

BackPack Program: USDA Requirements Information Session





Overview of the USDA Program

For every neighbor
in need.

- Provides **free** staple food items to food banks to distribute out to charitable food organizations, like the Regional Food Bank's BackPack Program!
- Goal: To help supplement diets of low-income Americans by providing emergency food assistance at no cost.
- All USDA food is domestically grown/produced.
- Federal USDA program administrated in New York State by the Office of General Services (OGS).
- The Regional Food Bank administers the USDA program to our partners (Recipient Agencies) on behalf of OGS and is subject to oversight and compliance requirements from OGS.
- Also referred to as TEFAP.



USDA Foods We Have Received in the Past 12 Months

For every neighbor in need.

- Canned peaches
- Applesauce
- Tomato sauce
- Canned salmon
- Apple juice
- Canned pears
- Black Beans
- Chicken in a Pouch
- Spaghetti
- Mac and Cheese
- Kidney Beans
- Navy Beans
- Veggie Soup
- Chili
- Beef Stew



**For every neighbor
in need.**

- This is the first-of-its-kind project where USDA foods are being offered to a BackPack program in New York State (and potentially in the US)!
- NYS OGS is in full support of this initiative.



For every neighbor
in need.

- Distribute more food per child.
- Send home a wider variety of food than our standard BackPack menu and budget allows.
- Enroll additional children, as fundraised dollars go further with increased access to free food.





Fundamental Program Shift

For every neighbor
in need.

From flexible, informal intervention to a more regulated program

- Participation in USDA imposes additional structure and compliance requirements for participating sites.
- PARTICIPATION IN USDA IS **OPTIONAL** FOR BACKPACK PROGRAMS.
- For schools who do opt into USDA, all students must receive USDA food (no hybrid USDA model).
- For partners who do not participate in USDA, your Backpack program will continue as it always has.





**For every neighbor
in need.**

Requirements for Participation in USDA


**All materials will be available following this
presentation.**



Requirement #1: Parent Signatures

For every neighbor
in need.

- All households who receive USDA food must complete the Attestation of Eligibility and return to the school.
- What this means for Backpack Program: Rather than the standard opt-out form sent home to families, which requires no action from parents to receive food, parents/guardians will have to complete and return the Attestation in order to receive Backpack food.
- 1 form per household.
- Completed forms must be kept on file at the school. Signed Attestations are **not** shared with the Regional Food Bank.

 **Office of
General Services**

**The Emergency Food Assistance Program (TEFAP)
Attestation of Eligibility**

Recipient Name:			
Zip Code:		Total Household Members:	

Step 1: Check one of the two boxes below to indicate how you are eligible for TEFAP.

☐ **Categorical:** You are categorically eligible to receive USDA Foods through TEFAP if your household participates in any of the following programs: **SNAP, WIC, TANF, Medicaid, or SSI.**

- OR -

☐ **Household Income:** If your gross annual household income is at or below 225% of the federal poverty level for the number of people in your household, you are eligible to receive USDA Foods through TEFAP (see appendix A).

Step 2: Check the box below to attest, then sign and date.

☐ **By checking here, you attest that the following is true:**

1. The recipient's name, zip code and household size provided above is correct.
2. The recipient resides within New York State (there is no minimum length of residency required).
3. The recipient meets the TEFAP eligibility guidelines in step 1.
4. This food is for the recipient's home consumption only, and will not be sold, traded, or bartered.
5. The recipient is aware of their civil rights as described in the USDA Nondiscrimination Statement below.

Signature (Optional)

Date (Required)

This form should remain on site where food is received.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20-%20ComplaintForm-0608-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed [AD-3027](#) form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture/Office of the Assistant Secretary for Civil Rights/1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

OGS | USDA Food Distribution | (518) 474-5122 | <https://ogs.ny.gov/usda-food-distribution>


(01/2025)



Requirement #1: Parent Signatures

For every neighbor
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- All households who receive USDA food must complete the Attestation of Eligibility and return to the school.
- Translated Attestation Forms are available: Arabic, Bengali, Chinese-Simple, Chinese-Traditional, French, Haitian-Creole, Italian, Korean, Pashto, Polish, Russian, Spanish, Ukrainian, Urdu, Yiddish.
- Attestations must be completed annually, regardless of previous program participation.
- Attestations should be stored in a secure location with other required documentation.

 **Office of
General Services**

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Date (Required)

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(01/2025)



Attestation Packets for Parents

For every neighbor
in need.

- Provided templated Letter to Parents (on school letterhead)
- TEFAP in NYS Backpack Programs
- Attestation of Eligibility (returned to school)
- Appendix A- TEFAP Income Eligibility Table





Principal



Office of
General Services

Appendix A – TEFAP Income Eligibility Table (English)

Household Size	1	2	3	4	5	6	7	8
Annual Income	\$35,213	\$47,588	\$59,963	\$72,338	\$84,713	\$97,088	\$109,463	\$121,838

For families/households with more than 8 persons, add \$12,375 for each additional person. (01/2025)

الملاحق أ - جدول الأهلية الدخل (Arabic) TEFAP

حجم الأسرة المنزلية	1	2	3	4	5	6	7	8
الدخل السنوي	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

(ملاحظة: للمنتدات - أكثر من 8 أشخاص، أضف \$12,375 لكل شخص إضافي.)

আপেক্ষিকতা A – TEFAP আয় যোগ্যতা টেবিল (Bengali, বাংলা)

পরিবারের দৈর্ঘ্যের সংখ্যা	1	2	3	4	5	6	7	8
বার্ষিক আয়	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

৪ জনের বেশি সদস্যবিশিষ্ট পরিবারগুলোর ক্ষেত্রে, প্রতিটি অতিরিক্ত ব্যক্তিদের জন্য \$12,375 যোগ করুন। (01/2025)

附录 A – TEFAP 收入资格表 (Simplified Chinese, 简体中文)

家庭人数	1	2	3	4	5	6	7	8
年收入	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

超过 8 人家庭(超过 8 人户)，每多一人增加 \$12,375。 (01/2025)

附录 A – TEFAP 收入资格表 (Traditional Chinese, 繁體中文)

家庭人數	1	2	3	4	5	6	7	8
年总收入	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

家庭成員人數超過 8 人，每多一人增加 \$12,375。 (01/2025)

Annexe A – Tableau d'admissibilité au revenu TEFAP (French, Français)

Tableau du ménage	1	2	3	4	5	6	7	8
Revenu annuel	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

Pour les familles/ménages de plus de 8 personnes, ajouter 12 375 \$ pour chaque personne supplémentaire. (01/2025)

Appendix A – Tablo Kalifikasyon Revni TEFAP (Haitian Creole, Kreyòl Ayisyen)

Kantite Moun ki Nan Kay la	1	2	3	4	5	6	7	8
Reveni Annèl	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

Pou famiy/kay ki gen plis pase 8 moun, ajoute \$12,375 pou chak moun ajoute. (01/2025)

Allegato A – Tabella di idoneità alle prestazioni TEFAP in base al reddito (Italian, Italiano)

Dimensioni del nucleo familiare	1	2	3	4	5	6	7	8
Reddito annuo	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

Per famiglie/nuclei familiari di più di 8 persone aggiungere \$12,375 per ogni persona in più. (01/2025)

부록 A – TEFAP 소득 자격 표 (Korean, 한국어)

가족 구성원 수	1	2	3	4	5	6	7	8
연간 소득	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

가족 구성원(가족구성원)의 수가 8명 이상일 때 \$12,375를 더합니다. (01/2025)

TEFAP – A – Ғаламат җадвалы (Pashto, پښتو)

د کورنۍ اندازه	1	2	3	4	5	6	7	8
د کورنۍ کليد	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

په کورنۍ کې د 8 څخه زيات کسان وي، نو د هر اضافي کس لپاره 12,375 ډالره اضافه کړئ. (01/2025)

Załącznik A. Kwalifikacja do TEFAP na podstawie dochodu (Polish, polski)

Wielkość gospodarstwa domowego	1	2	3	4	5	6	7	8
Dochód roczny	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

W przypadku rodzin o rozmiarze domowym większym niż 8 osób należy dodać 12 375 \$ za każdą dodatkową osobę. (01/2025)

Приложение А. Таблица с уровнями дохода для участия в Программе экстренной продовольственной помощи (TEFAP) (Russian, русский)

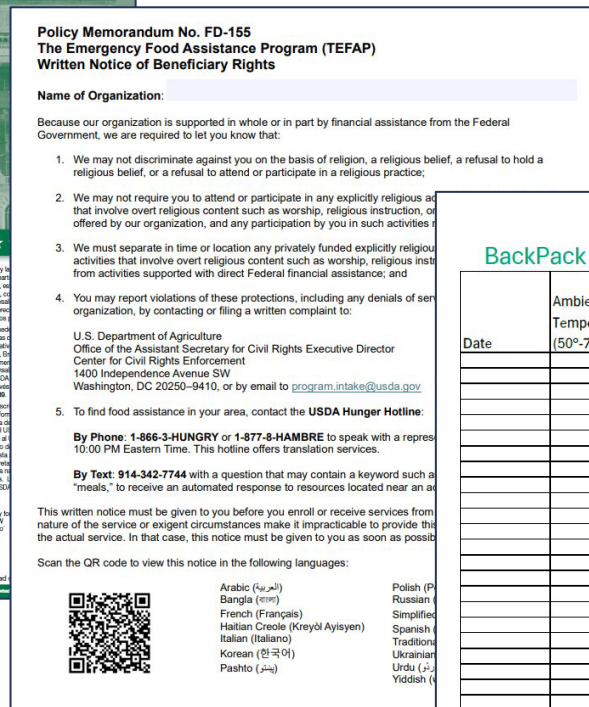
Годовой доход	1	2	3	4	5	6	7	8
	\$121,838	\$109,463	\$97,088	\$84,713	\$72,338	\$59,963	\$47,588	\$35,213

Если семьи/семей больше чем из 8 человек, прибавить \$12 375 для каждого дополнительного человека. (01/2025)



**For every neighbor
in need.**

- The following documents must be posted near your food distribution location:
 - Justice for All poster
 - Written Notice of Beneficiary Rights
- The following document must be posted in your food storage area:
 - Food Storage Temperature Log

[illegible]



Requirement #3: Complete Staff Training

For every neighbor
in need.

- [NYS OGS Civil Rights Training](#) for any school staff who interact with children to distribute BackPacks.
- Sign [Training Sign Off Form](#) should be kept with other required documentation
- Completed annually, regardless of previous years' participation.
- [Food Bank Kids' Programs Food Safety Training](#)





Requirement #4: Other Signatures

For every neighbor
in need.

- Signed Recipient Agency (RA) Agreement
 - Signed by BP Coordinator and shared with building leadership
 - Returned to Regional Food Bank
 - Kept on file at school with other documentation
- **Signed** invoices of all orders

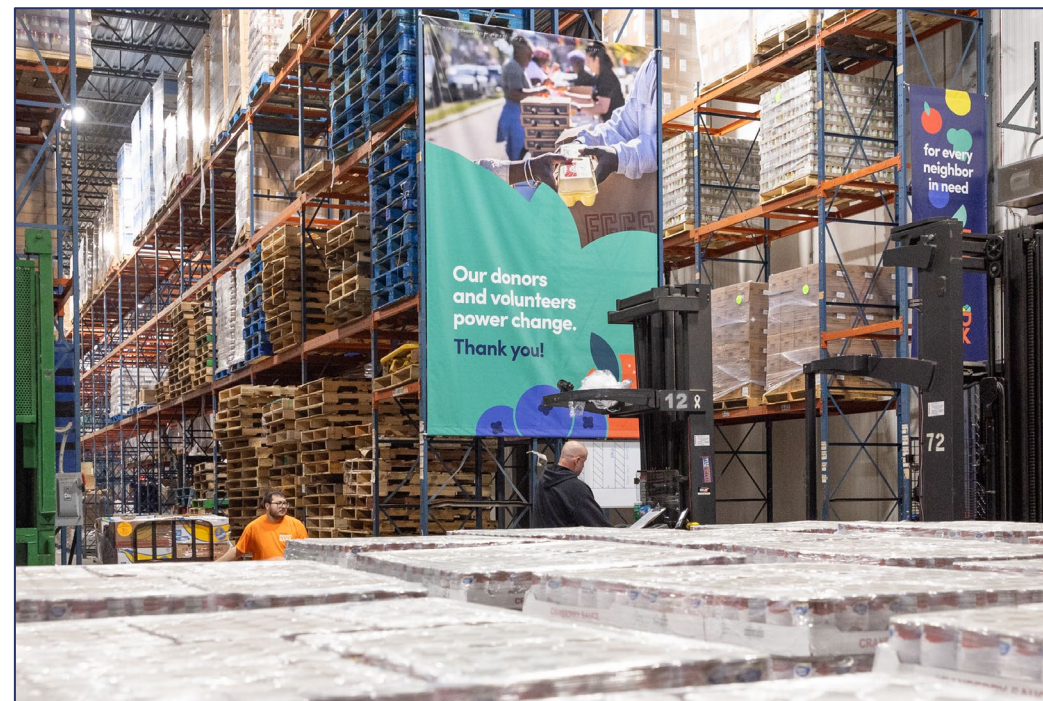




Requirement #5: Food Storage

For every neighbor
in need.

- Food must be stored in secure, locked location
- Thermometer in food storage areas (dry, refrigerated, frozen)
 - Regional Food Bank can provide
- Temperature log documenting temperatures in food storage areas. Completed whenever food storage area is significantly accessed.





Requirement #6: Allow OGS On-Site Administrative Reviews

For every neighbor
in need.

- Focus of the Administrative Review is strictly programmatic compliance.
- Check food storage areas.
- Confirm required documentation is completed.
 - Reviews are visual review only.
 - No required verification of information on Attestation of Eligibility.
- rescheduled at a mutually agreeable day and time.
- Visits generally take 45 minutes
- Any findings are reported to the Regional Food Bank, who has the responsibility to work with the partner to resolve.





Requirements: Document Storage

For every neighbor
in need.

- In secure location, accessible only to:
 - School Backpack Program Coordinator
 - Select authorized staff as determined by the school
 - Regional Food Bank and OGS monitor staff
- Documents retained for 3 years, plus current year
- Documents to be stored:
 - Completed Attestations of Eligibility
 - Civil Rights training sign off form(s)
 - RA Agreement
 - Signed order invoices
 - Temperature logs





**For every neighbor
in need.**

Third Party Partner BackPack Programs

**This includes programs operated by the
Kiwanis Club, community groups, food
pantries, etc.**



Third Party Programs

- Additional orchestration is required with the school to ensure the school and third party can work together to maintain compliance with the USDA requirements.
- Consider student confidentiality.
 - Is the school able to store Attestations?
- Breaking compliance into pieces.
 - Who owns what?
- The Regional Food Bank will work with partners individually to establish next steps.

For every neighbor
in need.





For every neighbor
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Next Steps

REGIONAL FOOD BANK

Next Steps

For every neighbor
in need.

- Following this training, you will receive
 - Recording of the USDA BackPack Information Session
 - USDA Cheat Sheet
 - Link to BackPack USDA website
 - Regional Food Bank BackPack USDA application
- To participate in USDA, BP partners must return to the Regional Food Bank
 - Signed RA Agreement
 - Completed Food Bank BackPack USDA application



Thank you!

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