

TEFAP = THE EMERGENCY FOOD ASSISTANCE PROGRAM



ORDERING/PICKUP/DELIVERY - USDA COMMODITIES

- USDA ORDER SHEET - FAX OR FILLED OUT HERE AT CVFB
- FAX ORDERS TO (804) 521-3289 OR 521-2501 ALTERNATE
- 48 HOURS ADVANCE NOTICE - PICKUP
- 5 DAYS ADVANCE NOTICE - DELIVERY
- WAREHOUSE RELEASE IS USED TO SPECIFY **EXACT** USDA COMMODITIES RECEIVED
 - DISCREPANCIES AT PICKUP: SEE QUALITY CONTROL CLERK(S) TO MAKE CHANGES BEFORE FINAL INVOICE IS PRODUCED BY CASHIER
 - DISCREPANCIES AT DELIVERY: VERIFY WITH DRIVER AND COPY WITH CHANGES BROUGHT BACK TO CASHIER FOR CORRECTION BEFORE THE FINAL INVOICE IS PRODUCED/COPY MAILED TO AGENCY
- COOLERS MUST ALWAYS BE USED TO STORE PERISHABLES - ICE MACHINE AT CVFB



STORAGE FACILITY - USDA COMMODITIES

- REFRIGERATOR TEMPERATURE BETWEEN 35 AND 41 DEGREES FAHRENHEIT
FREEZER TEMPERATURE AT OR BELOW 0 DEGREES FAHRENHEIT
- THERMOMETERS SHOULD BE IN ALL UNITS/TEMPERATURE CHART POSTED ON UNITS TO RECORD TEMPERATURE 3 TIMES A WEEK
- DRY STORAGE BETWEEN 40 AND 70 DEGREES FAHRENHEIT IN DRY COOL AREA STACKED AWAY FROM WALLS, OFF THE FLOOR 4 INCHES OR MORE SO AIR CAN CIRCULATE THE CASES OF FOOD AND AWAY FROM HEAT, STEAM PIPES AND WINDOWS
- ADEQUATE SECURITY TO GUARD AGAINST THEFT OR PILFERAGE (LOCK/KEY)
- USDA COMMODITIES LOST DUE TO POWER OUTAGE OF STORAGE EQUIPMENT OR STOLEN DUE TO THEFT MUST BE REPORTED TO YOUR CENTRAL VIRGINIA FOODBANK REP FOR INSTRUCTIONS ON PROPER PROCEDURES TO RESOLVE THIS MATTER
- STORAGE AREAS MUST HAVE DOCUMENTED ROUTINE EXTERMINATIONS



POSTING AGENCY GUIDELINES

- TEFAP POSTER ("Justice for All") SHOULD BE DISPLAYED IN AREA OF DISTRIBUTION
- POST DAYS AND HOURS OF OPERATION
POST INFORMATION REQUIRED FROM APPLICANTS FOR SERVICE - PROOF ID/INCOME
- SERVICE APPLICANTS WITHIN THE AGENCY ZIPCODE/LOCALITY, IF OUT OF AREA, CAN SERVICE ONE TIME, THEN MUST REFER THEM TO CVFB FOR SITE IN THEIR AREA
- ACCEPT REFERRALS FROM CENTRAL VIRGINIA FOODBANK AND ANY OTHER MUTLI-SERVICE ORGANIZATIONS (SOCIAL SERVICES, CCHASM, RED CROSS, UNITED WAY, SALVATION ARMY, HEALTH DEPARTMENT, ETC.)
- DO NOT POST INCOME GUIDELINES FOR APPLICANTS TO SEE
- POST FOOD SCALE FOR THE VARIOUS FAMILY SIZES YOU MAY SERVE



INTAKE/PROCESSING/REPORTING: SELF-DECLARATION OF INCOME FORM

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- SDI FORMS ARE CONSIDERED A LEGAL DOCUMENT
- SELF-DECLARATIONS OF INCOME FORMS ARE PREPARED IN BLUE OR BLACK INK ONLY
- AGENCY NAME/NUMBER CAN BE PRE-FILLED BUT ALL OTHER ENTRIES MUST BE OF AN ORIGINAL NATURE
- WORKER MUST RECORD THEIR NAME AND FILL OUT ALL LINES ON THE SELF-DECLARATION ON INCOME FORM ON APPLICANT'S HOUSEHOLD
- APPLICANT MUST SIGN/DATE SELF-DECLARATION OF INCOME FORM ON THE DAY USDA COMMODITIES ARE RECEIVED - NO PRESIGNING OR DATING
- SIX SIGNATURE VISIT LINES REPRESENT HOW MANY TIMES AN APPLICANT COMES TO RECEIVE USDA COMMODITIES DURING 6 MONTH PERIOD CURRENTLY WORKING, NOT TO BE HELD FOR SIX MONTHS OF SIGNATURES
- **CATEGORICAL ELIGIBILITY:** 1) TANF RECIPIENTS QUALIFY AN ENTIRE HOUSEHOLD; 2) FOODSTAMP (SNAP), MEDICAID, SSI, AND SSDI INDIVIDUALS QUALIFY AS INDIVIDUALS—HOUSEHOLD OF ONE; OR 3) HOUSEHOLDS QUALIFY ONLY IF EVERY INDIVIDUAL IN THE HOUSEHOLD IS A RECIPIENT OF ONE OF THESE INCOME-BASED PROGRAMS OR ARE FAMILY FOOD STAMP HOLDERS. IN EACH OF THESE CASES, INCOME VERIFICATION IS NOT NEEDED.
- **HOUSEHOLD INCOME:** MUST BE REPORTED IF RECIPIENTS DO NOT MEET THE CATEGORICAL DEFINITIONS ABOVE, OR ALL MEMBERS OF A HOUSEHOLD BEING SERVED DO NOT QUALIFY AS INDIVIDUALS. ALWAYS GET TOTAL GROSS HOUSEHOLD INCOME TO BE SURE OF THE INCOME ELIGIBILITY OF A HOUSEHOLD
- APPLICANTS CAN ONLY RECEIVE USDA COMMODITIES ONCE EVERY 30 DAYS FROM ONE AGENCY THAT PARTICIPATES IN TEFAP
- SELF-DECLARATION OF INCOME FORMS ARE FILLED OUT AND HELD BY AGENCY FOR TWO SIX MONTH PERIODS - OCTOBER-MARCH AND APRIL-SEPTEMBER
- SELF-DECLARATION ON INCOME FORMS ARE SUBMITTED TO THE CENTRAL VIRGINIA FOODBANK AT THE END OF EACH REPORTING PERIOD—MARCH AND SEPTEMBER
- NEW SELF-DECLARATION OF INCOME FORMS PREPARED ON APPLICANTS IN OCTOBER/APRIL
- FIRST TIME PARTICIPANTS IN THE TEFAP PROGRAM WILL BEGIN SENDING IN SELF-DECLARATION OF INCOME FORMS WITH MONTHLY USDA DISTRIBUTION REPORT UNTIL RELEASED BY THE CENTRAL VIRGINIA FOODBANK TO USE SIX MONTH PERIOD METHOD
- CHANGES TO INCOME OR HOUSEHOLD SIZE ON THE SELF-DECLARATION ON INCOME FORMS MUST BE IN RED INK AND DATED TO REFLECT THE CHANGE
- CANNOT ACCEPT \$0.00 FOR TOTAL GROSS HOUSEHOLD INCOME WITHOUT VALID EXPLANATION - EXAMPLES (Entire household is certified for one or more of the categorically eligible programs, Public Assistance Case Pending, Just Out of Incarceration, Homeless, etc.) WRITE EXPLANATION IN AREA ABOVE INCOME LINE
- MULTIPLY BI-WEEKLY MONIES BY 2.2/WEEKLY MONIES BY 4.3 TO GET GROSS MONTHLY AMOUNT FOR HOUSEHOLD (INVEST IN SOME CALCULATORS)
- EXAMPLES OF FORMS OF INCOME - JOB, SS, SSA, SSDI, RETIREMENT, PENSION, CHILD SUPPORT, WIDOWS PENSION, GENERAL RELIEF, TANF, UNEMPLOYMENT, WORKERS COMPENSATION, ETC.

- PRE-AUTHORIZED ALTERNATE MUST BE NAMED ON THE SELF-DECLARATION OF INCOME FORM FOR AN APPLICANT WHO HAS FIRST BEEN CERTIFIED TO EXIST BY THE AGENCY AND NOTE MUST BE ATTACHED TO SELF-DECLARATION OF INCOME FORM AND PROOF OF ID REQUIRED FROM THE NAMED PERSON. PRE-AUTHORIZED NAME PERSON SHOULD SIGN THEIR NAME AND WRITE FOR THE APPLICANTS NAME (EXAMPLE: PRE-AUTHORIZED ALTERNATE⇒SYLVIA MOORE FOR JULIA GALLOWAY⇒APPLICANT)
- PROXY NOTE, A ONE TIME PICKUP FOR AN APPLICANT MUST BE ATTACHED TO SELF-DECLARATION ON INCOME FORM AND PROOF OF ID REQUIRED FROM THE NAMED PERSON WHO SIGNS AS EXAMPLE ABOVE CONCERNING THE PRE-AUTHORIZED ALTERNATE
- APPLICANT MUST MARK AN X IF THEY CANNOT SIGN THEIR NAME AND THE WORKER SIGNS THEIR NAME BESIDE THE X AS A WITNESS



PREPARING/REPORTING THE MONTHLY USDA DISTRIBUTION REPORT

- TEFAP PARTICIPATING AGENCIES ARE RESPONSIBLE FOR GETTING A COPY OF THEIR WAREHOUSE RELEASE FORM TO USE FOR REPORT PREPARATION. THE AGENCY INVOICE SERVES AS A RECORD OF RECEIPT AND PAYMENT ONLY
- IF YOU RECEIVE USDA COMMODITIES ON THE 1ST OR THE 31ST OF A GIVEN MONTH, COMMODITIES ARE REPORTED AS RECEIVED DURING THAT MONTH ON LINE 2
- MONTHLY USDA DISTRIBUTION REPORTS ARE DUE BY THE 10TH OF EVERY MONTH
- LINES 1, 2, 4, 5, 6, 7 (IF DAMAGES) AND 8 ARE FILLED OUT ON EACH TYPE OF USDA COMMODITIES LEFT OVER, RECEIVED AND DISTRIBUTED DURING EACH MONTH ON THE MONTHLY USDA DISTRIBUTION REPORT
- REPORT SHOULD BE FILLED OUT COMPLETELY IN BLUE OR BLACK INK ONLY
- LINE 3 IS ONLY USED TO TRANSFER ITEMS FROM YOUR AGENCY TO ANOTHER WITH PERMISSION FROM CVFB/THE AREA REGIONAL COMMODITIES MANAGER
- SELF-DECLARATION OF INCOME FORMS SHOULD ACCOMPANY THE MARCH/SEPTEMBER MONTHLY USDA DISTRIBUTION REPORT DUE BY APRIL 10TH/OCTOBER 10TH
- CONDITION/METHOD OF DISCARDING DAMAGED ITEMS MUST REPORTED ON LINE 7 AND ADDRESSED IN THE COMMENTS SECTION OF THE MONTHLY USDA DISTRIBUTION REPORT
- EACH SELF-DECLARATION OF INCOME FORM SIGNED AND DATED FOR THE REPORTING MONTH CURRENTLY WORKING REPRESENTS THE TOTAL HOUSEHOLDS THAT RECEIVED FOOD THAT MONTH (PAGE 2)
- THE CATEGORY OF CHILDREN(17/LESS) ADULTS (18-54) ELDERLY (55+) REPRESENTS THE TOTAL INDIVIDUALS WHO RECEIVED FOOD DURING THE MONTH (PAGE 2)
- NEW PREPARERS OF THE SELF-DECLARATION OF INCOME FORMS AND THE MONTHLY USDA DISTRIBUTION REPORT MUST BE TRAINED BY THEIR CENTRAL VIRGINIA FOODBANK PROGRAM REP BEFORE THEY START PREPARING AGENCY REPORTS (CALL AND MAKE APPOINTMENT WITH YOUR FOODBANK REPRESENTATIVE)

NOTE: ALL DISCRIMINATION CALLS RECEIVED FROM CLIENTS THAT CVFB PARTNER AGENCIES SERVICE WILL BE FULLY INVESTIGATED, AND IF NEEDED, WITH THE HELP OF A VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES REPRESENTATIVE.