



TEFAP

The Emergency Food Assistance Program



Operations Manual

AGENCY HANDBOOK FOR PANTRIES

www.endhungernj.org

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TABLE OF CONTENTS

| | |
|--|----|
| INTRODUCTION..... | 3 |
| DEFINITIONS YOU SHOULD KNOW | 4 |
| FUNCTIONS OF VARIOUS LDAs | 5 |
| RESPONSIBILITIES OF EMERGENCY FOOD PANTRIES..... | 6 |
| HOW TO RECEIVE COMMODITIES..... | 7 |
| ELIGIBILITY CRITERIA FOR RECIPIENTS | 8 |
| SOURCES OF ACCEPTABLE INCOME DOCUMENTATION | 9 |
| STORAGE AND HANDLING COMMODITIES | 10 |
| PROCEDURES FOR HANDLING OUT OF CONDITION FOOD | 11 |
| SUGGESTED PANTRY DISTRIBUTION GUIDE RATE..... | 12 |
| VEHICLES | 13 |
| CIVIL RIGHTS REQUIREMENTS | 14 |
| FORMS..... | 15 |
| CIVIL RIGHTS DISCRIMINATION COMPLAINT FORM | 16 |
| NJDA TEFAP AGREEMENT BETWEEN EFO AND LDA | 17 |
| TEFAP Commodity Warehouse Release Form | 18 |
| USDA COMMODITY SIGNATURE SHEET FOR PANTRIES..... | 19 |
| USDA COMMODITY SUMMARY REPORT FOR EMERGENCY FOOD PANTRIES..... | 20 |
| EMERGENCY FOOD REGISTRATION FORM..... | 21 |
| SHALL NOT BE SOLD OR EXCHANGED..... | 22 |
| NEW JERSEY'S WEBSITE FOR FOOD AND NUTRITIONAL INFORMATION..... | 23 |
| AND JUSTICE FOR ALL POSTER..... | 24 |

INTRODUCTION

What is TEFAP?

The Emergency Food Assistance Program (TEFAP) was designed to distribute federally donated food to eligible, needy persons throughout the country.

The New Jersey Department of Agriculture (NJDA), administers and contracts with several Emergency Feeding Organizations (EFOs) in order to coordinate the program at the local level throughout New Jersey.

These EFOs, in conjunction with the NJDA, have developed a network of contracted Local Distribution Agencies (LDAs) that are responsible for the actual distribution of these foods to needy persons. An LDA can be an emergency food pantry, a soup kitchen, a homeless shelter or a needy feeding agency. All LDAs must be public or private non-profit organizations, as recognized by the United States Internal Revenue Service, with 501C-3 status.

The distribution of TEFAP foods occurs in various ways.

- Pantries distribute food packages containing both TEFAP foods **and** privately donated foods to eligible persons experiencing food insecurity and emergency food needs.
- Soup kitchens and homeless shelters use TEFAP food in the preparation of hot and cold meals to be served to the needy.

It is because of the dedication and diligence of those working statewide that New Jersey's TEFAP food distribution program has been successful.

Since 1982, the efforts of NJDA, EFOs and LDAs have distributed several hundred million pounds of federally purchased commodity food throughout the state.

The following pages will explain TEFAP in more detail and also how your organization, as an **EMERGENCY FOOD PANTRY** can participate in this vital link within the hunger prevention network.

DEFINITIONS YOU SHOULD KNOW

EMERGENCY FEEDING ORGANIZATION (EFO/Food Bank):

EFOs are public or non-profit organizations that provide nutrition assistance to relieve situations of food insecurity and distress by providing emergency food for needy persons to other agencies that perform this service. EFOs include charitable institutions, pantries, hunger centers, soup kitchens, shelters and similar public or private non-profit agencies.

The NJDA contracts with several EFOs to distribute TEFAP foods to local distribution agencies (**LDAs**) that provide meals or food to needy persons.

This is a public and or charitable nonprofit institution that maintains an operation to provide food to pantries, soup kitchens, shelters or other hunger relief centers for needy persons on a regular basis. A Food Bank that contracts with the NJDA to distribute USDA foods is considered an **EFO for TEFAP**, (i.e., trained staff, warehousing for freezer refrigeration and dry storage capability along with fork lifts and loading docks for unloading tractor trailers). In order for an EFO to distribute TEFAP commodities in the state, it must be physically located in New Jersey.

LOCAL DISTRIBUTION AGENCY (LDA):

LDAs are public or non-profit volunteer/charitable organizations which receive TEFAP commodities from EFOs, and distribute these foods to eligible recipients. Soup kitchens, homeless shelters, pantries, and other agencies, which meet NJDA requirements (as set forth in this manual) can be considered **LDAs for TEFAP**.

NEEDY PERSON:

A person who meets the TEFAP income guidelines or qualifier program guidelines as outlined in this Manual.

FOSTER CHILD:

A child supported through State funding for care and maintenance payments to be used for board, clothing, and Medicaid. The allocations for the child are not considered income for the host family.

FUNCTIONS OF VARIOUS LDAs

SOUP KITCHEN:

Soup kitchens maintain an established feeding operation to provide food in the form of prepared meals to needy persons on a regular basis as part of their normal activities. Soup kitchens also maintain regular days and hours of operations throughout the month providing privately and federally donated foods (A minimum of four hours per month). To receive TEFAP foods, a Soup Kitchen *must* be able to document and demonstrate that it maintains an inventory of privately donated (non-USDA) food stocks to meet emergency needs.

HOMELESS SHELTER:

Homeless shelters maintain on-site feeding programs serving the homeless, on regular days and hours of operation throughout the month. Shelters for battered women and children and runaway children may also qualify as homeless shelters.

GROUP HOME:

Is any private or non-public housing corporation or institutional facility for profit that provides living quarters and meals. This also entails a domicile for unrelated persons such as a retirement home or a long-term health care facility. **(GROUP HOME is not eligible to participate in TEFAP).**

PANTRY:

Pantries distribute both TEFAP and privately donated food to low income and unemployed households, to relieve food insecurity and emergency distress situations. Pantries maintain scheduled days and hours of operation during the month, (minimum of four hours per month). To receive TEFAP foods, a pantry *must* be able to document and demonstrate that it maintains an inventory of privately donated (non-USDA) food stocks to meet emergency needs.

NEEDY FEEDING AGENCIES:

Needy Feeding Agencies (NFA), serve meals to the needy but, not necessarily homeless persons. To receive TEFAP foods, a Needy Feeding Agency must document to the satisfaction of their EFO (Food Bank), that their organization **does serve** predominately needy persons. An example is a senior housing complex.

RESPONSIBILITIES Of EMERGENCY FOOD PANTRIES

1. Emergency Food Pantries may contract with any EFO, regardless of location. The contract states the responsibilities of each party. **LDAs may receive TEFAP commodities from only one EFO.**
2. EFOs will make food available based on the recipients per month served and TEFAP commodities available. LDAs must respond to the written offering from the EFO.
3. Commodities must be picked up at scheduled times at the EFOs in an enclosed vehicle (No open or tarpaulin covered vehicles allowed), that can safely and securely transport the weight of the food. The amounts must be verified and LDAs must obtain a signed receipt. All pick-ups from EFOs must be delivered to LDAs in a timely manner, to avoid spoilage.
4. Properly store, handle and distribute all commodities. Pantries are fully accountable for any loss of commodities received from the EFO.
5. Pre-screen all participants for eligibility using TEFAP criteria. An initial registration form must be completed, including: **the date of the first food request, printed name of recipient, address, number of adults/children in the family, and eligibility classification.** In providing all information to substantiate TEFAP eligibility, pantries may use the form provided in this manual or develop their own. The pantry representative must provide their signature to verify that they have seen the client's proof of eligibility. **Registration forms must be kept on file and recipients are required to re-certify their eligibility to the food pantry once a year.**
6. TEFAP commodities are given to eligible recipients at no charge. Each time a recipient receives commodities, they must write on the **Signature Sheet**: the date, their printed name, entire address, number of adults/children in the family, qualifier code and signature.
7. Each month, complete a **TEFAP Summary Report** that provides the amount of commodities distributed, number of eligible recipients served and submit it **by the 7th of the month** along with the **Signature Sheet** to the EFO. Submit originals and keep copies at the site for review.
8. The EFO will supply the TEFAP Summary Report and Signature Sheet forms required. Limitations on unrelated activities – Activities unrelated to the distribution of TEFAP foods or meal service may be conducted at distribution sites as long as:
 - The person(s) conducting the activity makes clear that the activity is not part of TEFAP and is not endorsed by the NJDA (impermissible activities include information not related to TEFAP placed in or printed on bags, boxes or other containers in which commodities are distributed).
 - Recipes or other information about commodities, date of future distributions, hours of operations, or other Federal, State or local government programs or services for the needy may be distributed without a clarification that the information is not endorsed by the NJDA.
 - The person(s) conducting the activity makes clear that cooperation is not a condition of the receipt of TEFAP commodities for the home consumption or prepared meals containing TEFAP commodities (cooperation includes contributing money, signing petitions, or conversing with the person(s): and the activity is not conducted in a manner that disrupts the distribution of TEFAP commodities or meal service.
 - Eligible recipient agencies and distribution sites shall ensure that activities unrelated to the distribution of TEFAP foods or meals service are conducted in a manner consistent with USDA requirements.
 - Maintain accurate temperature logs for dry storage (ventilation) as well as cooler and freezer storages.

HOW TO RECEIVE COMMODITIES

If an organization meets the NJDA's definition of an Emergency Food Pantry and wishes to receive TEFAP foods, that organization must sign a contract with ONLY ONE EFO which states the responsibilities of the EFO and the pantry.

Pantries are subject to inspection by the EFO, NJDA and USDA staff. Prior to receiving commodities, the EFO will conduct a pre-inspection of a new pantry's facility, including the storage area(s) and operations center. **All storage facilities for TEFAP foods must be located in New Jersey.** Private residences may not be used for storage and/or distribution of USDA TEFAP commodities. The use of OFF-SITE STORAGE is NOT ALLOWABLE UNLESS the FACILITY HAS BEEN PRE-APPROVED IN WRITING BY BOTH AN EFO OFFICIAL AND AN NJDA TEFAP FIELD AGENT.

TEFAP foods serve as a supplement to a pantry's non-governmental donated foods.

To receive TEFAP foods, a pantry must be able to document and demonstrate that it maintains a regular inventory of privately donated (non-USDA) food stocks to meet emergency needs.

ELIGIBILITY CRITERIA FOR RECIPIENTS

To be eligible to receive commodities from emergency food pantries, all households must be identified as needy through one of the following criteria.

A household is defined as: A group of related or non-related individuals, exclusive of boarders, who are not residents of an institution, but who are living as one economic unit and for whom food is customarily purchased and prepared in common. It also means an individual living alone.

Foster children or wards of the state living with and under the charge of related or unrelated individual(s) are included as members of the household with which they reside, and do not qualify as separate households. TEFAP eligibility guidelines do not require the host family to include, in their total household income, funds received from the New Jersey Division of Youth and Family Services (DYFS) for keeping foster children. When registering at a TEFAP pantry site, a recipient may include foster children in total family size, but should not include DYFS funds received for foster child placements.

Eligibility Criteria

1. Participate in one of these automatic qualifier programs:
 - Temporary Assistance to Needy Families (TANF)
 - Supplemental Nutrition Assistance Program (SNAP)
 - Supplemental Security Income (SSI)
 - Women, Infants and Children (WIC) Program
 - MEDICAID
 - Low Income (per Comparison of Monthly Income Guidelines)
 - Disaster Relief

Participants in these programs must show some form of program identification to automatically become eligible to receive TEFAP commodities. Program participants who are not able to show proof of their program enrollment must then show other proof of income.

2. Have a total household income that does not exceed income eligibility guidelines (185% of federal poverty guidelines). See EFO agency representative for current Income Eligibility Guidelines. Applicants must show some proof of income such as unemployment, social security check or a pay stub.

All eligible recipients must provide their name, address (where practicable), and sign a Signature Sheet when they receive commodities.

SOURCES OF ACCEPTABLE INCOME DOCUMENTATION

The following listing contains suggestions of sources of acceptable income documentation. This list is not exclusive, and additional sources may be accepted.

TYPES OF INCOME

EARNINGS/WAGES/SALARY: Total or gross earnings before the withholding of FICA, taxes, or other deductions, such as insurance. If the applicant is a self-employed business person or farmer, net income should be used. (Note: Many of the assets of self-employed business persons are on paper and their cash or net worth is often very low, although they may hold considerable property and equipment (assets). They should report only their actual cash income, not assets).

CASH INCOME: Some persons who work in situations where the employer does not want to be responsible for withholdings such as domestic workers, casual laborers, or persons working for an individual or small business on a part-time basis may receive wages in the form of cash.

SUGGESTED SOURCES OF ACCEPTABLE WRITTEN EVIDENCE

- A current paycheck stub
- Pay envelopes showing total gross pay
- Letter from employer stating gross wages
- A letter from the employer stating wages paid and frequency
- Copy of benefit letter from the welfare agency
- Copy of award letter from Social Security Administration
- Verification of direct deposited social security check (i.e. copy of bank statement)

Self-Employed:

- Business or farming documents, such as ledger books
- Last quarterly tax estimate
- Last year's tax return

PLEASE NOTE: Total household income is used to determine TEFAP eligibility.

STORAGE AND HANDLING COMMODITIES

TEMPERATURE

TO MAINTAIN ITS QUALITY FOOD MUST BE STORED AT THE PROPER TEMPERATURES. THE USDA PUBLICATION FNS 251, "FACTS ABOUT USDA COMMODITIES" SPECIFIES THE PROPER STORAGE TEMPERATURES FOR USDA COMMODITIES. THERMOMETERS ARE REQUIRED FOR DRY, COOLER AND FREEZER STORAGE. TEMPERATURES OF ALL STORAGE AREAS SHOULD BE CHECKED AND RECORDED FREQUENTLY ON YOUR TEMPERATURE LOGS.

THE FOLLOWING TEMPERATURES ARE ACCEPTABLE:

DRY 50 F. to 70 F. DEGREES BEST CONDITIONS

COOLER 35 F. to 45 F. DEGREES NO VARIATION

FREEZER -10 F. to 0 F. DEGREES NO VARIATION

AIR CIRCULATION

AIR CIRCULATION IS IMPORTANT FOR FROZEN OR CHILLED FOODS AS WELL AS THOSE HELD IN DRY STORAGE. COMMODITIES MUST BE STACKED ON PALLETS OR SHELVES WITH AT LEAST TWO INCHES OF WALL AND FLOOR CLEARANCE AND TWO FEET OF CEILING CLEARANCE.

~ STORE ALL FOOD OFF OF FLOOR ~

PROCEDURES FOR HANDLING OUT OF CONDITION FOOD

What to Report

Any out of condition USDA/TEFAP foods from:

- Contamination/spoilage (discolored contents; off odor, texture or flavor)
 - Foreign matter
 - Infestation
- Defective packaging - (leaking or rusty cans, crushed boxes etc.)
 - Any other obvious damage

● How to Report

If the damage is minimal (less than a case), contact the Food Bank from which your agency received the USDA/TEFAP food. Depending on the amount of food and the extent of damage, the Food Bank will determine if a NJDA TEFAP inspector should be contacted. The Food Bank will provide the LDA with instructions for handling the food in question.

● If the damage is more significant; contact your Food Bank and your TEFAP Inspector. If damage is discovered after business hours, separate the out of condition food and contact the Food Bank on the next business day. The TEFAP inspector will make an on-site inspection and determine the proper course of action. **UNDER NO CIRCUMSTANCES SHOULD COMMODITIES BE DISPOSED OF PRIOR TO THE ON-SITE INSPECTION.** Please make sure your pantry's insurance coverage include: loss of food due to equipment failure, fire, theft, and or other unforeseen incidents.

- In cases where out of condition food presents an immediate health hazard, contact the NJDA TEFAP office at 609-292-0337.

SEPARATE FOOD IMMEDIATELY

AND MAKE SURE IT CANNOT BE USED.

- Your agency names, ID number, address, and contact person and telephone number.
 - The date, time and place of discovery.
 - Description and quantities of each type of damaged food.
 - Circumstances of loss and any apparent cause.
- General storage conditions (temperature, pallet, shelves, cold or dry storage, etc.)
 - Any reports from local police, fire or health officials
- Copies of temperature log and /or dates of any pest control, if applicable.

LDAs are responsible for all USDA foods received from their Food Bank. LDAs should check the temperature of dry storage areas (ventilation), refrigerators and freezers on a daily basis using the temperature control chart included, conduct pest control inspections monthly, and rotate your inventory. Date all inventory when you receive it. Check pack date and use oldest date first. You should always do a review of storage areas after a power outage or construction work.

SUGGESTED PANTRY DISTRIBUTION GUIDE RATE

(This Guide Rate can be adjusted based on supplies available)

Pantries are encouraged to consider family size when including TEFAP commodities in food packages to eligible recipients. The following guide rate is suggested:

| COMMODITY / PACK SIZE | NO. UNITS PER FAMILY SIZE | | | | |
|--|---------------------------|-------|-------|---------|---------|
| | 1 - 3 | 4 - 6 | 7 - 9 | 10 - 12 | 13 PLUS |
| Canned Fruits (#300 or #303 Can) | 1 | 2 | 3 | 4 | 5 |
| Canned Vegetables (#300 or #303 Can) | 1 | 2 | 3 | 4 | 5 |
| Fruit Juice, Canned (46 oz. Can) | 1 | 2 | 3 | 4 | 5 |
| Beef/Pork /Chicken, Canned (29 oz. Can) | 1 | 2 | 3 | 4 | 5 |
| Macaroni (1 lb. Package) | 1 | 2 | 3 | 4 | 5 |
| Raisins/Prunes/Figs (1 lb. Package) | 1 | 2 | 3 | 4 | 5 |
| Cereal (15 - 18 oz. Box) | 1 | 2 | 3 | 4 | 5 |
| Peanut Butter (2 lb. Can) | 1 | 1 | 2 | 2 | 3 |
| Rice/Dry Beans/Spaghetti (2 lb. Package) | 1 | 1 | 2 | 2 | 3 |
| Grits (5 lb. Package) | 1 | 1 | 2 | 2 | 3 |
| Frozen Meat Products (3 - 5 lb. Boneless Roasts) | 1 | 1 | 2 | 2 | 2-3 |
| Instant Non-Fat Dry Milk (4 Lb. Pkgs.) | 1 | 1 | 2 | 2 | 3 |

Note: Availability of foods is determined by the United States Department of Agriculture. Varieties and pack sizes of foods available will vary as USDA buying patterns adjust to commodity market conditions.

VEHICLES

All LDAs must use appropriate vehicles to pick up their commodities. These guidelines should be followed.

1. Vehicles must be clean and sanitary. No waste removal vehicles or other unsanitary vehicles are permitted to pick up commodities.
2. Vehicles must be able to safely transport the weight of the commodities being picked up.

Be sure to check the maximum weight limits and load capacity specified on the vehicle's I.D. sticker (usually found on the inside of the door). Rental trucks have their weight limits printed on the outside of the body.

A gross weight limit means you must subtract the weight of the vehicle before figuring its net load capacity.

3. **Only, enclosed VEHICLES can be used when picking up TEFAP foods. All health regulations must be followed in regards to the transportation of TEFAP Foods. Food must be delivered in a timely manner to avoid spoilage.**
4. Municipal road trucks, garbage or dump trucks are prohibited from picking up TEFAP commodities.

CIVIL RIGHTS REQUIREMENTS

TEFAP commodities will be made available to all eligible recipients without regard to race, color, national origin, sex, age or disability and retaliation.

All eligible persons and households must have an equal opportunity to participate in the program.

THE USDA “AND JUSTICE FOR ALL” POSTER MUST BE DISPLAYED IN A PROMINENT AREA, WHERE USDA TEFAP COMMODITIES ARE BEING DISTRIBUTED OR SERVED TO RECIPIENTS.

LDAs must include the nondiscrimination statement on all printed materials relating to TEFAP, such as: applications, pamphlets, forms or any other program materials distributed to the public. This statement must read:

No participant will be discriminated against because of race, color, national origin, sex, age disability and retaliation. Any person who believes that he or she has been discriminated against in any USDA-related activity should write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (800) 877-8339 (TDD) or (866) 377-8642 (Relay Voice Users).

Program information which must include revised eligibility standards and made available to all potential eligible persons. Program information should be bi-lingual, where services are being provided in the language of the minority area.

LDAs are encouraged to provide program information on a regular basis to eligible organizations where minority and grassroots organizations exist.

The *Civil Rights Discrimination Complaint Form* (see the forms section of Manual) must be displayed and easily accessible to all participants/applicants.

LDAs must conduct Civil Rights training for its staff and volunteers, to insure that the above basic requirements are followed, as well as any new amendments. The contents of this section can be used as the basis for training. LDAs must maintain a record of any scheduled trainings.

FORMS

The following pages contain required forms for Emergency Food Pantries that use TEFAP foods. **Unapproved forms cannot be used.**

Your EFO will instruct your staff and volunteers as to how to correctly fill out these forms.

EFOs are required to hold recertification training sessions every year with all LDAs to provide assistance in the correct procedure for handling, storing and distributing TEFAP foods. The training must include correct procedures for completing and submitting all required paperwork. All EFOs must provide NJDA with a list of training sessions which includes: Agency name (LDA), Agency representative and date of training.

REPRESENTATIVE(S) OF YOUR AGENCY MUST ATTEND VARIOUS TRAINING SESSIONS.

SAMPLE FORMS INCLUDED IN THIS MANUAL ARE:

- ✦ Civil Rights Discrimination Complaint Form
- ✦ Contract between EFO and L.D.A.
- ✦ TEFAP Commodity Warehouse Release Form
- ✦ Commodity Signature Sheet for Pantry Recipients
- ✦ L.D.A. Summary Report (to be filed monthly with your EFO)
- ✦ LDA Recipient Intake Form (to be completed annually)
- ✦ “And Justice for All” (Poster)
- ✦ NJ’s Website – Food Nutritional Information
- ✦ TEFAP Food Cannot be Sold or Exchanged

NJ Department of Agriculture / TEFAP
CIVIL RIGHTS DISCRIMINATION COMPLAINT FORM

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. If you feel you have been discriminated against, please complete and return this form to **ONE** of the addresses below:

Regional Civil Rights Director,
USDA/FNS ,Office of Civil Rights, Rm 326
Robbinsville, NJ 08691-1598

300 Corporate Boulevard
Whitten 1400 Independence Ave
Washington, DC 20250-9410 Or call (202) 720 – 5965 (VOICE AND TDD)

Name of Complainant: _____

Address: _____

Telephone # () _____

Social Security # - - _____

Signature: _____

Dated: _____

Name / Title of person(s) responsible for discrimination:

Name _____ Title _____

Briefly describe the basis of your complaint:

Please indicate (✓) basis for discrimination: _____ Incident Date: _____

Race _____

Color _____

Age _____

Sex _____

National Origin _____

Disability _____

Witness(s) _____

Name _____

Address _____

Name _____

Address _____

PANTRY AGREEMENT

Number of Recipients Served per Month _____

- the LDA's participation in the annual agency day/training session conducted by their EFO.

Title

(Soup Kitchens / Homeless Shelters / Pantries / Needy Feeding Agencies)

Name of LDA & Agency Number _____

The LDA listed above has received the above cases of TEFAP commodities to be distributed, in the manner authorized, to eligible recipients, **AT NO CHARGE.**

Printed Name

The Emergency Food Assistance Program TEFAP USDA COMMODITY SIGNATURE SHEET FOR PANTRIES

By signing this document, I agree not to sell, exchanged or otherwise disposed of TEFAP foods without the approval of the NJ Department of Agriculture.

Agency _____ Month/Year _____

Qualifier (reason) code:

1-TANF- Temporary Assistance to Needy Families

2-FSP- Food Stamp Program

3-SSI- Supplemental Security Income

4-WIC- women, Infants and Children

5-MED-Medicaid

6-Low inc.- Low Income – per current state guidelines

7-DIS – Disaster

With my signature I acknowledge that I qualify for and received commodities from the above pantry

| Date | Printed Name | # Adults | # Children | Code | Address | Zip | County | Client Signature |
|------|--------------|----------|------------|------|---------|-----|--------|------------------|
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|---------------------------------------|--|--|--|--|-------------------------------|
| Total # of Adults and Children | | | | | Total # of Signatures: |
|---------------------------------------|--|--|--|--|-------------------------------|

The Emergency Food Assistance Program (TEFAP)

USDA COMMODITY SUMMARY REPORT FOR EMERGENCY FOOD PANTRIES

AGENCY: _____

MONTH/YEAR: _____

AGENCY ID#: _____

This form must be completed along with the corresponding signature sheet, and returned to your food bank within 7 days after the end of the month. Failure to submit these reports will jeopardize

| ROW NUMBER | COMMODITY | | | | | | | | | | | | | | | | | | |
|------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | NUMBER OF CASES ON HAND(From Prior Month's Ending Inventory) | | | | | | | | | | | | | | | | | | |
| 2 | NUMBER of CASES RECEIVED FROM FOOD BANK | | | | | | | | | | | | | | | | | | |
| 3 | TOTAL CASES AVAILABLE FOR MEALS & SNACKS(Add Row 1 and Row 2) | | | | | | | | | | | | | | | | | | |
| 4 | End of Month Inventory-Count unopened cases (Enter these numbers on Line1 of Next Month's Report) | | | | | | | | | | | | | | | | | | |
| 5 | Total Cases used(Subtract line 4 from line 3) | | | | | | | | | | | | | | | | | | |

I certify that the Foods listed in Row 5 were distributed to eligible recipients who have been pre-screened and the required documentation has been kept on file. Each recipient who received commodities this month has completed a row of the Commodity Receipt form (signature sheet).

Number of recipients served this month: Adults: _____ Children: _____ Total Families: _____

Signature of Agency Representative: _____

The total number of recipients served will determine the amount of USDA commodities

** Important count only unopened cases, Open cases as needed and store all unopened cases off the floor

EMERGENCY FOOD REGISTRATION FORM

Name (Please print): _____

Address: _____

Town & Zip Code: _____

Telephone Number(s): _____

Number of other adults in household: _____

Number of children under 18 in household: _____

Homeless: Yes____ No____

Transportation: Yes____ No____

Qualifying reason: (Please circle and check where appropriate).

1. TANF (Temporary Assistance for Needy Families)
2. Supplemental Nutrition Assistance Program: Ran out/insufficient ____ Lost ____ Stolen ____ Not received ____
3. Supplemental Security Income (SSI/SSD) **Not** Social Security
4. Women Infant and Children (WIC)
5. MEDICAID
6. Low income (per USDA Eligibility Guidelines)
7. Disaster (can be divorce, domestic violence, unusual expense, sudden loss of employment, etc.)

Please explain: _____

I am accepting a charitable donation of food from the Emergency Food Pantry. I hereby relinquish the Food Pantry of all liability of any nature whatsoever and accept the food products **"AS IS"** and at my own risk. Client signature: _____ Date: _____

Interviewer's Name: _____

TEFAP AND SFPP FOODS:

**SHALL NOT BE SOLD EXCHANGED
OR
OTHERWISE DISPOSED OF WITHOUT THE APPROVAL
OF THE
NEW JERSEY DEPARTMENT
OF
AGRICULTURE.**

(Per Federal Regulations - Title 7CFR Ch.11 Subchapter B. Part 250.13 a (ii))

New Jersey's Website for Food and Nutritional Information



www.endhungernj.net



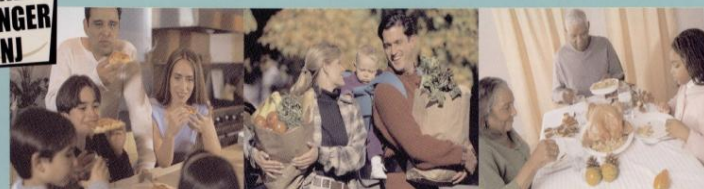
The New Jersey Department of Human Services, in conjunction with the Hunger Prevention Advisory Committee, has launched a hunger website for people to have access to hunger-related resources. Visit www.endhungernj.net to:

- 🍅 Locate emergency food providers in your area.
- 🍅 Locate public transportation information to get you to the emergency food provider.
- 🍅 Access the Food Stamp Screening Tool, which will help determine if you are eligible for Food Stamp benefits.
- 🍅 Access the NJHelps.org website, allowing you to complete your Food Stamp application online.
- 🍅 Link to information on food safety, nutrition education materials and nutritional references.
- 🍅 Describe how to donate food, money, or your time to help people in need of emergency food.

Sitio de Internet de New Jersey para Información sobre Alimentos y Nutrición



www.endhungernj.net



El Departamento de Servicios Humanos de New Jersey, junto con el Comité Consultivo para la Prevención del Hambre, estableció un sitio de Internet para combatir el hambre a fin de que las personas tengan acceso a recursos relacionados con la prevención del hambre. Visite www.endhungernj.net para:

- 🍅 Localizar proveedores de comida en casos de emergencia en su área.
- 🍅 Localizar información sobre transporte público que le lleve a usted al proveedor de comida en casos de emergencia.
- 🍅 Acceder a la Función de Evaluación de Cupones de Alimentos, que le ayudará a determinar si usted es elegible para recibir los beneficios de Cupones de Alimentos.
- 🍅 Acceder al sitio de Internet NJHelps.org para que usted pueda llenar su solicitud de Cupones de Alimentos en línea.
- 🍅 Enlazarse a información sobre seguridad de alimentos, materiales educativos sobre nutrición y referencias nutricionales.
- 🍅 Informarse sobre cómo donar alimentos, dinero o su tiempo para ayudar a personas que necesitan comida de emergencia.



"AND JUSTICE FOR ALL"

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