



Requirements to Distribute TEFAP Product

1. Publically display "And Justice for All" poster
2. All staff and volunteers must complete yearly Civil Rights and Food Safety training, available at www.FeedWM.org/agencies/web-training
3. To ensure proper storage and handling of TEFAP product, the Agency must allow yearly inspection by representatives of the Food Bank, the Michigan Department of Education and/or TEFAP.
4. Distribute TEFAP product within 90 days of receipt. After 90 days, it should be either returned or report disposal process.
5. TEFAP may not be used for or distributed during religious activities such as worship services, church dinners, youth fundraisers, religious education, etc. Religious literature may not be included with distributed food.
6. All documents, pamphlets, websites, etc. should include the FNS (Food Nutrition Service) Nondiscrimination Statement, "This institution is an equal opportunity provider."
7. Log monthly statistics through online portal
 - a. Meal sites: total plates served/month
 - b. Child programs: total number of children served/month
 - c. Fixed site & mobile pantries: total number of households, individuals, seniors, veterans and children served/month
8. Fixed Pantries
 - a. Use Self-Declaration of Needs distribution form, found online at www.FeedWM.org/agencies/documents
 - b. Retain distribution logs for 3 years
 - c. Post distribution hours in a publically visible area and may not distribute during times of religious instruction. Alternate location/contact information should also be provided.
9. Backpack Programs
 - a. Distribute information about program to all school families (not just free and reduced eligible)
 - b. Use Head of Household Proxy form for the student responsible for picking up TEFAP food at the distribution. Proxy forms can be found at www.FeedWM.org/agencies/documents