

TEFAP Program Guide

Site Responsibilities

Client Identification

- **Requirements:** Clients are required to show ID each visit and upon first visit provide their first and last name, date of birth, gender identity, ethnicity and proof of AZ residence.
- **Client Intake:** Client's information will be collected through an Application of Benefits and/or directly inputted into Link2Feed, an online database system to track visits and food provided
- **Restrictions:** Clients must be 18+ years, meet federal income guidelines, and reside in AZ

Reporting & Compliance

- Must be open to the public and equitably market distribution
- Adhere to USDA, DES, SMFB and FA requirements for posted signage, record-keeping, reporting, product storage, and client services
- Submit a Monthly Inventory Participation Report (MIPR) by the 1st of the following month
- Subject to annual USDA monitoring & required to issue an annual TEFAP nutrition survey to clients

Staffing & Volunteers

- Site must provide appropriate number of volunteers to support the volume of product being distributed
- Staff and/or volunteers will assist with unloading product, pallet set up or stocking items, food distribution, client intake, cleaning, traffic control and reporting
- Staff and volunteers must stay in compliance with annual civil rights trainings, volunteer confidentiality & food safety

Distribution Process

- Offer food distribution(s) as frequently as site chooses. Minimum is (1) time a month.
- Time frames and dates to conduct food distributions is dependent on the site's and SMFB's truck route availability
- Distribution area must be pre-determined and cannot move locations unless approved by SMFB



ABOUT

The Emergency Food Assistance Program (TEFAP) provides fresh and non-perishable food to supplement the diets of low income households. TEFAP is regulated, funded by the USDA, and includes:

- **Emergency Food Boxes (EFB)**, a 2-3 day supply for a household of 4. Includes shelf stabled items such as canned goods, rice and beans
- **TEFAP Bulk** product such as fresh vegetables for congregate meals
- **TEFAP Bonus** product such as meat and dairy
- **Large Family Bags (LFB)** for larger sized households

Agency partners must be approved by SMFB to participate.

For client safety, agencies participating in this program are subject to the requirements noted in the SMFB Agency Toolkit.

Have a question you still need answered?
Contact Agency Services:

General: (602) 322-7861

Northern AZ: (602) 344-4100

Email: agencyservices@stmarysfoodbank.org

