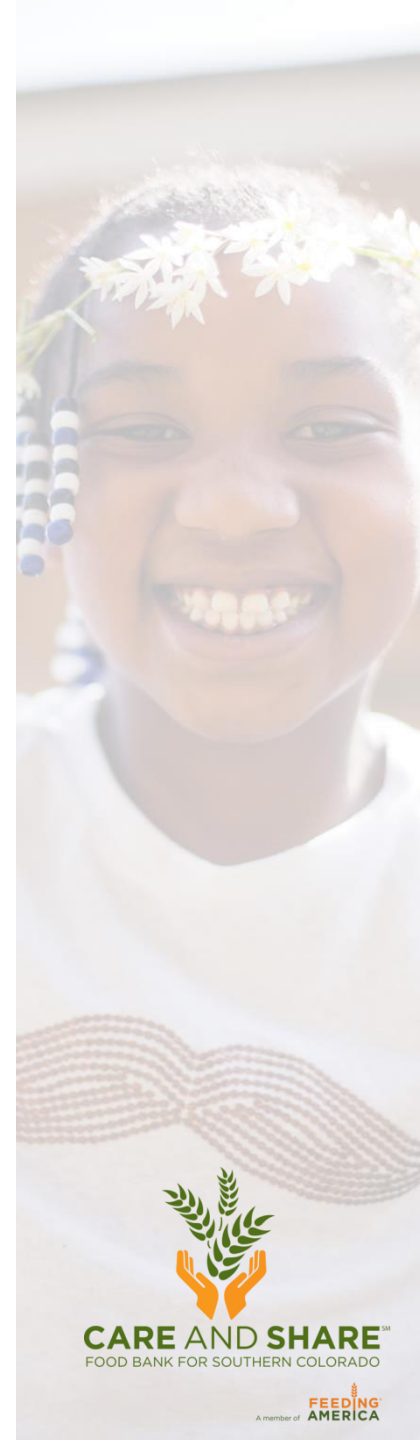


TEMPORARY TEFAP PROGRAM TRAINING



This institution is an equal opportunity provider.



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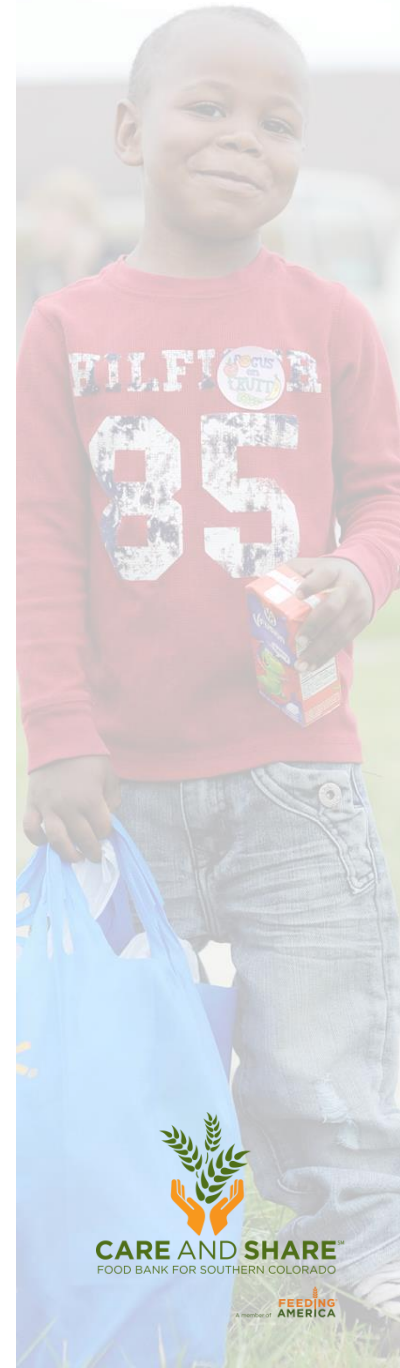
YOU WILL LEARN...

- What is the difference between temporary and permanent TEFAP sites
- How to complete the TEFAP application
- How to complete the monthly report
- Expectations of TEFAP sites
- Who you can contact if you have any questions



TEMPORARY VS. PERMANENT

- Some sites have been approved to receive TEFAP foods when Care and Share is in excess.
- No amount, variety, or specific types of food is guaranteed to sites you are temporary.
- Availability depends on excess levels of TEFAP foods.
- Temporary TEFAP sites have a designated distribution that Care and Share staff will build an order with using TEFAP foods.
- If the orders you are receiving need to be adjusted, you can request a decrease or increase of foods.



APPLICATIONS

Household Size		Recipient Name Print and Sign	Street Address, City and Zip	Phone #	Date	Certification		
Adult	Child					Approved		Denied
						PA	AI	

All recipients of TEFAP food need to complete the current version of the TEFAP application. All fields must be complete.

Agency staff/volunteers must complete the lines for agency name and certify the household.

The representative of the household will print their name and sign on row on the front of the application form and complete the following information:

- Household size (how many adults and children)
- Street address – Required
- Phone – If no phone, please strike through
- Date – Required if the top of the form does not indicate a date
- If there address or phone number or address, strike through the box

Note: If you are unsure if you are using the current application, please visit <https://careandshare.org/forms-and-documents/> to verify.



TEFAP ELIGIBILITY

Families can qualify in one of two ways.

1. Participate in one of these public assistance programs (PA).

- ☐ Commodity Supplemental Food Program (CSFP)
- ☐ SNAP (formerly Food Stamps)
- ☐ Low-income Energy Assistance Program (LEAP)
- ☐ Temporary Assistance to Needy Families (TANF)
- ☐ Old Age Pension (OAP)

- ☐ Aid to Needy Disabled (AND)
- ☐ Aid to the Blind (AB)
- ☐ Supplemental Security Income (SSI)
- ☐ Medicaid Eligible Foster Children

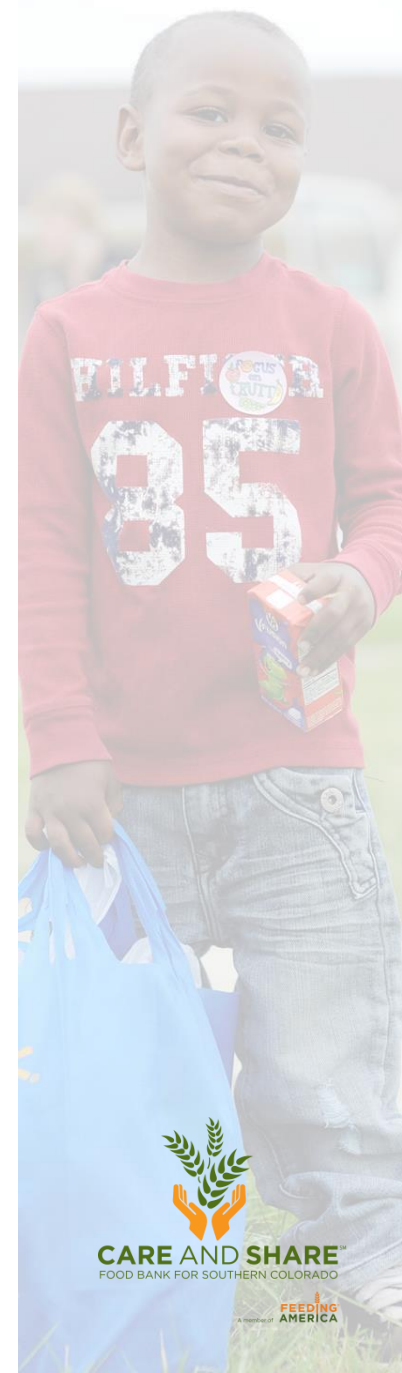
If they participate in any of the listed public assistance programs, you will check the box on the application under PA.

2. If the household does not participate in any of the above public assistance programs, the household must have a combined gross income that does not exceed the maximum income limit for the applicable household size. (AI)

2021 Income Eligibility Guidelines

Household Size	Maximum Weekly Household Income	Maximum Monthly Household Income	Maximum Annual Household Income
1	\$ 495	\$ 2,147	\$ 25,760
2	\$ 670	\$ 2,903	\$ 34,840
3	\$ 845	\$ 3,660	\$ 43,920
4	\$ 1,019	\$ 4,417	\$ 53,000
5	\$ 1,194	\$ 5,173	\$ 62,080
6	\$ 1,368	\$ 5,930	\$ 71,160
7	\$ 1,543	\$ 6,687	\$ 80,240
8	\$ 1,718	\$ 7,443	\$ 89,320
For each additional family member, add	\$ 175	\$ 757	\$ 9,080

If they are within the current income limits based on household size, you will check the box on the application under AI.



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MONTHLY TEFAP REPORTING

TEFAP reports are the easiest reports
Care and Share collects each month.

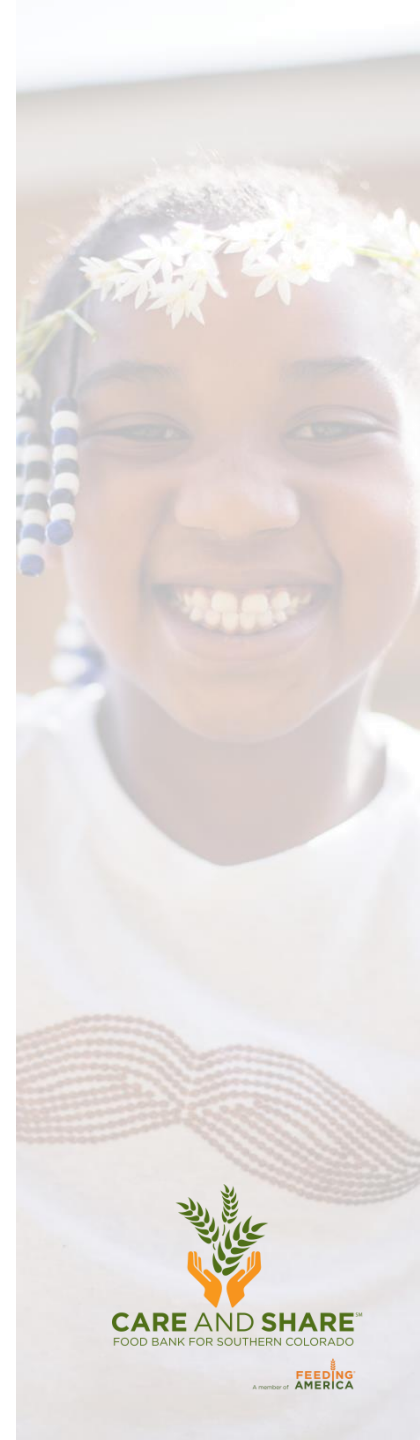
Step 1 – Complete all TEFAP distributions
for the month

Step 2 – Add up all of the households and
individuals served

Step 3 - Email the reports to
Agencies@careandshare.org by the 5th of
the following month

EXPECATIONS FOR TEFAP SITES

- Sites must have a completed Agency Agreement with Care and Share on site
- Sites must have a copy of the TEFAP Policy and Procedure Manual on site
- Site must use current version of the application
- A proxy system must be in place to ensure that people unable to attend the distribution can still get food
- TEFAP food needs to be clearly identified in the food storage area
- Sites must distribute food prior to expiration
- Records must be maintained for 3 years plus the Federal fiscal year, including applications and invoices



CIVIL RIGHTS AND ACCOMODATIONS

- Civil Rights Training needs to be completed annually by all people who have direct contact with the families receiving food
- The current “And Justice for All” poster must be visible to all families as they are completing the application
- All public notices need to have the non-discrimination statement on it that is no smaller than the smallest font on the page
- Sites must notify their Regional Manager of any civil rights complaints
- Accommodations must be made for non-English speaking families
- Faith-Based Organizations must have the “Written Notice of Beneficiary Rights visible to all families as they are completing the application
- Sites must be accessible to the elderly and disabled



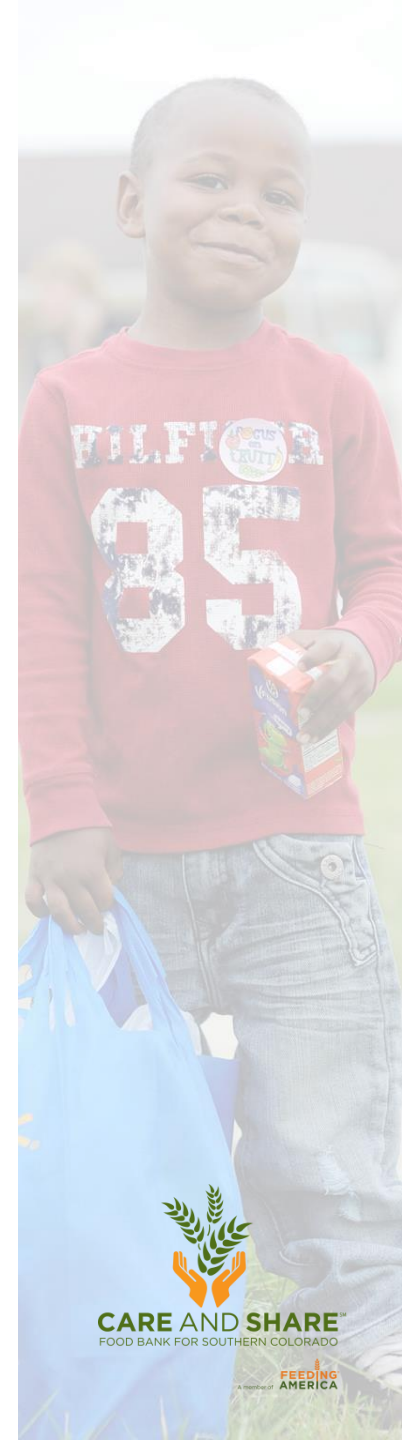
FOOD SAFETY

All food must be stored in accordance with food safety guidelines

- Food must be stored 4 inches off the floor, 6 inches below the ceiling, and 2 inches away from the wall.
- All food needs to be inspected for damage and dates prior to distributing
- Non-food items need to be stored away from TEFAP food to avoid cross-contamination
- Food must be stored in appropriate temperature ranges:
 - Freezer – Below 0°
 - Refrigerator – 35° – 40°
 - Dry – 50° - 80°

Sites must be documenting or logging:

- Cleaning
- Pest control
- Temperature logs in refrigerators, freezers, and dry storage areas



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TEFAP RESOURCES



- For current version of the TEFAP proxy form, applications, and recertifications click [here](#)
- To review the TEFAP Policies and Procedures Manual click [here](#)
- For Civil Rights training click [here](#)
- For food safety resource click [here](#)
- To review the State TEFAP website click [here](#)

If you have any questions, please reach out to agencies@careandshare.org or contact your regional manager.

