Service Insights on MealConnect



TEFAP Instructions

- 1. Have an official TEFAP application available for review by neighbors. This can be a laminated page that intake staff hand to neighbors to read while entering visit information into SIMC.
- 2. Keep paper TEFAP applications on hand and available. Neighbors who do not wish to have their data entered into a database must have the option to fill out a paper application instead. At the end of each month, send an email to agencies@careandshare.org that includes the total households and total number of individuals who refused to be entered online. Do not include SIMC entries.
- 3. If a neighbor wishes to remain anonymous, click the Anonymous box in the Basic Information section.
 - If they provide an email address or text message, they will receive a message that includes a link to a bar code and QR code of the number recorded in the Last Name field, which they can present on their next visit for faster search.

Anonymous	QA140096	
Suffix		

4. Eligibility: neighbors can qualify for the TEFAP program either through participation in a government program or through an income declaration. Both options are self-reported; you do not need to request proof of any kind.

	old currently receiving SNAP or food stamps?	
Yes	No Don't Know / Prefe to answer	r not
Other Government P	Programs	
*Does anyone in your hou:	sehold currently receive benefits through the following government programs:	?
Commodity Supplemental Feedin Program (CSFP or Everyday Eats)	Low-income Energy Assistance Program (LEAP)	
Supplemental Securi Income (SSI)	ity	
Don't know / Prefer to answer	not The Emergency Food Assistance Program	
Income		
	come lower than?:	
Is your total household inc	These numbers will automatically undate	
Income Is your total household income \$2,430 per month or \$29 Yes	These numbers will automatically update	
\$2,430 per month or \$29	on household size and current federal gui	
s your total household inc \$2,430 per month or \$29 Yes	on household size and current federal gui	delines
Is your total household ince \$2,430 per month or \$29 Yes Program Eligibility Based on information entered	These numbers will automatically update on household size and current federal gui	delines
Is your total household ince \$2,430 per month or \$29 Yes Program Eligibility Based on information entered	These numbers will automatically update on household size and current federal gui No Don't Know Pered above and the requirements for Colorado TEFAP Program, the Neighbor and Covernment Programs	delines

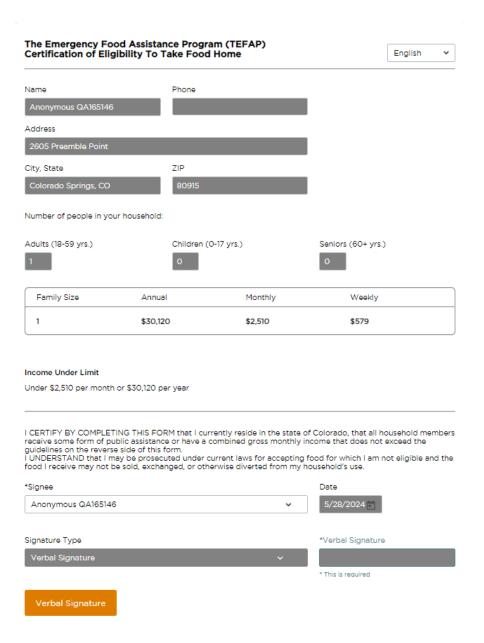
Either a Yes answer in the SNAP
Benefits box or checking any of the
listed programs in the Government
Programs box will automatically show
up as "Eligible: Categorical Government
Programs" in the Program Eligibility
section at the bottom of the page.

The Income section will calculate the required income levels based on the total number of household members. If the neighbor selects the Yes box, indicating that their total gross (pre-tax) income is below that number, the Program Eligibility section will show "Eligible: Income Under Limit".

Either or both of the above options will determine TEFAP eligibility. Intake staff must then manually confirm that the neighbor is Eligible or Not Eligible based on the above criteria.

If they are Not Eligible, the system will require starting over with a non-TEFAP event.

- 5. The second page of the online TEFAP application provides a summary of the eligibility criteria. When you are certain that the neighbor has read and acknowledged the certification statements (these are also printed on the laminated sheet), click the Verbal Signature box to certify that the neighbor has acknowledged and agreed to the requirements. This will automatically fill in the Verbal Signature box with the neighbor's name. No actual signature is required.
- Click Save and Continue at the bottom of the page and continue with intake as usual.



7. You will see this blue banner at the top of your screen. This means that the questions that follow are not part of the TEFAP application, but they ARE still required questions for Care and Share partner agencies.
The following questions are optional and will not impact your TEFAP service.

Neighbors always have the option to choose not to answer questions without impacting the service they receive. If neighbors do not wish to answer, mark the Don't Know/Prefer Not to Answer box, but do not skip questions or leave them blank if they are active (i.e. not collapsed).

8. On the last page, you will see this Data Sharing
Acknowledgement section. This refers to agencies OUTSIDE the food banking network.
Neighbors' responses to this question do not affect their services in any way.

Click Finish, and you're done!

