

USDA (TEFAP) Agreement

AGENCY # _____ AGENCY PARTNER: _____

ADDRESS: _____

CONTACT: _____ PHONE NUMBER: _____

DAYS/HOURS OPEN TO PUBLIC	POSTED ON OUTSIDE OF BUILDING? <u>YES</u> / <u>NO</u>
SUNDAY: _____	THURSDAY: _____
MONDAY: _____	FRIDAY: _____
TUESDAY: _____	SATURDAY: _____
WEDNESDAY: _____	Not Applicable, why? _____

In order to distribute United States Department of Agriculture (USDA) commodities, made available through *The Emergency Food Assistance Program*, in a safe, efficient, and responsible manner, Feeding America West Michigan (FAWM) and the Agency Partner agree to the following:

- Agency Partner must ensure proper storage and handling of USDA product. Product must be stored under sanitary conditions which are free from rodent, bird, insect, or other animal infestation, in well ventilated areas which are safeguarded against theft, spoilage, or other losses. USDA foods must be stored off the floor, either on pallets, racks, or shelves and organized to provide easy identification and access.
 - During program’s hours of operations, Agency Partner must be willing to distribute USDA product to any eligible client who asks for government food assistance.
 - Identify/Circle method of distribution of USDA commodities:
 - Recipients select items themselves (client choice)
 - Pre-bagged or Pre-boxed food based on family size.
 - Congregate Meal Site
 - Backpack or child meal/snack program
 - Residential/Group Home Use
 - Other: _____
 - Pantries must collect client signatures using the most recent “USDA Self-Declaration of Income” form **each time** a client has access to USDA product. The Food Bank will share an updated version of this form with participating Agency Partners as it becomes available. The correct form can be downloaded from our website, www.feedwm.org/agencies . Please enter the date of the form you are currently using: _____
- Agency Partner must comply with the following record-keeping requirements:
- One signature per household per visit.
 - Each client must completely fill out line on the signature form. If a client has no address, use “N/A” for address. Alternatively, to preserve client’s privacy, you may have one form per client, signature line must be completed each visit.
 - The date of distribution must be clearly marked on each form.
 - If a client refuses to sign the USDA sheet, they may be offered non-USDA (TEFAP) product, including donated food, or purchased food from the program.
 - Forms must be kept for 3 years in addition to the current year.

Electronic sign-in forms are available by contacting agency staff.

USDA (TEFAP) Agreement

- The Agency Partner may not ask for or require any verification of a client's identity, residency income, eg. no pay stubs, drivers licenses, utility bills. Client takes responsibility for compliance with program eligibility requirements when they sign the self-declaration of need form. Volunteers and paid staff at Agency Partner site are relieved of both legal and all programmatic liability.
- Agency Partner must provide the following through the PWW online ordering system under the Statistics tab.
 - Meal sites must report total plates served per month.
 - Child programs must report number of number of children served per month.
 - Pantries should report total number of households, individuals, seniors and children served.
- Identify/Circle how clients learn about your program:

Flyers	Facebook
Newspapers	FindFood cards
Website	Other _____
- Agency Partner must include the official short-form of the non-discrimination statement on all outreach materials

"This institution is an equal opportunity provider."
- Agency Partner must display the current "And Justice For All Poster" during USDA distribution for clients to see.
- Agency Partner must post the "Notice of Beneficiary Rights" if it is a faith-based program.
- Circle/Describe the process used to accommodate a non-english speaking guest:
 - Forms available in non-english language(s). Specify language _____
 - Use pictures in pantry.
 - Use the Language Identification card. Card can be found at www.feedwm.org
 - Other methods _____
- Key Agency personnel must complete full Civil Rights Training, provided by Feeding America West Michigan or the online training provided by the State of MI Department of Education. Agency personal ensure all volunteers interacting with clients are aware of Civil Rights and procedures. Recurring volunteers should complete full training. Single day volunteers must receive abbreviated Civil Rights Training. Civil Rights Training must be renewed annually. Date of last volunteer training: _____
- Agency Partner serving the public must display pantry hours on the outside of the building.
- Agency Partner will inform the food bank staff whenever a distribution disruption will take place or has taken place.

Agency Partner Signature: _____ Date _____

Printed Name _____ Title _____

For Food Bank use only:

Food bank staff person approving USDA Agreement:

Name: _____

Signature: _____ Date: _____

By signing this form, agency staff confirms the agency understands requirements and has provided necessary training.