

## USDA (TEFAP) Agreement - MOBILE Agencies

AGENCY # \_\_\_\_\_ AGENCY PARTNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ Mobile or Site Phone #: \_\_\_\_\_

DAYS/HOURS OPEN TO PUBLIC Not applicable, mobile distribution

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 ground, either on pallets, or other method.
- 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/Check method of distribution of USDA commodities:
  - Recipients select items themselves (client choice).
  - Food is pre-boxed.
- Pantries must collect client signatures using the most recent "USDA Self-Declaration of Income" form **each time** a client has access to USDA product. Please indicate/circle your method of intake for food recipients
  - Esign, the electronic sign-in forms found at [www.feedwm.org/esign](http://www.feedwm.org/esign)
  - If you choose to use the paper form, please download the latest form from [www.feedwm.org/agencies](http://www.feedwm.org/agencies). When using the the paper form, the Agency Partner must comply with the following record-keeping requirements:
    1. One signature per household per visit.
    2. 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.
    3. The date of distribution must be clearly marked on each form.
    4. 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.
    5. Forms must be kept for 3 years in addition to the current year.
    6. Grant funded mobiles must enter data into online spreadsheets within 3 business days.
- The Agency Partner may not ask for or require any verification of a client's identity, residency or 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.

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- Agency Partner must comply with the monthly reporting requirements.
  - We will report attendance statistics through the Agency Feedback Form.
  - We will use the esign as specified above and our data is available through the online spreadsheet.
  
- 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.
  
- Circle/Describe the process used to accommodate a non-english speaking guest:
  - Forms available in non-english language(s). Specify language\_\_\_\_\_
  - Use pictures to describe food available.
  - Use the Language Identification card. Card can be found at [www.feedwm.org](http://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 Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

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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.