served

Pantries
- Use a spreadsheet or database to track individuals
  Not able to use a computer...?
- Use data from the TEFAP Participation Log for highest day of the month

Meal Programs (Soup Kitchens & Emergency Shelters)
- Provide highest people count or average # of people for the month
Sample Connecticut Foodshare Client Spreadsheet

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.

<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

Number of Attested Households: 3

Required by Department of Social Services

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Street #</th>
<th>Street</th>
<th>Apt #</th>
<th>City</th>
<th>Zip</th>
<th>CT Resident</th>
<th>CT Residen</th>
<th>Telephone</th>
<th>Confirmante</th>
<th>Date 2023 Self-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker</td>
<td>John</td>
<td>10</td>
<td>Rush Rd.</td>
<td></td>
<td>Wallingford</td>
<td>06492</td>
<td>YES</td>
<td>(111) 222-3333</td>
<td>Y</td>
<td>7/6/2023</td>
<td>4</td>
</tr>
<tr>
<td>Grant</td>
<td>Sherry</td>
<td>15</td>
<td>Beckett Place</td>
<td></td>
<td>Wallingford</td>
<td>06492</td>
<td>YES</td>
<td>(111) 111-2222</td>
<td>Y</td>
<td>7/8/2023</td>
<td>2</td>
</tr>
<tr>
<td>White</td>
<td>Ann</td>
<td>5</td>
<td>Tom St.</td>
<td></td>
<td>Wallingford</td>
<td>06492</td>
<td>YES</td>
<td>(111) 333-4444</td>
<td>Y</td>
<td>7/10/2023</td>
<td>1</td>
</tr>
</tbody>
</table>

# of Persons in Household: Judy WK 1 2 1 1 1 1 1
Most soup kitchens use a calendar to track daily head or meal counts.

✓ 1 meal = 1 person

Sample Meal Program Data Collection

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100</td>
<td>2</td>
<td>100</td>
<td>3</td>
<td>100</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
<td>100</td>
<td>Closed</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Closed</td>
<td>100</td>
<td>100</td>
<td>78</td>
<td>100</td>
<td>100</td>
<td>Closed</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>Closed</td>
<td>100</td>
<td>98</td>
<td>80</td>
<td>100</td>
<td>100</td>
<td>Closed</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>Closed</td>
<td>120</td>
<td>100</td>
<td>120</td>
<td>80</td>
<td>100</td>
<td>Closed</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closed</td>
<td>Holiday-Closed</td>
<td>100</td>
<td>160</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Highest People Total: 160
1 meal = 1 person
Must be stored ONLY at an approved location
 Stored 6 inches off the floor and at least 4 inches from a wall for easier cleaning and pest detection
 Must be in a secured area to prevent accidental misuse/loss of food
 Avoid shared storage areas and freezers/refrigerators
 Maintain temperature logs for all freezer and refrigerators
   ➢ Take action when temps fall below safe-holding!
 Routine pest control and cleaning must be documented

Redistribution of TEFAP Food – STOP!:
  • First contact your Network Relations Representative for guidance
TEFAP Check List

Connecticut Foodshare
TEFAP Overview & Check List for Partners

What is TEFAP?
The Emergency Food Assistance Program (TEFAP) is a federal program that helps supplement the diets of low-income Americans by providing them with emergency food assistance at no cost. In Connecticut, the Department of Social Services (DSS) contracts with Connecticut Foodshare to administer TEFAP. Connecticut Foodshare distributes TEFAP to eligible food assistance programs that directly serve the public.

What food assistance programs are eligible to receive TEFAP?
Based on USDA and DSS guidance, programs eligible to receive TEFAP include food pantries, emergency shelters, and soup kitchens that are operated by public entities (municipalities) or private 501(c) organizations.

What foods are available through TEFAP?
Products vary but include canned, frozen, dried, and fresh fruits and vegetables, meats, poultry, fish, nuts, milk, cheese, and whole-grain and enriched grain products including rice, cereal, and pasta.

Who is eligible for TEFAP in Connecticut?
- At food pantries: any individual who verbally attests to being a Connecticut resident with a household income of $36,000.00 or less of the federal poverty level is eligible for TEFAP, regardless of town residency and with no identification or proof required.
- At meal programs: any individual receiving prepared meals at an emergency shelter or soup kitchen is considered to be low-income and eligible for TEFAP with no means test or proof required.

How should pantries track client information at intake?
Your Connecticut Foodshare Network Relations Representative is available to help you find a TEFAP intake process that will work best for your program and the people you serve.
- Pantries with a computer using paper logs should have guests attest every time they receive food and complete the TEFAP Participation Log at every distribution.
- Pantries with a computer on site and the ability to print guest lists for each distribution should track households served at each distribution using Connecticut Foodshare’s approved Excel Spreadsheet. Pantries using their own databases or spreadsheets must get approval from Connecticut Foodshare to ensure all required data is being documented.

What information is required in monthly statistics reporting?
By the 15th of every month TEFAP partners are required to submit statistics for the previous month to Connecticut Foodshare using an online form.
- Food pantries report total unduplicated households served, and total unduplicated individuals in those households.
- Pantries can use a spreadsheet or database to track households served. If using a paper log, pantries can report data from the TEFAP Participation Log for the highest day of the month.
- Meal programs (soup kitchens and emergency shelters) report total unduplicated individuals served (not households). Meal programs may calculate this number by reporting the meal with highest attendance at that month or by averaging the meal attendance in that month.

Are there additional requirements for programs that distribute TEFAP?
Because TEFAP is a federally regulated food aid, participating partners must follow specific guidelines for handling and distributing TEFAP food. Each year, DSS will randomly select a number of TEFAP partners to visit and monitor for compliance. The following checklist will help you meet the key areas of TEFAP compliance. Please contact your Connecticut Foodshare Network Relations Representative with questions. We are here to help.

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**TEFAP Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>ALL Programs</th>
<th>ALL Programs ran by faith-based organizations</th>
<th>ALL Food Pantries</th>
<th>DSS hosting meals delivery</th>
<th>ALL Community Meal Programs/ Soup Kitchens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Connecticut Foodshare food safety guidelines</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Sign a Connecticut Foodshare TEFAP Agreement, with signature from a current Authorized Representative from your organization</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Keep a copy of the signed TEFAP Agreement on file at your program</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>DSS Connecticut Foodshare order invoices for 5 years, either in electronic or paper file</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>TEFAP agreement and a letter from the apartment or the home the resident lives</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Distribute TEFAP only in Connecticut</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Ensure that TEFAP is only available to any eligible household meeting needs assistance</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Ensure that TEFAP is not shared with or redistributed to other organizations</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Report any lost or damaged TEFAP to Connecticut Foodshare</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Display a TEFAP “Application for TEFAP Food” poster in a location visible to program guests</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Provide a link to USDA non-discrimination statement on your website</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>At all TEFAP intake sites, hold a list of individuals who received food at the previous month’s distribution and list dates at which food was distributed</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Display a TEFAP “Written Notice of Delivery Rights” poster in a location visible to guests</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Keep copies of Beneficiary Rights Form available on site, and be prepared to offer it to 2-3 X a month nearly for food assistance program if a guest requests it</td>
<td>✔️</td>
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<tr>
<td>Ensure that religious activity does not take place in the same location or at the time of TEFAP food distribution</td>
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<tr>
<td>Ensure that TEFAP products are only offered in prepared meals, and not as a grocery item or for individuals to keep</td>
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<tr>
<td>Ensure that TEFAP food is made available to any individual who self-attests to eligibility</td>
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<tr>
<td>Ask guests to self-attest to eligibility using the current TEFAP Self-Determination Receipt, which is written in multiple languages and linked to every meal with intake forms on file</td>
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<tr>
<td>Ensure that meals, programs, and any promotional materials do not appear to promote or glamorize the TEFAP Program</td>
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<tr>
<td>Ensure that your program is in compliance with the current TEFAP guidelines, which is written in multiple languages and linked to every meal with intake forms on file</td>
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<tr>
<td>Every July, TEFAP participating sponsors provide Connecticut Foodshare a list of all households and programs with a Self-Determination Receipt in their possession</td>
<td>✔️</td>
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</tr>
<tr>
<td>At each site, we will update this list as changes and make sure current income guidelines are available</td>
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<tr>
<td>Use the TEFAP Participation Log to capture basic information from people served meals, addresses, number of people served in households, and families served affected by eligibility</td>
<td>✔️</td>
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<tr>
<td>Maintain “TEFAP Participation Log” for 5 years, either in electronic or paper file</td>
<td>✔️</td>
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</tbody>
</table>

All TEFAP documents and instructional materials can be found on our website.

Or
Scan the QR Code

Interested in receiving TEFAP?
To start the process, contact your Network Relations Representative.
Next Steps:

Review for compliance and update as needed:

- Intake procedures
- Data collection and reporting procedures
- Copies of **current** forms available
- Check all promotional materials for compliance
  - signage
  - website
  - 211 profile – more on next slide
  - flyers
  - outgoing voice messages
Next steps (continued):

- Review for compliance and update as needed:
  - Required posters are displayed
  - All staff/volunteers have completed Civil Rights training
  - Three years of documents on file
    - Invoices
    - TEFAP Participation Logs and Client Tracking spreadsheets
    - Civil Rights training documentation

Share this guidance with all staff/volunteers!
Next steps (continued):

- An example of an ideal 211 entry, one of our partner programs

**DESCRIPTION**

Faith based food pantry provides food to residents of Connecticut on the 2nd and 4th Friday of the month, from 4-6pm.

**ELIGIBILITY**

Connecticut residents in need of food
Next steps (continued):

❖ Sample 211 Template

Pantries that are town centric or limit to a specific service area

Description:
Neighbors in need may visit our food pantry [insert frequency (e.g., weekly, once per month) and days and hours]. [Insert whether your services are walk-in or by appointment]. We will ask you to provide your name, address, phone number (optional) and number of people per household.

Eligibility:
All CT residents that meet current Federal income guidelines are eligible to receive TEFAP food; quantity and variety of food varies based on availability.

Additional pantry services are available to residents of [service area] who provide proof of residency such as [insert acceptable proof here].
Have Questions? Need Further Assistance?

- Questions about this presentation, contact:
  Sherry Grant, Network and Program Support Manager
  (203) 741-9213
  sgrant@ctfoodshare.org

- Need further assistance please contact your Network Relations Representative