



TO: USDA Recipient Food Pantries
FROM: Kerry Leary, Director of Agency Services
DATE: September 7, 2023
RE: Updated USDA TEFAP Self-Attestation Form

New York State's USDA TEFAP Self-Attestation Form has been updated to reflect the most recent income guidelines. We ask that you begin using this form promptly. On our website, the form is available in 14 languages.

Below, find a few important notes about this form.

- 1) Every household receiving food from your program must complete the self-attestation form at least once every 12 months.
- 2) The USDA TEFAP self-attestation form may no longer be used as your program's primary intake form as it no longer captures the number of people being served by age range. Changes cannot be made to the form per guidance from the Office of General Services. You may **NOT** use the back of this form for your intake.
- 3) Program volunteers/staff that review this form with guests may complete the form for a guest and sign on their behalf, although signatures are optional.
- 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. These forms must be kept for 3 years PLUS CURRENT.
- 5) As a reminder, Social Security Numbers may not be requested, collected, or recorded at any time in order to receive pantry food.

You may also contact me with any questions at KerryL@regionalfoodbank.net or 518-786-3691 x260 at any time.