



TO: USDA Recipient Agencies  
FROM: Colleen Bryar, Director of Agency Services  
DATE: October 28, 2022  
RE: Updated USDA Intake form

Attached, please find the updated New York State's updated USDA Attestation Form, which reflects the most recent income guidelines. We ask that you begin using this form promptly.

Below, find a few important notes about this form. We are hopeful that this streamlines your intake process:

- 1) Every household receiving food from your program must complete the attestation form at least once annually
- 2) The USDA TEFAP form may be used as your program's primary intake form. If you opt to use this as your primary intake form, you **MUST** request a phone number and write it on the form so that you may communicate a product recall. We are unable to make adjustments to the form per guidance from the Office of General Services, but encourage you do this to streamline your program's intake process.
- 3) Program volunteers/staff that review this form with guests may complete the form for a guest and sign on their behalf
- 4) Forms must be maintained in a secure location on site and confirmation of the use of the forms will be confirmed during site visits by Food Bank and OGS/USDA staff
- 5) As a reminder, Social Security Numbers may not be requested, collected, or recorded at any time in order to receive pantry food

**We will be hosting Self Attestation Virtual Office Hour on Wednesday, November 9th from 12:00pm to 1:00pm via GoToMeeting to answer any questions you may have at the following link: <https://meet.goto.com/382523613> You may also contact me with any additional questions at [colleenb@regionalfoodbank.net](mailto:colleenb@regionalfoodbank.net) or 518-786-3691 x237 at any time.**