



DATE: June 19, 2019
TO: All TEFAP Agencies
FROM: Nancy Flippin
RE: TEFAP Information for July – Sept 2019

There is a total of **28** items that will be shipped during the next quarter including fresh apples, various beans, cheese, eggs, and several types of pork. This listing is subject to change. Please see the list of items by month that is included with this packet. We will continue to receive **WEEKLY shipments of fresh milk.**

Here are a few additional housekeeping items for you to note:

- Monthly reports for TEFAP inventory, # of households served, and # of individuals served are due the **15th** of each month; please be sure to have your reports completed on time so that we can file our report to NCDA in a timely manner. Any agency that does not submit their reports by this date will not be eligible to receive any additional TEFAP or place any other orders until their reporting is complete. All reporting is now done online using the “inventory” tab and the “Stats” tab. Full instructions for how to use the online reporting are available on the MANNA website in the 2018 Q2 TEFAP information
- Your Civil Rights poster must be on display at your site of TEFAP distribution. If you do not have a poster, please let your Zone Coordinator know and they will make sure you receive one. All agency staff and volunteers need to be aware of the Civil Rights requirements and need to have received the Civil Rights Training **within the last 12 months.** All volunteers and staff need to complete the Civil Rights Training **on an annual basis.** All training materials and power point are available on the MANNA website.
- The client form is required to be completed 1 time per year in its **entirety.** Please note that partial addresses are not acceptable. This is required by NCDA. Additionally, clients need to sign that they received TEFAP product each time they pick up food. It is a good practice to ask if anything has changed in their household upon each visit. The completed Client Forms must be stored at the agency location for a time period of FIVE (5) years as required by NCDA.
- Freezer/Refrigerator temperatures must be recorded on a daily basis and these logs maintained as well.
- **TEFAP foods are eligible for the “client choice” program. If you choose to use “client choice” in your pantry, please advise the clients that they can choose which of the TEFAP items they would like to receive**

VERY IMPORTANT CHANGE TO DISTRIBUTION RATES:

TEFAP partner agencies may ***set their own distribution rates.*** These are the guidelines, per NCDA, that you will need to follow:

1. You must set the rate of distribution **prior** to your first distribution for the period
2. You may **not** change the rate of distribution once distributions have started

3. Your distribution rate plan needs to be documented
4. You may not hold back any items for distribution at a later time.

If you have any questions about setting your rates of distribution, please do not hesitate to contact your Zone Coordinator. We hope this flexibility will help you better serve your TEFAP clients and alleviate some issues surrounding fluctuating allocation rates.

Tips for setting your distribution rates:

- The quantity received of each item should be divided by the anticipated number of households to be served
- Larger family units may receive more food as long as this policy is set prior to the start of your distribution and it is documented