The Emergency Food Assistance Program (TEFAP)

a Federal program that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food and nutrition assistance at no cost.
HISTORY

The San Antonio Food Bank and many of our partner sites have participated in this program for years.

Previously, we included training for this program in our initial onboarding and annual trainings to streamline all the regulations.
Where does SAFB get regulations?

- Government Agencies
- Member Organizations
- Sponsors & Donors
TEFAP is administered by:

Federal

State
TEFAP food is passed on

Not all SAFB partners are eligible or receive TEFAP.
- Must be active partner for 6 months
- Open to the public
A Food Pantry is eligible if...

- Active partner for 6 months
- Open to serve the public at least once per month
- Pantry certifies client eligibility
- Current with monthly reports
- Allows SAFB, TDA, and USDA staff to review files related to TEFAP foods
A Food Pantry must...

Keep thermometers and temperature logs for all cooler and freezer units.

Post all signs

✓ Justice For All
✓ Bills of Rights
✓ Income Guide
✓ Notice of Beneficiary Rights

Bexar County volunteers may not access food at Mobile Pantry distributions. Rural County volunteers who are eligible may access food at the end of the distribution, provided they submit the voucher and receive the same allotment as other clients.
A Food Pantry CANNOT...

⚠️ Conduct religious or political activities at the same time/place of distribution.

⚠️ Request donations or payment from clients.

⚠️ Repack any TEFAP product.
How do sites determine who is eligible?

• Voice/written declaration ONLY.
  – Using SAFB Intake Form

• Clients are not required to provide documentation to prove client’s status/income/residence, etc.

• Do NOT keep copies of forms of ID.
Who does TEFAP serve?

Eligibility is determined one of three ways:

- income is below 185% of federal poverty guideline (see next slide)
- enrollment in qualifying supplemental benefit program (i.e. SNAP, Medicaid, TANF)
- Emergency need
# 2016 Income Guidelines

<table>
<thead>
<tr>
<th>Household Size</th>
<th>ANNUAL</th>
<th>MONTHLY</th>
<th>WEEKLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$21,978</td>
<td>$1,831</td>
<td>$423</td>
</tr>
<tr>
<td>2</td>
<td>$29,637</td>
<td>$2,470</td>
<td>$570</td>
</tr>
<tr>
<td>3</td>
<td>$37,296</td>
<td>$3,108</td>
<td>$717</td>
</tr>
<tr>
<td>4</td>
<td>$44,955</td>
<td>$3,746</td>
<td>$864</td>
</tr>
<tr>
<td>5</td>
<td>$52,614</td>
<td>$4,384</td>
<td>$1,012</td>
</tr>
<tr>
<td>6</td>
<td>$60,273</td>
<td>$5,023</td>
<td>$1,159</td>
</tr>
<tr>
<td>7</td>
<td>$67,950</td>
<td>$5,662</td>
<td>$1,307</td>
</tr>
<tr>
<td>8</td>
<td>$75,646</td>
<td>$6,304</td>
<td>$1,455</td>
</tr>
<tr>
<td>For each add’l add</td>
<td>$7,696</td>
<td>$641</td>
<td>$148</td>
</tr>
</tbody>
</table>

2016 Updates:

1) TEFAP Participant Agreement, Rights, Obligations and Fair Hearing Request

2) Written Notification of Beneficiary Rights (applies to faith-based organizations distribution TEFAP only).

3) Updated “And Justice For All” Posters
#1 Participant Agreement

The purpose of this form is to notify each participant of their rights, obligations and the right to a fair hearing.

• Each distribution site must provide each client a copy of Participant Agreement upon initial and subsequent annual applications.

• Both the participant and site official must sign and date the form. Updated November 2016.

• The site then keeps a copy in each client file for 3 years and 90 days. Updated November 2016.
Participant Agreement

FAQs

• These are not NEW rights, just that the client is now being informed of their rights.

• Visit Square Meals for the most current version of this form:

  http://www.squaremeals.org/Programs/TheEmergencyFoodAssistanceProgram/TEFAPAdministrationForms.aspx
Written Notification of Beneficiary Rights

The purpose of this form is to notify each participant that:

• they may not be discriminated against because of their religion
• They are not required to participate in religious activities
• If they object to the religious character of the site, they can request a referral to another location.
Written Notification of Beneficiary Rights

FAQs

• Post the Notice where clients can see.

• If a client asks for a referral, you can refer them to the San Antonio Food Bank Help Center at 210-431-8326.

• Keep documentation of Beneficiary Referral Request for 3 years and 90 days.
And Justice For All Posters

In accordance with federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this publication is provided without discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity. (Periodic Special Access is provided to all programs.)

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 responsible State or local Agency that serves them. USDA is an equal opportunity provider.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and submit a copy of it, or written letters addressing the issues, to USDA Civil Rights, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or the USDA Information Center, (866) 632-9992 (Toll Free), (800) 795-3272 (Voice), (800) 795-3272 (Relay), or TTY. USDA is an equal opportunity provider.

This institution is an equal opportunity provider.

Conforme a las leyes federales y a los derechos civiles, regulaciones y políticas del Departamento de Agricultura de los Estados Unidos (USDA), se prohíbe a esta institución discriminar por motivo de raza, color, nacionalidad, sexo, edad, discapacidad y represalia o tomar represalias por actividades realizadas en el pasado relacionadas con las demandas civiles. (Los periodos especiales de acceso se aplican a todos los programas.)

Las personas discapacitadas que requieran de medios alternos para que les comuniquen la información de un programa (por ejemplo, braille, letra grande, audiotape, lengua de señas, etc.) deberán comunicarse con el agente estatal o local responsable de administrar el programa o al TARGET Center del USDA al (866) 632-9992 (Voice) y (800) 795-3272 (Relay) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 795-3272. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por el supuesto de discriminación, complete el formulario de queja por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en http://www.ascr.usda.gov/sites/default/files/docs/1012/Spanish_Form_508_Compliant.pdf (en cualquier idioma) o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su queja o carta completa al USDA por correo:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-0110

(866) 632-9992, o
(800) 795-3272 (Voice)
(800) 795-3272 (Relay)

Esta institución ofrece igualdad de oportunidades.
For more info:

http://www.fns.usda.gov/tefap/

http://www.squaremeals.org/Programs/TheEmergencyFoodAssistanceProgram
The Emergency Food Assistance Program (TEFAP)

QUESTIONS?
Agency@safoodbank.org