



## Eligibility Requirements to Receive USDA TEFAP Product

Eligibility Requirements for programs:	
	Must be a current Regional Food Bank member in good standing
	Program must be a qualified Emergency Feeding Program (emergency shelter, soup kitchen/community meal open to the public, or food pantry open to the public)
	TEFAP Agreement between the Food Bank and Recipient Agency adhered to, signed by program's Executive Director, and returned to the Regional Food Bank. Program must also keep a copy for their records.
	Annual completion of Civil Rights Training and signature log by all regular program staff and volunteers that interact with neighbors accessing TEFAP product, and stored onsite for three years plus current year
	And Justice For All, TEFAP Written Notice of Beneficiary Rights signage posted where visible to all guests accessing the feeding program including outdoor distributions
	Must agree to follow reporting procedures for any damaged USDA product received
	Must agree to submit to Recipient Agency Reviews scheduled by NYS OGS
	Non-discrimination statement included on all public program materials if mentioning USDA TEFAP product
	<b>Food pantries only:</b> Annual completion of Self-Attestation of Income Eligibility form by clients, and stored on site for three years plus current year

Once all eligibility requirements are met, USDA TEFAP Product will be made available for the program to order from the Regional Food Bank's inventory. There are monthly case limits put on all USDA TEFAP products. Your program's case limits are based on the number of individuals served per month, and your limit will be adjusted periodically based on service level changes.

All materials mentioned above are provided by the Regional Food Bank.

Please reach out to Kerry Leary for questions related to USDA TEFAP:

**Kerry Leary**  
 Director of Agency Services  
 Email: KerryL@regionalfoodbank.net  
 Phone: (518) 786-3691 x 260



## What is USDA The Emergency Food Assistance Program (TEFAP)

- TEFAP is a Federal program hosted by the Food and Nutrition Service (FNS) branch of the United States Department of Agriculture (USDA)
- The goal of the program is to help supplement the diets of low-income Americans by providing them with emergency food assistance at no cost
- All USDA Foods, regardless of program, are 100% domestically produced
- The USDA delegates an agency in each state to administer TEFAP program in their state. These agencies are known as the State Distributing Agency (SDA). In this case, NYS Office of General Services (OGS) is our SDA.
- The Regional Food Bank of NENY administers the USDA TEFAP program to our members (Recipient Agencies) on behalf of NYS OGS and is subject to the oversight requirements from NYS OGS

