

## TEFAP FOODS DISTRIBUTION AGREEMENT

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Agency #: \_\_\_\_\_ Agency Partner: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are days/hours open to the public posted on outside of building? \_\_\_\_\_

How can clients learn about your program? \_\_\_\_\_

### In order to distribute TEFAP product in a safe and responsible manner, Feeding America West Michigan and the Agency Partner agree:

- Agency must handle and store TEFAP product under sanitary conditions, making sure to store product at least 4 inches off the floor
- Agency must be willing to distribute TEFAP product to **any** client requesting assistance
- Agency must identify with a distribution method, choosing from the following:
  - Pantry/Mobile - client choice-clients select product themselves
  - Pantry/Mobile - Pre-bagged or Pre-boxed-based off of family size
  - Congregate Meal Site (**Exempt from using USDA Self-Declaration of Income form**)
  - Residential Home, Day Care, Backpack Program, or other children's snack programs\* (**Exempt from using TEFAP Self-Declaration of Income form**)
- Agency must correctly document TEFAP distributions, making sure to:
  - Use the most recent "TEFAP Self-Declaration of Income" form *each time* the client accesses product (<http://www.feedwm.org/agencies/usdaform/>)
    - Collect one signature per household per visit, making sure the entire line is completed. (Note: The client takes responsibility for compliance with program requirements when they sign the self-declaration of need form)
    - Mark date of distribution clearly on the form
    - Offer non-TEFAP product if client refuses to sign
    - Make sure to keep forms for 3 years in addition to the current year
  - Use official proxy form when someone is picking up TEFAP food for another household or individual (<https://www.feedwm.org/agencies/documents/>)
- Agency may **not** ask for verification of client identity, residency, or income
- Agency must report the following statistics:
  - Meal sites: total plates served/month
  - Child programs: total # of children served/month
  - Fixed Site & Mobile Pantries: total # of households, individuals, seniors, veterans and children served/month
- All agency outreach materials must include the non-discrimination statement "This institution is an equal opportunity provider."
- All agencies must display the current "And Justice for All" Poster, and faith-based agencies must **also** display the "Notice of Beneficiary Rights"
- Civil Rights Training must be completed by key agency personnel and volunteers annually

\* Note: USDA/TEFAP products **cannot** be used by Child and Adult Care Feeding Programs, the National School Lunch Program, or the Summer Food Service Program

Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Food Bank Representative: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement will be renewed annually

Rev. 7/2/2019