



USDA/TEFAP ONE YEAR RECORDKEEPING/FOOD SAFETY AGREEMENT

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

MANNA FOODBANK

Agency # _____

Agency County _____

Agency Mailing Address _____

I, _____, FROM
(Your Name and Title)

(Your Organization's Name)

I understand the recordkeeping required for my agency to receive and distribute USDA commodities through the emergency food assistance program of USDA/NCDA and that there will be no shared-maintenance handling fee on these foods.

- All MANNA FoodBank emergency providers in good standing are eligible for TEFAP.
• Limits:
1. Commodities may be distributed to households as needed, but not more than once per week, based on the number of individuals in each household.
2. Agencies cannot store more than a three month supply of commodities at any given time.
• Eligibility criteria used: 200% of federal poverty line (USDA)
• Yearly Client Eligibility Form must be signed by certifying pantry representatives and recipient of commodities. You must keep this document on file for a period of FIVE years. Remember that each client must sign for their food each time they pick up. Refer to page 2 of the Yearly Eligibility Form.
• Product limits per number of persons in household apply and will be provided by MANNA FoodBank.
• Monthly inventory received/clients served report is required and due in MANNA's office by the 15th of each month. Agencies that do not remit the monthly report will be suspended from the TEFAP program and may have food bank membership terminated if product cannot be accounted for.
• Pantries must have adequate food storage capabilities per regular criteria for agency participation as to temperature and distance from floor. TEFAP commodities must be stored separately from regular inventory. You must comply with these storage regulations when housing USDA commodities.
• Safe food handling and storage practices are required per regular criteria for agency participation and per MANNA FoodBank. Any and all frozen TEFAP commodities can never be repackaged for any reason. Damaged packages must be disposed of and reported on MANNA's TEFAP loss report.
• Partner agencies are required to attend MANNA's food safety training.
• Freezer and cooler temperatures are required to be checked and recorded daily to prevent food loss. The temperature log must be available for review for FIVE years.
• Federal non-discrimination poster must be displayed in your pantry.
• Staff and volunteers must review the Civil Rights Training yearly.

I understand that failure to adhere to these requirements which include sending in a written report by the 15th of each month will result in immediate suspension from the USDA TEFAP program.

I will abide by these requirements with the understanding that our distribution records may be monitored by a representative from MANNA FoodBank or NCDA at any time. I understand that noncompliance with the record keeping for freezer/cooler temperatures could result in a claim for payment of any cooler/frozen food loss. Procedures must be in place to prevent a loss on dry goods which also could result in a claim for payment.

(Agency Signature) (Title) (Date) (Phone)
Pat Williams Office Manager 1/2017
(MANNA Food Bank Signature) (Title) (Date)