



DATE: Sept 12, 2019  
TO: All TEFAP Agencies  
FROM: Nancy Flippin  
RE: TEFAP Information for Oct – Dec 2019

There are approximately 50 different items that will be shipped during the next quarter including fresh apples, various beans, cheese, eggs, a variety of nuts 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 15<sup>th</sup> 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 new client intake form has been issued for the next year. NCDA requires this form be completed 1 time per year in its **entirety.** Please note that partial addresses are not acceptable. 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

## MANNA FOODBANK, ASHEVILLE, NC

October-December 2019

### TEFAP Balanced Distribution Rates

Agencies should distribute to each client the full range of items in stock using the amounts per item listed below. Keep in mind that TEFAP foods are eligible for the "client choice" program. If you choose to use "client choice", please be sure to inform clients that they can choose which TEFAP items they would like to receive. This is a blank document that your agency can use to set your own distribution rates. **Please post distribution rates and keep consistent.**

		Units Per Family Size	Weeks Served					
	Qty	1-3/4+	1	2	3	4	5	
Apricot Cups, Frz	96/4.5 oz	1/2						
Beans, Garbanzo	24/15 oz	1/2						
Beans, Green	24/15 oz	1/2						
Beef, Canned	24/24 oz	1/2						
Beef, Ground Frz	40/1 lb	1/2						
Beans, Great Northern	12/2lb	1/2						
Beef, Ground Frz	40/1 lb	1/2						
Cheese, Cheddar Yellow Chunks	12/1lb	1/2						
Cheese, Process Loaves	6/5 lbs	1/2						
Cherries, Dried	8/2 lbs	1/2						
Chicken Split Breast	6/5 lbs	1/2						
Chicken Whole, Frz	36/43 lb ctn	1/2						
Corn, Whole Kernel	24/15 oz	1/2						
Eggs, Liquid Frz	12/2 lb ctn	1/2						
Fish Filet, Frz	24/2 lb	1/2						
Mixed Fruit	24/#300	1/2						
Juice, Orange	8/64 oz	1/2						
Oil, Vegetable Btl	9/48 oz	1/2						
Pasta, Spaghetti	24/1lb	1/2						
Peaches, Cling	24/15 oz	1/2						
Peaches, Sliced Frz	12/2 lb	1/2						

Peanut Butter Smooth	12/16 oz	1/2						
Pears	24/15 oz	1/2						
Pear Halves	6/#10	1/2						
Diced Pears	6/#10	1/2						
Pumpkins	12/15 oz	1/2						
Vegetable Mix	24/15 oz	1/2						

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October-December 2019

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Beef, Ground Frz	40/1 lb							
Cheese, Cheddar Yellow Chunks	12/1lb							
Cheese, Process Loaves	6/5 lbs							
Cherries, Dried	8/2 lbs							
Chicken Split Breast	6/5 lbs							
Chicken Whole, Frz	36/43 lb ctn							
Corn, Whole Kernel	24/15 oz							
Eggs, Liquid Frz	12/2 lb ctn							
Fish Filet, Frz	24/2 lb							
Mixed Fruit	24/15 oz							
Juice, Orange	8/64 oz							
Oil, Vegetable Btl	9/48 oz							
Pasta, Spaghetti	24/1lb							
Peaches, Cling	24/15 oz							
Peaches, Sliced Frz	12/2 lb							
Peanut Butter Smooth	12/16 oz							

Pears	24/15 oz							
Pear Halves	6/#10							
Diced Pears	6/#10							
Pumpkins	12/15 oz							
Vegetable Mix	24/15 oz							

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**October**

**November**

**December**

Apricot Cups, Frz 96/4.5 oz	Apricot Cups, Frz 96/4.5 oz	Apricot Cups, Frz 96/4.5 oz
Beans, Garbonzo 24/15 oz	Beans, Garbonzo 24/15 oz	Beans, Garbonzo 24/15 oz
Beans, Green 24/15 oz	Beef, Canned 24/24 oz	Beef, Canned 24/24 oz
Beans, Great Northern 12/2 lbs	Cheese, Ched Yellow Chunks 12/1 lb	Cheese, Ched Yellow Chunks 12/1 lb
Beef, Canned 24/24 oz	Cheese, Process Lvs 6/5 lb	Cheese, Process Lvs 6/5 lb
Cheese, Ched Yellow Chunks 12/1 lb	Chicken Split Breat 6/5 lb	Chicken Split Breat 6/5 lb
Cheese, Process Lvs 6/5 lb	Chicken, Whole Bagged Frz.36-43 lb.	Chicken, Whole Bagged Frz.36-43 lb.
Cherries, Dried 8/2 lb	Corn Whole Kernel, Canned 24/15 oz	Corn Whole Kernel, Canned 24/15 oz
Chicken Split Breat 6/5 lb	Eggs Liquid Frz 12/2 lb	Eggs Liquid Frz 12/2 lb
Chicken, Whole Bagged Frz.36-43 lb.	Juice, Orange, 8/64 oz.	Fruit, Mixed canned, 24/15 oz.
Corn Whole Kernel, Canned 24/15 oz	Oil Veg Btl 9/48 oz	Juice, Orange, 8/64 oz.
Eggs Liquid Frz 12/2 lb	Peanut Butter Smooth Jar, 12/16 oz	Oil Veg Btl 9/48 oz
Fish Fillets Frz 20/2 lb	Pears 24/15 oz	Pasta, Spaghetti 20/1 lb
Fruit, Mixed canned, 24/15 oz.	Pear Halves 6/#10 can	Peaches Cling 24/15 oz
Juice, Orange, 8/64 oz.	Pasta, Spaghetti 20/1 lb	Peaches, Sliced Frz 12/2 lb
Oil Veg Btl 9/48 oz	Peaches Cling 24/15 oz	Peanut Butter Smooth Jar, 12/16 oz
Pasta, Spaghetti 20/1 lb	Peaches, Sliced Frz 12/2 lb	Pears 24/15 oz
Peaches Cling 24/15 oz	Pears, Diced 6/#10 can	Pear Halves 6/#10 can
Peaches, Sliced Frz 12/2 lb	Pumpkin 24/15 oz	Pears, Diced 6/#10 can
Peanut Butter Smooth Jar, 12/16 oz		Pumpkin 24/15 oz
Pears 24/15 oz		
Pear Halves 6/#10 can		
Pears, Diced 6/#10 can		
Pumpkin 24/15 oz		
Veg Mix 24/15 oz		

Trade Mitigation Bonus Items: these will be received sometime during the quarter but we do not know which months.

Apples 37+B33:B55-40 lb  
Beans, Dark Red Kidney 24/15 oz  
Beans, Dry Split Pea Green 12/2 lb  
Beans, Dry Split Yellow 12/2 lb  
Beans, Navy Dry 12/2 lb  
Corn, Frz no salt 12/2 lb  
Grapes 19 lb  
Ham, Frz sliced 20/2 lb  
Ham, Water added, Frz 12/3 lb  
Hazelnuts 24/1 lb  
Lentils, Dry 12/2 lb  
Milk Instant 24/12.8 oz  
Milk Whole Fresh 4/128 oz  
Oranges, Fresh 12/3 lb  
Peanut Butter Smooth 12/16 oz  
Pecan Pieces 24/1 lb  
Pistachio Roasted in Shell 12/2 lb  
Plums, fresh 28 l  
Pork Chops Bnls Frz 40/1 lb  
Pork Cnd, 24/24 oz  
Pork Loin Roast Frz, 6/5 lb  
Pork Patty Ckd, 20/2 lb  
Pork Pulled Ckd, 20/2 lb  
Pork Taco Filling Ckd, 20/2 lb  
Potatoes Fresh, 10/5 lb  
Potatoes Fresh Ctn, 50 lb  
Postatoes Slc Wht, 24/#300  
Raisins, 24/15 oz  
Raisins Box, 144/1.33 oz box  
Rice Brn, 24/2 lb  
Rice Brn, 30/2 lb  
Rice, 24/2 lb  
Rice, 30/2 lb