

**Food Bank**  
**Walkthrough:**

**TEFAP and**  
**USDA**



# What is TEFAP and USDA?

The **E**mergency **F**ood **A**ssistance **P**rogram (**TEFAP**) is a federal program offering supplemental food assistance through the provision of USDA foods for Food Bank distribution.

The **U.S. D**epartment of **A**griculture (**USDA**) offers food distribution programs, such as TEFAP, to strengthen the nutrition safety net of our nation's most vulnerable to experiencing food insecurity.

In short, **TEFAP** is the program or method of food assistance and USDA is the supplier of product for the program.

# Why should my organization want to participate in TEFAP?

- USDA foods come in bulk, and the Food Bank's inventory of USDA foods is consistent.
- More variety of accessible Food Bank foods.
- It's not just shelf-stable pantry staples, but also meats, dairy, and produce too!
- Over half of the food we receive and distribute is USDA, meaning the Food Bank is consistently stocked with these choices for our Members.

# Examples of USDA foods

- **Canned vegetables:** corn, green beans, diced tomatoes, beans, potatoes, yams, collard greens, mixed vegetables
- **Canned fruit:** cocktail mix, pears, peaches, applesauce, mixed fruit
- **Canned meats:** salmon, ground beef, chicken, ground pork
- **Quick meals:** soups, pasta kits, mac and cheese,
- **Common ingredients:** flour, tomato sauce, rice, noodles, nuts, peanut butter, rolled oats, lentils, potato flakes, cooking oil
- **Chilled Dairy:** milk, cheese blocks, shredded cheese, butter
- **Chilled Produce:** Apples, carrots, cabbages, oranges, grapes, onions
- **Frozen Meats:** fish filets, chicken leg quarters, pork tenderloin, pulled pork, ground beef, shrimp, whole chickens
- **Frozen Produce:** blueberries, strawberries, peaches, carrots, corn

# Who is eligible to distribute USDA?

- **Members with emergency feeding programs.** This applies to most organizations that offer a public food pantry.
- **Food Pantries:** Standing and Drive-Thru
- **Mobile Pantry Distributions**
- **Community Kitchens or Soup Kitchens**
- **Emergency shelters with 3 days or less stay**
- **Kids backpack programs**

*These are Organizations that meet emergency situations standards.*

# Who is NOT eligible to distribute USDA?

- **Members who do not offer public food distributions.**
- **Members who have requirements to be met before Neighbors can receive food, such as completing a program, listening to a solicitation, or proof of referral.**
- **Recovery and Rehabilitation Sites.**
- **Summer Camps for children or child nutrition programs providing food service (besides backpack programs and school-based pantries)**
- **Charitable Institutions, such as retirement homes or hospitals.**
- **Nutrition Project and programs for elderly, such as Meals on Wheels.**
- **Disaster Relief Programs.**

*These are organizations that do not meet emergency situations standards.*

# What are the requirements to distribute USDA?

- Members must separate USDA foods from non-USDA foods in storage.
- Members must ensure all Neighbors complete a TEFAP Eligibility Form before receiving food.
- Members must organize and store completed TEFAP Eligibility Forms on-site for up to 5 years.
- Members must complete additional statistics on their monthly reports and ensure all statistics are reported by the last day of each month.
- Members must display a “And Justice For All” flyer and (if the Member is a faith-based organization) a Written Notice of Beneficiary Rights at all USDA food distribution events.
- Members must log USDA distributions using the USDA Commodity Distribution Record.



# The TEFAP Eligibility Form

Eligibility forms are mandatory for Members distributing USDA foods. **All** Neighbors must complete a TEFAP Eligibility form per household **before** they can receive food. Members are responsible for printing, distributing, collecting, and storing TEFAP Eligibility forms.

Neighbors must provide their name, address, phone number, household size, county of residence, and rough estimate of income before signing and dating the form. Even if their income limit is below or above what is listed, all Neighbors should receive food after completing a TEFAP form.

## The Emergency Food Assistance Program (TEFAP) Household Eligibility Criteria Form

Distribution Date \_\_\_\_\_ Distribution Site: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Number of people in household: \_\_\_\_\_  
County: \_\_\_\_\_

This table shows monthly and weekly 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 food.

Household size	Monthly income	Weekly income
1	\$1,580	\$365
2	\$2,137	\$493
3	\$2,694	\$622
4	\$3,250	\$750
5	\$3,807	\$879
6	\$4,364	\$1,007
7	\$4,921	\$1,136
8	\$5,478	\$1,264
Each add'l member	add \$557	add \$ 129

I certify that my gross household income is at or below the income listed for the number of people in my household on this form. I certify that I live in the area served by The Emergency Food Assistance Program. This certification form is being completed in connection with the receipt of federal assistance.

\_\_\_\_\_  
(Signature of Head of Household)

\_\_\_\_\_  
(Date)

### Authorized Representative:

I hereby authorize \_\_\_\_\_  
(Please Print)  
to pick up food for my household.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.



# The TEFAP Eligibility Form

Neighbors can have someone else receive their food on their behalf (such as a neighbor, family member, friend, social worker, volunteer, etc.) if they can complete the TEFAP eligibility form for the Neighbor.

There is no set “limit” for how many households one person can pick up for. Any household that receives food must complete a TEFAP eligibility form.

Members may set a limit if they are concerned about providing equal access to food. In this case, if a person were attempting to pick up for 4 households and the limit were two households per car, the neighbor could pick up for two and re-enter the line to pick up for the other 2 families.

## The Emergency Food Assistance Program (TEFAP) Household Eligibility Criteria Form

Distribution Date \_\_\_\_\_  Distribution Site: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Number of people in household: \_\_\_\_\_  
County: \_\_\_\_\_

This table shows monthly and weekly 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 food.

Household size	Monthly income	Weekly income
1	\$1,580	\$365
2	\$2,137	\$493
3	\$2,694	\$622
4	\$3,250	\$750
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6	\$4,364	\$1,007
7	\$4,921	\$1,136
8	\$5,478	\$1,264
Each add'l member	add \$557	add \$ 129

I certify that my gross household income is at or below the income listed for the number of people in my household on this form. I certify that I live in the area served by The Emergency Food Assistance Program. This certification form is being completed in connection with the receipt of federal assistance.

\_\_\_\_\_  
(Signature of Head of Household)

\_\_\_\_\_  
(Date)

### Authorized Representative:

I hereby authorize \_\_\_\_\_  
(Please Print)  
to pick up food for my household.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

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# The TEFAP Eligibility Form

If Members offer multiple distributions using USDA foods, such as a food pantry and a Mobile Pantry Distribution, they should mark the distribution site to annotate which distribution type or location they served and list the day of the distribution on the form.

When storing TEFAP forms, they can either be uploaded electronically or stored in private and/or secured storage. TEFAP forms must be easily accessible for random USDA audits and monitoring visits, and it is recommended that Members separate TEFAP forms based on program and distribution type for easier reporting purposes.

## The Emergency Food Assistance Program (TEFAP) Household Eligibility Criteria Form

Distribution Date \_\_\_\_\_  Distribution Site: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Number of people in household: \_\_\_\_\_  
County: \_\_\_\_\_

This table shows monthly and weekly 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 food.

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Each add'l member	add \$557	add \$ 129

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\_\_\_\_\_  
(Signature of Head of Household)

\_\_\_\_\_  
(Date)

### Authorized Representative:

I hereby authorize \_\_\_\_\_  
(Please Print)  
to pick up food for my household.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

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# The TEFAP Eligibility Form

Members are required to store all completed TEFAP forms for up to 5 years. After 5 years, TEFAP forms should be properly destroyed to protect the privacy of our Neighbors.

**The information we receive from our Neighbors on these forms is valuable and private. No information shared on these forms should be provided to the general public, including government departments and operations, without the expressed permission from the Food Bank of Northeast Georgia.**

If Neighbors are concerned that information they may give might affect things such as benefits, citizenship, or that their private information is leaked or sold, they have the right for their information to be private and all information listed on the form will be **de-identified** and remain in the Feeding America network for the sole purpose of tracking local need for food assistance.

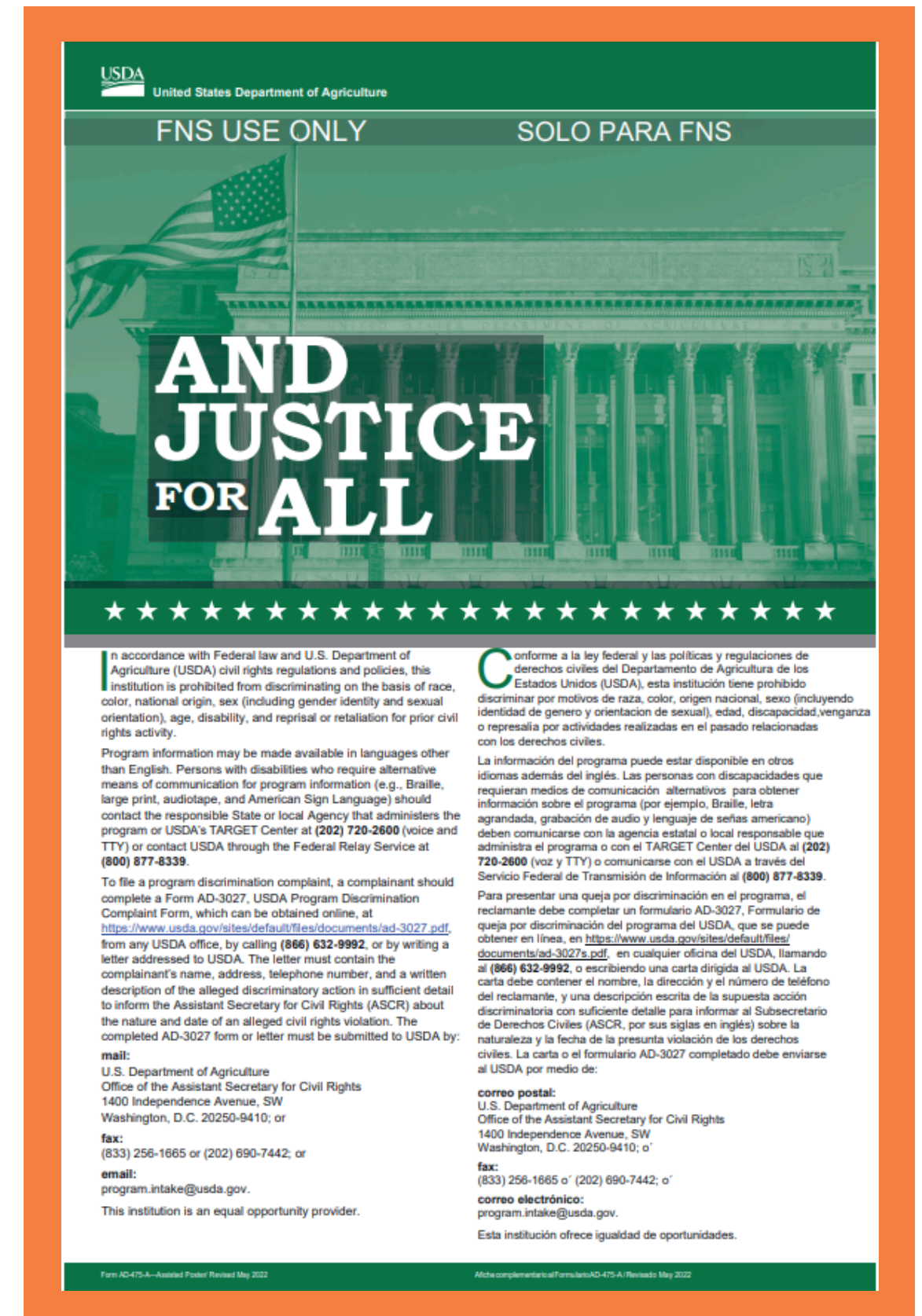


# The “And Justice For All” Flyer

Members are required to display an *And Justice For All* flyer so that it is **legible** to the Neighbors attending all distributions which include any amount of USDA foods. If your flyer is damaged or lost, you can visit the Food Bank’s Members webpage to print a new one. Members can also laminate their flyer to extend its life for outdoor distributions.

Places where you can display your flyer include:

- On the door or inside your food pantry.
- In a window or door window.
- On a yard sign.
- On the entrance of the building.
- On a bulletin board or wall near the Food Pantry.



# TEFAP Commodity Distribution Record

Member Reference Code \_\_\_\_\_

Member Name \_\_\_\_\_ Distribution Date \_\_\_\_\_

Distribution Site \_\_\_\_\_ Distribution Time \_\_\_\_\_  
Address \_\_\_\_\_ Client Name \_\_\_\_\_  
(Please Print)

Commodity Type / Code	Commodity Name	Units per Household

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Members are required to complete a TEFAP Commodity Distribution Record for each TEFAP/USDA distribution. This form may either be completed per person or, **only** if serving **all** households with the same amount of USDA product, per distribution.

**You will need to reference your invoice(s)** that Food Bank staff hand you during you online order pickups and/or deliveries to complete the form. Make sure to keep track of the form(s) and either store them on-site or keep them on you until you complete the Commodity Distribution Record forms for all USDA product you ordered.





Foodbank of Northeast Georgia  
P.O. Box 48857  
Athens, GA 30604-8857  
T:(706)354-8191

## INVOICE

Printed On: 5/22/2024  
Invoice Date: 5/22/2024  
Invoice: 483534  
Agency:  
Picked Up By: N/A

Product	Storage	Qty	UOM	Unit Wgt	Wgt Ext	Price	Price Ext	Service Fee	Service Fee Ext	Total
N-50-10312 USDA CHILI W/ BEANS CCC	Dry	20	CASE	12.00	240.00	\$0.000	\$0.00	\$0.000	\$0.00	\$0.00
Packaging: 12 X 1 LB POUCHES										
N-50-10007 USDA CORN, WHOLE KERNEL NO SALT	Dry	10	CASE	28.00	280.00	\$0.000	\$0.00	\$0.000	\$0.00	\$0.00
Packaging: 24 X 15 OZ										
N-50-10021 USDA DICED TOMATOES NO SALT CCC	Dry	10	CASE	27.00	270.00	\$0.000	\$0.00	\$0.000	\$0.00	\$0.00
Packaging: 24 X 14.5 OZ										
N-50-10277 USDA GARBANZO BEANS	Dry	10	CASE	27.00	270.00	\$0.000	\$0.00	\$0.000	\$0.00	\$0.00
Packaging: 24 X 15 OZ										
C-50-10049 USDA GRAPEFRUIT	Refrigerat	54	CASE	39.00	2106.00	\$0.000	\$0.00	\$0.000	\$0.00	\$0.00
Packaging: BULK										
N-50-10006 USDA GREEN BEANS	Dry	10	CASE	27.00	270.00	\$0.000	\$0.00	\$0.000	\$0.00	\$0.00
Packaging: 24 X 15 OZ										

Members should complete the form listing each USDA item represented at their distribution(s). Commodity Type and Name can be referenced from the Member's invoice(s).

From this image of a typical invoice, we can see each Commodity Type as the code listed above the name of each item. For the USDA Chili, the Commodity Type is N-50-10312.

For loose items, you determine "Units Per Household" by an average estimate, such as 16-20 crowns of broccoli.

## TEFAP Commodity Distribution Record

Member Reference Code   N-890  

Member Name   Nonprofit, Inc.   Distribution Date   5/22/2024  

Distribution Site   1100 Somewhere Rd, Athens,   Distribution Time   3:00pm-5:00pm    
 Address   GA, 30606   Client Name   Mobile Pantry Distribution Per Household    
(Please Print)

Commodity Type / Code	Commodity Name	Units per Household
C-28-90525	BROCCOLI CROWNS (16-20 per bag)	16-20
C-50-10024	USDA Apples	1 bag
N-50-10266	USDA CANNED PINTO BEANS LOW SODIUM	2 cans
N-50-10312	USDA CHILI W/ BEANS CCC	1 pouch
N-50-10007	USDA CORN, WHOLE KERNEL NO SALT	2 cans
N-50-10021	USDA DICED TOMATOES NO SALT CCC	2 cans
N-50-10277	USDA GARBANZO BEANS	2 can
C-50-10049	USDA GRAPEFRUIT	1 bag
N-50-10006	USDA GREEN BEANS	18-20
N-50-10303	USDA GREEN SPLIT PEAS	2 Bags
C-50-10029	USDA MILD CHEDDAR CHEESE, BLOCK CCC	2 Blocks
N-50-10308	USDA RAISINS	1 Pouch
N-50-10041	USDA RICE CCC	1 Pouch
N-50-10240	USDA SPAGHETTI	1 Box
N-50-10073	USDA TOMATO SAUCE LOW SODIUM CCC	2 Cans
N-50-10079	USDA WALNUT HALVES AND PIECES	1 Bag
N-50-10290	USDA WHOLE ALMONDS DRY ROASTED	1 Bag
F-50-90465	USDA WILD CAUGHT GULF SHRIMP	2 Bags

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If you are hosting a large distribution in which each household receives the same items and quantity, you should list the “Client Name” as the type of distribution. If you are hosting a distribution in which households receive different types and quantities of USDA foods, you must complete a Commodity Distribution Record per Neighbor.

Once your distribution is completed, the TEFAP Commodity Distribution Record Form should be stored in reference to your distribution and organized in chronological order. Your Food Access Coordinator will ask to see these forms during your annual Monitor Visit.

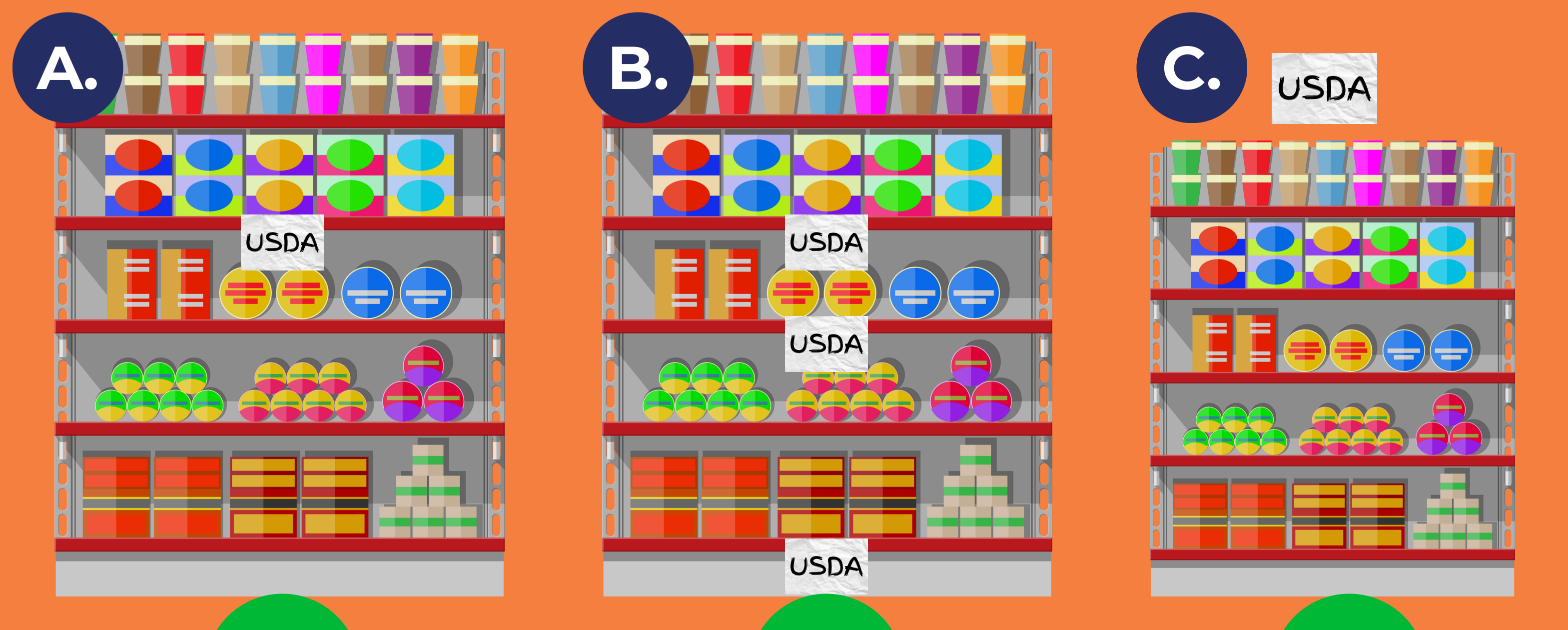
# Storing USDA Foods

When Members receive their USDA foods either during pickup or delivery, they should examine each package to ensure no damage has occurred which prevents the Member from distributing any USDA foods due to food safety concerns. If a Member receives any damaged USDA foods during pickup or delivery, they should immediately notify the Food Bank's Warehouse Manager.

Members must store **all USDA foods separately from non-USDA foods** and must label the area, shelf, or unit as "USDA". Proper signage can be as simple as a piece of notebook paper with "USDA" written on it, but every single USDA food must be stored in a designated spot for USDA foods, despite the length of time it may be stored.

Additionally, if Members are storing cold or frozen USDA foods, the **refrigerator or freezer units holding USDA foods must have signage** either (A) marking the whole unit or (B) marking the shelves holding USDA foods.

# Storing USDA Foods



A. The whole display of USDA OR a single shelf of USDA.

B. Three shelves of USDA within a larger display.

C. The whole display of USDA.

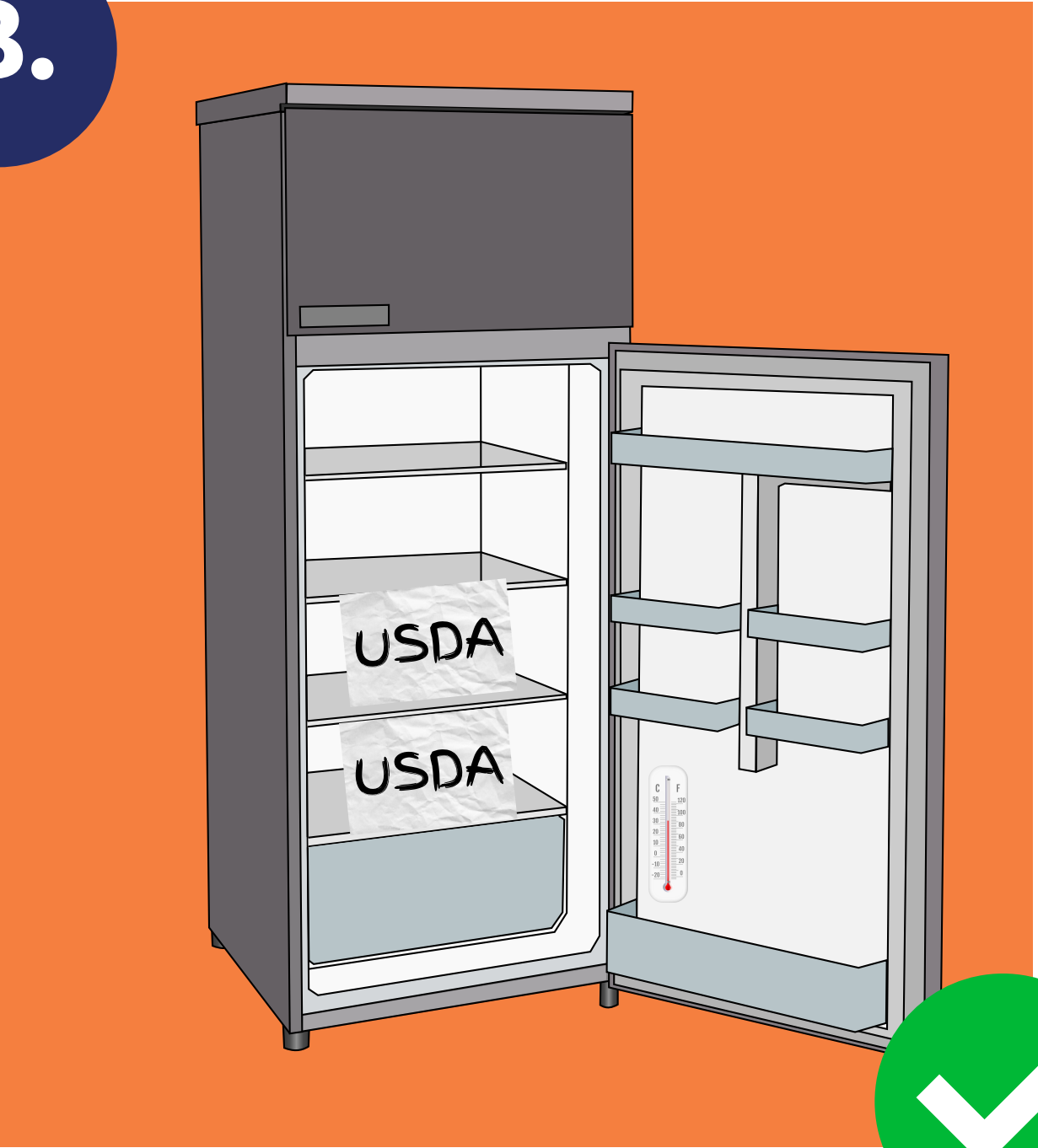
# Storing USDA Foods

A.



A. The whole storage unit contains USDA.

B.



B. Two shelves of USDA within the storage unit.



# TEFAP/USDA and On Premises Meals

Meals (NO USDA OR GNAP): \_\_\_\_\_  
 USDA Meals: \_\_\_\_\_  
 GNAP Meals: \_\_\_\_\_  
 Total Meals: \_\_\_\_\_

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>	B: _____ USDA <input type="checkbox"/> GNAP <input type="checkbox"/>
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B = BREAKFASTS    L = LUNCHES    D = DINNERS    S = SNACKS

If a Member prepares meals “On Premises” with USDA foods, the Member must report how many people were served with **any** amount of USDA foods. If a Member even uses a *single* USDA item in the food they serve, it must be reported.

Neighbors receiving prepared meals with USDA foods do not need to complete a TEFAP Eligibility form to receive food. However, the **Member must keep a physical record of meals prepared and served using USDA foods**, tracking how many

Neighbors were served each day of the week for each type of meal. Members may do so by using our **OP Meal Tracker Form** or by using your own printed form. Any records must be legible and may be requested for review during an audit or annual monitoring visit.



# Reporting Statistics

Members who distribute USDA **MUST** report their statistics by the first day of each month. The Food Bank must report the distribution numbers of all members to USDA and the State of Georgia within the first 7 days of each month.

Members who do not provide On-Premises Meals only need to report two USDA statistics: the ***Number of Households Served*** and the ***Number of People Served***.

The ***Number of Households Served*** can be calculated by counting the number of TEFAP forms that have been completed. The ***Number of People Served*** can be determined by adding the household size or number of people in households on each TEFAP form.

**The Emergency Food Assistance Program (TEFAP)**  
Household Eligibility Criteria Form

Distribution Date \_\_\_\_\_ Distribution Site: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_ **X** Number of people in household: \_\_\_\_\_  
County: \_\_\_\_\_  
Phone Number \_\_\_\_\_

This table shows monthly and weekly 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 food.

Household size	Monthly income	Weekly income
1	\$1,580	\$365
2	\$2,137	\$493
3	\$2,694	\$622
4	\$3,250	\$750
5	\$3,807	\$879
6	\$4,364	\$1,007
7	\$4,921	\$1,136
8	\$5,478	\$1,264
Each add'l member	add \$557	add \$ 129

I certify that my gross household income is at or below the income listed for the number of people in my household on this form. I certify that I live in the area served by The Emergency Food Assistance Program. This certification form is being completed in connection with the receipt of federal assistance.

\_\_\_\_\_  
(Signature of Head of Household) (Date)

**Authorized Representative:**  
I hereby authorize \_\_\_\_\_  
(Please Print)  
to pick up food for my household.  
\_\_\_\_\_  
Signature of Head of Household Date

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# Reporting Statistics

When completing your “ALL MEMBERS” statistics, remember “Total Number of People Served” includes “USDA Number of People Served”. However, if you happen to only host USDA distributions, these two statistics should be the same number.

For instance, let’s say you host a Mobile Pantry Distribution but also have a standing pantry which distributes USDA foods. You have **153 completed TEFAP Eligibility forms** with a sum of **298 for household sizes** served from your **Mobile Pantry Distribution** and **36 completed TEFAP Eligibility forms** with a sum of **51 for household sizes** served from your **Food Pantry**. In your report, you would state:

- **ALL MEMBERS: Total number of people served through your organization this month = 349** (*Sum of TEFAP household sizes*)
- **USDA: Number of people served through TEFAP with USDA = 349** (*Sum of TEFAP household sizes*)
- **USDA: Number of Households served through TEFAP with USDA = 189** (*Number of completed TEFAP Eligibility forms*)

# Reporting Statistics

In another example, let's say you offer boxes of non-USDA food as "Emergency Food Boxes" but also host a monthly Food Pantry Distribution which provides USDA foods to each Neighbor. You record **12 people** receiving an **Emergency Food Box**, and, from your **Food Pantry Distribution** this month, you have **161 completed TEFAP Eligibility forms**. The sum of all **household sizes** on those forms is **211**. From those numbers, your statistics should be the following:

- **ALL MEMBERS: Total number of people served through your organization this month = 233** (Sum of TEFAP household sizes + 12 Emergency Pickups)
- **USDA: Number of people served through TEFAP with USDA = 211** (Sum of all household sizes recorded on the TEFAP Eligibility Forms)
- **USDA: Number of Households served through TEFAP with USDA = 161** (Number of completed TEFAP Eligibility forms)

# Reporting Statistics

Members who prepare and serve meals On Premises must report all meals served at the end of each month. This includes how many meals contain any amount of USDA foods and, if applicable, any meals which did not, in addition to how many people were served. If the Meal Plan to the left contained the only meals you prepared and served in the month, your statistics would look as follows:

- **ALL MEMBERS: Total number of people served through your organization this month = 367** (*Same as total meals prepared and served*)
- **OP: Number of meals prepared and served (does NOT include any USDA or GNAP foods) = 10**
- **OP: Number of meals prepared and served using any USDA foods = 357**
- **OP: Total number of meals prepared and served = 367**



# Reporting Statistics

In a final, complicated example, let's say you record **17 people** receiving an **Emergency Food Box (Non-USDA)**. You have **94 completed TEFAP Eligibility forms** from your monthly **Food Pantry distribution** with a total sum of all **household sizes** as **122**. From your prepared meals for the month, you also record **67 breakfasts (non-USDA)** and **83 Dinners (USDA)**. From those numbers, your statistics should be the following:

- **ALL MEMBERS: Total number of people served through your organization this month = 272** (Sum of TEFAP household sizes + 17 Emergency Pickups + OP Meals)
- **USDA: Number of people served through TEFAP with USDA = 122** (Sum of all household sizes recorded on the TEFAP Eligibility Forms, does not include OP meals)
- **USDA: Number of Households served through TEFAP with USDA = 94** (Number of completed TEFAP Eligibility forms, does not include OP meals)
- **OP: Number of meals prepared and served (does NOT include any USDA or GNAP foods) = 67**
- **OP: Number of meals prepared and served using any USDA foods = 83**
- **OP: Total number of meals prepared and served = 150**