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.

Updated May 19, 2017
The San Antonio Food Bank and many of our partner sites have participated in this program for years.

TEFAP training is included in our Orientation classes as well as our annual conferences.
Where does SAFB get regulations?

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

Federal

United States Department of Agriculture

State

DEPARTMENT OF AGRICULTURE TExAS
TEFAP food is passed on

Food Bank

Site

Recipient

Not all SAFB partners are eligible or receive TEFAP.

☑ Must be active partner for 6 months

☑ Open to the public
TEFAP Audits

✓ San Antonio Food Bank is subject to audits by Texas Department of Agriculture (TDA) and USDA.

✓ Pantries are subject to scheduled/unscheduled audits by TDA and USDA.

✓ SAFB prepares all through the year with annual reviews and file audits.
A Food Pantry is eligible if...

✓ Active partner for 6 months
✓ Open to the public at least 1x/month
✓ Follows food safety guidelines
✓ Pantry follows all TEFAP guidelines i.e. client eligibility, signage, etc.
✓ 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
  - Participant Agreement

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.

LET US COMPLETE YOUR APPLICATION
SNAP (Food Stamps)
CHIP (Children’s Medicaid)
Adult Medicaid
Women, Infants, & Children (WIC)
Long Term Care
TANF
Medicaid for the Elderly and People with Disabilities

CALL US TODAY!
Help Center 210-433-8326
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.
- Serve different populations differently. See Civil Rights training.
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
## 2017 Income Guidelines

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<th>Monthly</th>
<th>Weekly</th>
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<td>6</td>
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<td>$5,081.33</td>
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<tr>
<td>8</td>
<td>$76,442</td>
<td>$6,370.17</td>
<td>$1470</td>
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<tr>
<td>For each add’l add</td>
<td>$7,733</td>
<td>$644</td>
<td>$149</td>
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*Source: 2017 HHS Poverty Guidelines, January 26, 2017*

[https://aspe.hhs.gov/poverty-guidelines](https://aspe.hhs.gov/poverty-guidelines)
2016 & 2017 Updates:

Summer 2016

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

April 2017

1) Agreement Between CE and Site (Oct ‘16)
Participant Agreement

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

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

Must be posted where clients sign in and receive food. 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
  • The site will then use the Beneficiary Referral Request.
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. (For all documents see reverse side for program contact information).

Persons with disabilities who require alternative means for communication of program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-330-C, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and send it to USDA, Office of Civil Rights, 5301 Warder Street, Washington, D.C. 20250–1102, or call (866) 632-9992 (Toll free) or (800) 877-8339 for programs available in Spanish. USDA is an equal opportunity provider and employer.
Agreement Between CE and Site

• WINTER 2016 - TDA updated this form.
• April 2016 – SAFB sent postal version to all TEFAP sites.
• May 2016 – SAFB followed up via email for any sites still needing to update.
• If you did not receive this, you may not be eligible.
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